

## Contagion Response Group Checklist

<p><b>Named contacts</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify named public health person who will convene the contagion response.</li> <li><input type="checkbox"/> Identify names from each key organisation who would be contacted when a contagion response is to be convened.</li> </ul>
<p><b>Prior to First Meeting</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make contact with School and signpost to helpful resources (public health)</li> <li><input type="checkbox"/> Make contact with other local schools and signpost to helpful resources (as appropriate)</li> <li><input type="checkbox"/> Set date and time, convenient with school, for the first contagion response meeting</li> <li><input type="checkbox"/> Ask relevant agencies to prepare a list of vulnerable individuals coordinated by public health in conjunction with the school, police and other relevant agencies</li> <li><input type="checkbox"/> Notify agencies of meeting and circulate terms of reference and Circles of Vulnerability via email</li> <li><input type="checkbox"/> Gain consent from parents/guardian to discuss vulnerable children</li> </ul>
<p><b>The First Meeting</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agree terms of reference</li> <li><input type="checkbox"/> Information governance and confidentiality</li> <li><input type="checkbox"/> Explain purpose and aims of the response and group</li> <li><input type="checkbox"/> Circles of Vulnerability mapping</li> <li><input type="checkbox"/> Identification of other potential vulnerable individuals</li> <li><input type="checkbox"/> Agree on frequency of meetings</li> <li><input type="checkbox"/> Date, time and location of next meeting</li> <li><input type="checkbox"/> Minutes, circles of vulnerability and vulnerable individual's list to be sent out to via email and details of young people to be discussed at group earliest opportunity for follow up.</li> <li><input type="checkbox"/> Identify agency communication leads to engage with media</li> <li><input type="checkbox"/> Joint agency involvement from both SSLP and CDOP processes</li> </ul>

<p style="text-align: center;"><b>Throughout the Response</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ongoing mapping of vulnerable groups and individuals and follow up of actions</li> <li><input type="checkbox"/> Maintain communications and media links</li> <li><input type="checkbox"/> Social media vigilance</li> <li><input type="checkbox"/> Ensure that additional support is in place for date of funeral if necessary</li> <li><input type="checkbox"/> Effective communication and data sharing between agencies</li> </ul>
<p style="text-align: center;"><b>Stepping Down Process</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Group is confident that the risk of contagion has reduced</li> <li><input type="checkbox"/> Agreement from Group that recommendation should be made to step down</li> <li><input type="checkbox"/> Chair to provide recommendation to Safeguarding on stepping down to LSCB</li> <li><input type="checkbox"/> Ensure that Group can be reconvened if necessary</li> <li><input type="checkbox"/> Agree on date for learning and reflection debrief session</li> </ul>
<p style="text-align: center;"><b>Learning and Reflection</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reflection and comments on what went well</li> <li><input type="checkbox"/> Reflection and comments on what could be improved</li> <li><input type="checkbox"/> Learning to be fed into local action plan to be delivered by group.</li> <li><input type="checkbox"/> Update the contagion response protocol accordingly</li> <li><input type="checkbox"/> Sharing of lessons learnt</li> </ul>