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| **Child’s name:** |  | **Date of incident:** |  |
| **Brief description of incident:**  |  |

|  |  |  |
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| **When**  | **Step to be taken** | **Done** |
| ASAP  | Incident takes place – **ensure immediate safety** of child  |  |
| ASAP  | Assess whether **emergency services** need to be contacted (paramedic / Police / other). Administer any medical treatment as needed.  |  |
| ASAP | Gather **verbal reports** from all involved in the incident – consider whether reports from any other young people are appropriate  |  |
| ASAP | **Inform Registered Manager** or escalate to who is covering the post in their absence (incl. sign off of incident form) |  |
| ASAP | Ensure contact is made with all **necessary agencies** (Parent; MASH; LADO; allocated social worker, Residential Service Lead; IRO; Police) and all relevant information shared.  |  |
| WITHIN 24 HOURS  | Gather **written reports** within 24 hours of the incident |  |
| WITHIN 24 HOURS  | Complete an **Incident Report** (lead staff member writes a full and factual account of the incident including a timeline (chronology) of what happened, when and who was involved). Confirm any steps taken to address the situation.  |  |
| WITHIN 24 HOURS  | Consider whether a **Reg 40** notification is required and submit as necessary (ensuring a copy is printed off prior to submission)  |  |
| WITHIN 3 DAYS  | **Update Incident tracker** with Reg 40 reference number and brief summary of incident  |  |
| ON COMPLETION  | **Update incident report** as the situation develops – including an overall outcome once this has been communicated (incl. No Further Action decisions). |  |
| ON COMPLETION | **Update Ofsted** on the Reg 40 notification as needed  |  |
| ON COMPLETION | Update child’s **Safety and Support Plans** as needed  |  |
| ON COMPLETION | Ensure **Keyworker** addresses issue with Young Person as necessary  |  |
| ON COMPLETION | Identify and confirm any **practice changes** through discussion at team meeting and **arrange debrief** with staff as needed  |  |