**West Sussex – Practice Guidance**

IROs are qualified social workers with at least five years’ experience, and who have acquired the right skills to carry out this role.

**Notification of Significant Events**

**Types of Significant Event**

Within children’s homes, there are a number of different events that require information to be sent to an external organisation. These include:

* Significant incidents involving children and child (including safeguarding; serious injury; death; missing episodes; exploitation; criminal activity; suspected abuse)
* Incidents involving staff conduct
* An outbreak of an infectious disease
* A serious accident involving a child or staff member

**Significant Incidents involving children**

* If there is a significant incident involving a child who is placed in a WSCC children’s home, there is a legal duty to submit this information to Ofsted, who will review how the home dealt with the incident.
* The information about the incident is called a “Regulation 40 Notification” and must be submitted electronically via the link below. A copy must also be sent to the Responsible Individual and Service Lead for Residential.
* Information should also be shared with the child’s social worker, Independent Reviewing Officer and parent/carer (where appropriate and in line with the child’s Care Plan).
* The Registered Manager of a Children’s home must submit a Regulation 40 notification in the following incidents:

1. Death of a child
2. Referral of a person working in the home to the Disclosure and Barring Service for de-registration
3. Child involved in or subject to, or is suspected of being involved in or subject to, sexual exploitation
4. Incident requiring police involvement has occurred in relation to a child which the registered person considers to be serious
5. Allegation of abuse against the home or a person working there
6. Child protection enquiry involving a child has been instigated
7. Child protection enquiry involving a child has concluded
8. Other incident relating to a child which the registered person considers to be serious.

**Regulation 40 Notifications**

* Examples of incidents that are likely to be considered serious include:
* a child being the victim or perpetrator of a serious assault
* a serious illness or accident
* a serious incident of self-harm
* serious concerns over a child’s missing behaviour, particularly where the child is considered to be at grave risk due to age or vulnerability or where they have been missing for a considerable period of time and their whereabouts is unknown.
* Notifications should be evaluative and not just a list of events. They should include a brief summary of the event, the actions taken by staff and managers at the time, and further actions planned to reduce the likelihood of a similar incident occurring again.
* In urgent situations you should telephone Ofsted first on 0300 123 1231.
* If you can’t use the online form you can use the printable form, sign it and return to Ofsted at:

Notifications   
ARC   
Piccadilly Gate   
Store Street   
Manchester   
M1 2WD

* The person submitting the report will need to know the URN (Unique Reference Number) and full postal address of the children’s home at the time of submitting the report.
* Notifications should be sent to Ofsted within 1 working day of the incident occurring, or as soon as is practically possible.
* Forms should be printed off before being submitted to ensure the home has its own record. These should be logged on the Regulation 40 tracker.
* Managers should make sure that all updates to existing notifications are identified by the reference number. Alternatively, staff can email the inspector directly if they have established contact already. The most frequently sent updates are in relation to child protection enquiries. Regulation 40 requires a notification when a child protection enquiry involving a child is **instigated or concludes**. It does not require several notifications providing updates of the enquiry or allegation unless this is deemed necessary or the process is prolonged.

**An outbreak of an infectious disease**

* Due to the nature of working in a children’s home, any infectious disease can spread quickly amongst staff and children alike. Infectious diseases include conditions such as influenza (flu), gastroenteritis (upset tummy) scarlet fever, malaria and other airborne and contact viruses. A full list can be found via the link below.
* If a staff member or child presents with a known diagnosis of any notifiable infectious disease, or is suspected of having one, they must be asked to leave the children’s home in order to contain the infection.
* Advice should be sought from the Looked After Children’s Nurse or child’s GP if there are any queries.
* The Registered Manager is legally required to inform the Health & Safety Executive

**A serious incident or accident in the home**

* If a serious accident occurs in the home that results in certain injuries, or even death, the Registered Manager must inform the Health and Safety Executive under RIDDOR (2013) regulations.
* A full list of reportable incidents and specified injuries can be accessed via the link below and includes the following:
* fractures, other than to fingers, thumbs and toes
* serious burns (including scalding)
* any loss of consciousness caused by head injury or asphyxia
* The Registered Manager must also inform the HSE in the following circumstances:
* if a staff member is unable to work or carry out their usual work duties for over 7 days because of their injury caused by an accident at work
* an accident to a member of public who is taken directly to a hospital from the scene of an accident for treatment of an injury
* Where a member of staff is diagnosed with an occupational disease (such as carpal tunnel syndrome or occupational dermatitis)
* Near misses – a dangerous occurrence that takes place that could have caused injury but didn’t
* Gas incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas.

**Online reporting system for accidents and injuries**

* WSCC has an online system to record and monitor accidents and injuries that occur in, and involve children looked after, in children’s homes.
* There is comprehensive guidance available that outlines when an accident or injury needs to be recorded and all Registered Managers must be fully aware of when this reporting is required.
* All staff should be familiar with how and when to complete an online report and should seek advice if they are unclear.
* All Registered Managers require a password to access the online system to review reports uploaded by other staff. Passwords and reminders are available by contacting [**healthandsafety@westsussex.gov.uk**](mailto:healthandsafety@westsussex.gov.uk).
* Staff must print off a copy of the report HSW3 and add the details to the Accident and Injury tracker in the home.

**Links to related documents:**

Incident reporting guidance:

<https://ofstedonline.ofsted.gov.uk/outreach/Ofsted_Statutory_Notification.ofml>

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/698737/Childrens_Homes_guidance_for_providers_on_notifications.pdf>

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report>

RIDDOR [specified injuries](http://www.hse.gov.uk/riddor/specified-injuries.htm)

HSE: 0845 300 99 23  
E: [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk)  
[www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

<https://wscc.info-exchange.com/newremote> - online reporting system

Guidance on how to report accidents and injuries online: http://theintranet.westsussex.gov.uk/HelpMe/Pages/helpmecontent.aspx?module=wscc&entryID=report-an-accident