

**You Can, I Can, We Can**

**Serious Incidents & Significant  
Events**

**Director**

**&**

**Executive Director**

**Notification**



**Local Arrangements**

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## I. Aim and Scope

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This document outlines East Riding of Yorkshire Council's arrangements for notifying the relevant Director(s) and Executive Director of a serious incident or significant event involving a child or young person.

As soon as we are made aware of a serious incident or significant event involving a child or young person it is essential that the relevant Director(s) from Children and Young People's Support and Safeguarding Services, Children and Young People Specialist Services and Children and Young People, Education and Schools and the Executive Director of Children Families and Schools are notified.

This will ensure that appropriate actions are being undertaken in a timely manner and assist the relevant Director(s) and Executive Director to make an informed decision about who else needs to be notified. Lead Member, the Chief Executive, or the Press Office, dependant on the seriousness of the situation. Consideration will also be given to whether it is necessary to complete an Ofsted notification. (Providers of regulated settings or services continue to have a responsibility to notify Ofsted directly about serious issues and incidents, including the death of a child, according to regulations and their procedures). Prompt notification to the relevant Director(s) and Executive Director is also required to understand a child's circumstances at the earliest opportunity.

It is important that the decision about who should have access to the information is made by the relevant Director(s) and Executive Director in order to make that decision, as much factual information as possible should be provided.

## 2. Serious Incidents or Significant Events

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Examples of incidents and events that will require notification include:

<ul style="list-style-type: none"><li>Any incident resulting in serious injury or death of a child or young person. (Includes suspected abuse or neglect which may have contributed to the death of the child, suicide, or homicide).</li></ul>
<ul style="list-style-type: none"><li>The death of any child known to and / or receiving support, care or services from Children and Young People's Support and Safeguarding Services, Early Help and Prevention and 0-25 SEND Team. (Including any child recently close to these services)</li></ul>
<ul style="list-style-type: none"><li>Serious incident involving any child or young person, where a child has been seriously harmed. (Includes life threatening injuries or injuries likely to cause long-term impairment of physical / mental health / cognitive / emotional or social development)</li></ul>
<ul style="list-style-type: none"><li>Any child or young person who has been missing for more than 48 hours or who is missing and assessed as at risk of serious harm, (this will always include cared for children but relates to any missing child assessed as at risk of serious harm). <i>Also refer to the Missing from Home and Care Protocol.</i></li></ul>
<ul style="list-style-type: none"><li>High risk concerns relating to a child or young person for example, serious offences involving arrests and extremist behaviour where the child is deemed to be at and/or pose significant.</li></ul>



### 3. Significant Events Management Briefing

A management briefing should be completed when the relevant Director(s) and Executive Director needs to be made aware of a significant event or events, which if not managed properly can adversely impact on those affected. Management briefings should also be completed when an overview is required to understand the decision-making process in relation to a child or young person. The Executive Director, Service Director(s) and all relevant service leads must be notified in accordance with the reporting procedure outlined within the flowcharts below.

Management briefings apply to any persons employed by and acting on the behalf of:

- Children and Young People's Support and Safeguarding Services.
- Children and Young People Specialist Services – 0-25 SEND Team.
- Children and Young People Education and Schools – Early Help and Prevention services

Any decision to complete a notification of a significant event should be discussed and agreed with the relevant manager, (or on call manager / emergency duty team outside office hours).

### 4. Completing the Management Briefing Form

The Management Briefing is not intended to be a full report. It is intended to alert the relevant Heads of Service, Director(s) and Executive Director to an incident and provides the information required to form an initial determination of what, if any action is required by the relevant service. A more detailed report will be requested at a later date, if this is required.

The notification will include but is not limited to:

- Name of the person completing the form.
- The name, address and age of the child or young person for whom the notification relates.
- An outline of the incident and where and when it took place.
- Important dates e.g., multi-agency meetings, reviews, inquest.
- Immediate actions.



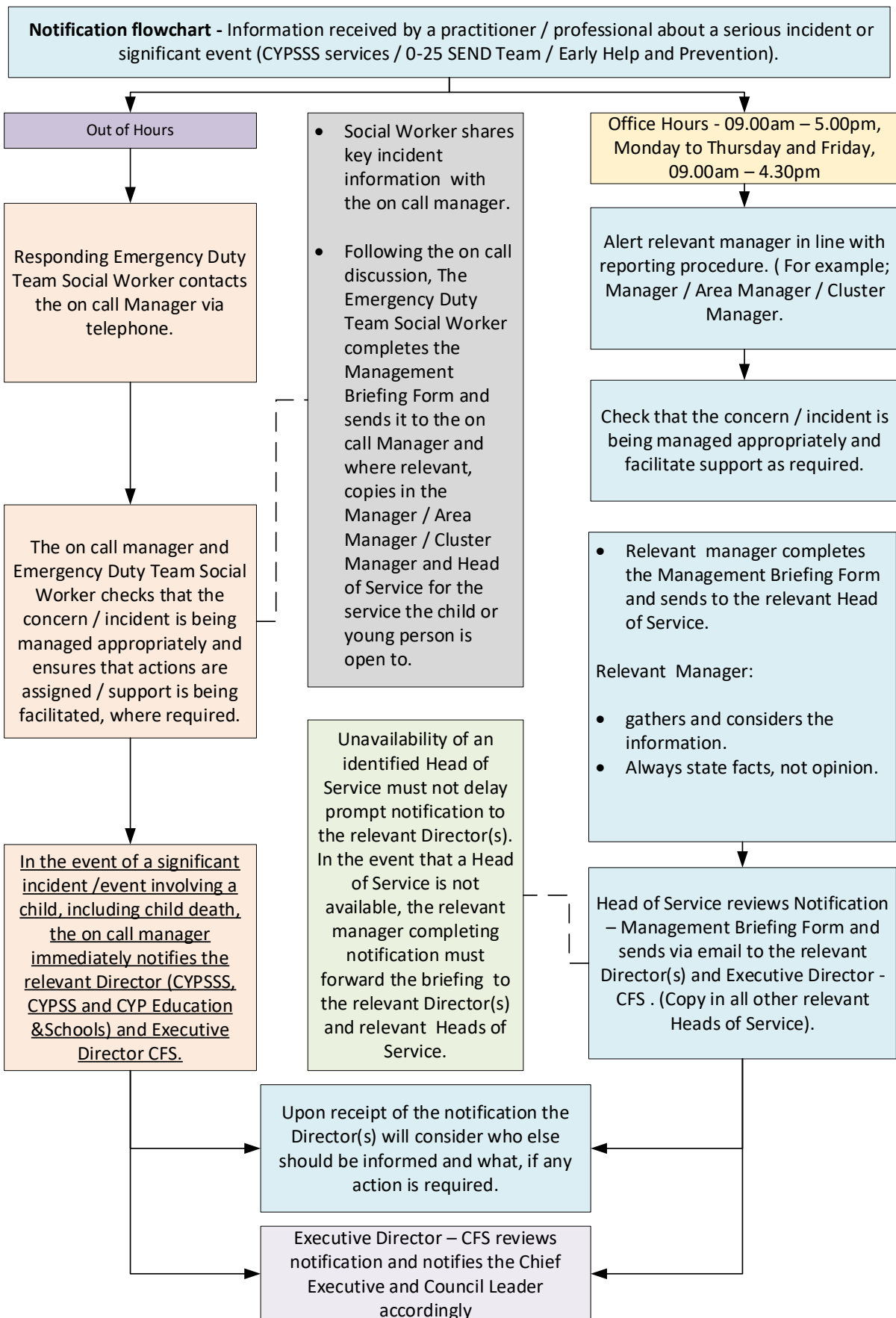
Notification -  
Management brief for

### 4. Out of Hours Notification

In the event of a significant incident or event occurring or coming to the attention of a council employee outside of normal office hours (09.00am – 5.00pm Monday to Thursday and Friday 09.00am – 4.30pm), the relevant employee must alert the Emergency Duty Team Social Worker via 01482 393939. (See flowchart below for details on EDT - on call manager notification process).



## 6. Notification Flowchart



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