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**Children’s Services Serious Incident Notification Template**

Need to Know – Informing the Leader of the Council, Cabinet Members for Children’s Services and for Education, Chief Executive, Director of Children’s Services and Deputy Directors about serious issues and incidents concerning the safety, welfare and education of children and young people. The Chair of the People Overview and Scrutiny Committee, the Chair of the LSCB and members of Corporate Leadership Team will be notified on a case by case basis where there is such a need. Where a notification is made and there is potential media interest, an internal briefing note will be prepared by our head of communications and all Members will be made aware of the incident.

This template is to be used to provide sufficient and necessary information to senior managers so that they and where appropriate, senior Councillors, are briefed about important issues. It will also enable the Council to be well placed when they need to be, to respond to enquiries from other Councillors, the press or partner agencies. Please read the guidance when completing.

The Deputy Director will take the decision as to whether and what needs to be escalated further to the Director of Children’s Services or the Chief Executive in the Director’s absence. The Director will be responsible for onward transmission to senior colleagues to whom this protocol applies.

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| Type of alert: |  | |  | |
| Date of Notification: | Click here to enter a date. | | | |
| Notification Category  (see list on Appendix 1 – insert letter and brief title) |  | | | |
| Does this internal notification meet the criteria for formal notification to Ofsted and the LSCB?  If ‘unsure’ the Deputy Director for children’s social care will discuss with Director of Children’s services. |  |  | |  |

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| 1. **Information relating to the child:** | | | | | |
| Full name including other names used by the child/family: | Click here to enter text. | | | | |
| DOB: | Click here to enter a date. | | | | |
| Ethnicity: | Click here to enter text. | | | | |
| LiquidLogic ID: | Click here to enter text. | | | | |
| Nursery/School/College/Elective Home Education/Not in Education, Employment or Training: | Click here to enter text. | | | | |
| Does the child have a physical or learning disability? |  | | |  | |
| Address: Click here to enter text. | | | | | |
| 1. **Legal status** | | | | | |
| Is the child looked after by the London Borough of Bexley? |  | | |  | |
| (i) s.31 |  | | (ii) s.20 |  |
| Is the child looked after by another local authority? |  | | |  | |
| If yes, which local authority: | Click here to enter text. | | | | |
| Is the young person a care leaver or previously looked after by LBB: |  | | |  | |
| Is the child, the subject of a Child Protection Plan supervised by LBB? |  | | |  | |
| If Yes, under which category/ies: | Click here to enter text. | | | | |
| Is the child the subject of a Child Protection Plan supervised by another local authority? |  | | |  | |
| If yes, to which local authority: | Click here to enter text. | | | | |
| Is the case open to Children’s Services: |  | |  | | |
| Children’s Social Care |  | |  | | |
| Family Wellbeing |  | |  | | |
| Disabled Children’s Service |  | |  | | |
| Youth Offending Team |  | |  | | |
| Inclusion |  | |  | | |
| Statutory SEN Service |  | |  | | |
| Early Intervention Team |  | |  | | |

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| Team Manager: | Click here to enter text. | Contact number: | Click here to enter text. |
| Allocated practitioner: | Click here to enter text. | Contact number: | Click here to enter text. |
| If more than one Deputy Director is involved, which Deputy Director has taken responsibility for the notification? | Click here to enter text. | | |
| 1. **Key Issues** |  | | |
| What are we worried about? | Click here to enter text. | | |
| Which recommendations require a decision? | Click here to enter text. | | |

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| 1. **Actions** |  |
| What actions are being taken to deal with the issues (including timescales) and by whom? | Click here to enter text. |

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| 1. **Date when an update is expected:** | Click here to enter a date. | | |
| Deputy Director: | Click here to enter text. | Date: | Click here to enter a date. |

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| 1. **Director’s clearance and any further action:** | Click here to enter text. | |
| DCS to forward:-  Click here to enter text. | | Date of notification by DCS to senior colleagues or N/A where decision taken not to notify |
| * all notifications to Leader of the Council, Cabinet Members for Children’s Services and Education, CE, DDs Children’s Services, Communications Team, Sarah Morgan). | | Click here to enter text. |
| * notifications on a case by case basis to the Chair of the People Overview and Scrutiny Committee, Chair of the LSCB and Corporate Leadership Team | | Click here to enter text. |
| * notifications where there is potential media interest to all Members – Head of communications to circulate internal lines to all members, copied to Corporate Leadership Team | | Click here to enter text. |

END