**Safeguarding Alert Notification Form**

**The purpose of using this form is to alert senior managers to a serious incident, child death or escalating risk relating to a Child or Young Person known to ICS.**

The Area Assistant Director (AD) who holds overall responsibility for the practice, planning and risk management around the CYP must quality assure this alert. Once quality assurance has been undertaken the AD should decide on whether the alert needs to be escalated to the Safeguarding, Quality Assurance and Professional Standards Unit with a clear rationale to the purpose i.e. to share managerial accountability/to alert to organisational risk/to request additional guidance or to remain within their area oversight.

All Safeguarding Alerts to be submitted to the mailbox [safeguardingunitalerts@kent.gov.uk](mailto:safeguardingunitalerts@kent.gov.uk)

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| --- | --- |
|  | **Please enter the details of the person completing the alert form:** |

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| --- | --- | --- |
|  | **Name:** |  |
|  |  |  |
|  | **KCC Email Address:** |  |
|  |  |  |
|  | **Area and Service:** |  |

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| --- |
| **Please enter the details for the relevant Area Assistant Director** |

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Name:** | |  | | | |
|  |  | |  | | | |
|  | **KCC Email Address:** | |  | | | |
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|  |  | |  | | | |
| **Date of Alert:** | |  | |  | **Time:** |  |
| **Overview of Safeguarding Alert** | | | | | | | |
| |  |  | | --- | --- | | **Please indicate if this alert is a:** | | | **New Alert** |  | | **Update Alert (please ensure you update the original form)** |  | | **De-alert** |  |   **Reason(s) for Alert – see the Alert Guidance for assistance:**   |  |  |  | | --- | --- | --- | |  | **Child Death** |  | |  | **Serious safeguarding incident and / or severe injury to a child or young person**  Child / young person admitted to hospital?   |  | | --- | | Yes / No | | | |  | **Child or young person causes or is charged with an offence relating to serious harm to another person/s** | | |  | **Media Interest** | | |  | **Complex Abuse** | | |  | **Missing** | | |  | **Child Protection -National Alert** | | |  |  | | |  |  | |   **What is the current status of the child / young person:**     |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | |  |  | | --- | --- | |  | **Child Protection (CP)** | |  | |  | |  |  |  | | --- | --- | --- | |  | **Unaccompanied Asylum-Seeking Child (CIC or Frontdoor)** | | |  | **Child in Need (CIN)** | | |  | **Looked after child (CLA)** | | |  | **Early help (youth justice)** | | |  | **Early Help (unit)** | | |  | **Early Help (open access)** | | |  | **Early Help (SEN)** | | |  | **Commissioned Services** | | |  | **Not currently open to ICS** | |  |  | | |  |  | | | | | | | | | | | |

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| --- | --- |
| **Child/Young Person’s Name** |  |
| **Date of Birth** |  |
| **System ID** | **(e.g., Liberi: 012345)** |
| **Address:** |  |
| **Postcode:** |  |

Please complete a separate alert for each sibling if they are in different placements

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| --- | --- | --- |
| **Number of Siblings/people in group:** |  | |
| **1st Sibling’s/Group member’s Names:** |  |
|  |  |
| **2nd Sibling’s/Group member’s Names:** |  |
|  |  |
| **3rd Sibling’s/Group member’s Names:** |  |
|  |  |

If there are more names, please include these in the ‘Alert Details’ section below.

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| **Mother’s Name:** |  |
| **Father’s Name:** |  |
| **Significant Others:** |  |
|  | |
| **Safeguarding Alert Details** | |
| **Brief Summary of Reason for Alert:**  *Provide the facts and evidence of what has happened. Please do not include opinions. Provide a synopsis of the family history if this is relevant to the alert.* | |
| **Evidence of risk/potential risk:**  *Regarding the nature of current and future risk, impact on cyp and or others safety. Safety and contingency planning around mitigating risk and inclusion of multi-agency working.* | |
| **Has the Child Protection Chair or Independent Reviewing officer been alerted (if involved)?**   |  | | --- | | Yes / No / NA |   **Does a National Alert need to be considered?**   |  | | --- | | Yes / No / NA |   **Has a referral to the County LADO Service been submitted?**   |  | | --- | | Yes / No / NA | | |
| **PLEASE ADVISE reason for forwarding this safeguarding alert to the Safeguarding Unit, please select purpose:**  **To initiate other processes e.g. national CP alert / internal review / notification to National Panel**  **To request practice/risk management support**  **For organisational risk to be considered by senior managers**  **To share information only – no action requested**  Please note if a decision is needed regarding a notification to the Child Safeguarding Practice Review Panel and/ or the KSCMP it will be made by the Corporate Director for CYPE, Director of Children’s Service in conjunction with the QA Assistant Director and Area Assistant Director. | |

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| **Response from the Safeguarding Unit – Social Work Standards Officer** |
| **Acknowledgement of Alert Only**  **Signposting to practice guidance/policy/procedure**  **Liaison with KCC Media team recommended**  **Mapping/Appreciative Inquiry offered**  **KSCMP notification recommended (local practice review notification) \***  **Notification to National Child Safeguarding Review Panel recommended\*\***  **Forward Alert to Directors**    **Rationale for decisions taken by the Safeguarding Unit:**  \*internal review template will be completed in conjunction with the District Team. Timescale of 2 weeks.  \*\*internal review template will be completed, timescale of 5 working days. |

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| **SSO Quality Assurance** |
| **SSO Quality Assurance**  **Evidence re: Practice Framework**  ☐ Strengths based approach: e.g. motivational interviewing, solution focussed  ☐ Trauma Informed practice  ☐ Restorative approach: e.g. social connectivity, FGC, Lifelong links  ☐ Ecological / systemic approach including Contextual Safeguarding  **Evidence re: Toolkits e.g. exploitation toolkit, neglect, pre-birth etc**  **Comments:** |
| **Updates from the district/area**  (This is to be updated on the original form so that it provides a clear record of events) |
| Date and time of update: |

**Criteria for Safeguarding Alerts**

Practitioners will need to use their professional judgement when deciding the reason(s) that the Alert form is being completed. The following explanations are designed to assist with this decision making:

* Child Death

The death of any child or young person currently known to Integrated Children’s Services must be reported to the Safeguarding, Professional Standards and Quality Assurance Team, even where a child’s death may be expected due to illness.

* Serious safeguarding incident and / or severe injury to a child or young person/s

Serious safeguarding incidents are broad in description and may include serious self-harm, attempted suicide, and being the victim of a serious sexual or physical assault.

Severe injuries may include brain, bone or bodily trauma caused by the non-accidental injury to a child or young person, by a parent or carer. It may also include significantly traumatic events which cause serious emotional harm, including serious exploitation and intrafamilial sexual abuse.

Was the child or young person admitted to hospital?

* Child or Young person causes or is charged with an offence relating to serious harm to another person

Sometimes children and young people (acting individually or as part of a group) cause serious harm to others. This may include a serious sexual assault, grievous bodily harm, manslaughter, or murder.

* Media interest

Some incidents, including group incidents, can attract local, national of social media interest. If you become aware of (or believe that there could be) media interest following an incident.

* Complex abuse (organised or multiple incidents of abuse)

Children and young people can experience organised, large-scale abuse or exploitation. This might involve being trafficked (internationally and/or locally) for the purposes of sexual or criminal exploitation (which includes so-called ‘County Lines exploitation).

* Missing

If a child or young person is missing and subject to a Child Protection Plan, is a Child in Need, a Child in Care or currently known to the Unaccompanied Asylum Seeking Children team, then an Alert Form will need to be completed where there is either a significant Missing episode or a pattern of Missing episodes. Likewise, an Alert Form should be completed for any Child in Care who is classified as an ‘unauthorised absence’ and requires Senior Management action. Finally, an Alert Form will need to be completed for any child who has been missing for 48 Hours or longer.

* Child protection – National alert required

National alerts are issued on children (including unborn babies) who are subject to a Child Protection Plan or are the subjects of formal inter-agency Child Protection plans who go missing from their LA area for at least 3 weeks.