

Process For Serious Case Incidents Which Require Notification to The Child Safeguarding Practice Review Panel

Where a local authority in England knows or suspects that a child has been abused or neglected, the local authority must notify the Child Safeguarding Practice Review panel if

a) the child dies or is seriously harmed in the local authority's area

or

b) while normally resident in the local authority's area, the child dies or is seriously harmed outside England.

16 C(1) of the Children Act 2004 [Children Act 2004](#)

Part 5 of Working Together 2023 [Working together to safeguard children 2023](#)

1. Practitioner notifies manager within 2 hours of being made aware of the incident. If out of hours, the Emergency Duty team (EDT) social worker will notify the on-call SDM as soon as possible.

2. Manager/Team leader case discussion with Service Delivery Manager (SDM). Team manager provides a written summary of the incident to be shared with SDM and Head of Service (HoS).

3. SDM to notify Head of Service (HoS) via a phone call and complete a SIN

4. Head of Service to notify Chief Officer (CO) and consider seeking legal advice.

CO to discuss matters with Assistant Director Children's Services (ACDS) and Director of Children's Services (DCS) and notify the LSCP.

Consideration of further information, legal advice, statutory criteria and statutory guidance.

Report to LSCP via the Notification form:
Partnership SCSi Notification Discussion Referral Form via LSCP.info@leeds.gov.uk

Practitioner to start compiling basic information regarding the child, including:

- Name
- Date of birth
- Parents
- Siblings
- Legal status
- Brief chronology
- Any relevant factors

Steps 1 to 4 within 24 hours.

During this period, social work practitioner may be gathering other information and attending/convening strategy meeting. Case discussions with other agencies.

CO and ADCS to be provided with the summary prepared as part of step 1.

CO and ADCS to consider whether they have sufficient information for making a notification.

LSCP informs all partners to seek further information.

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