

# Critical Incident Form

Guidance for Use

## *Why do I need to complete a Critical Incident Form?*

It is important that Senior Managers are kept informed about any critical incident as soon as anyone in the service becomes aware of the information. This assists managers to be proactive in dealing effectively with the matter. If the incident is likely to attract public attention via the press or social media, the Press Office can assist in ensuring the council responds correctly.

## *When should I send the Critical Incident Form?*

On the day anyone in your team becomes aware of the incident they should report it to you, or another manager in your absence. The form should be completed and sent on that first day.

## *What constitutes a Critical Incident?*

Examples of a Critical Incident include an event such as:

- a serious injury/assault to, or death of, a child or family member known to Sandwell children's Trust;
- a child or their family member being charged with a serious crime, such as use of weapons or murder;
- a threat by anyone to go to the press or social media about Sandwell Children's Trust;
- a child who has an Sandwell Children's Trust Child Protection Plan, or is a Looked After Child by the council who has been reported as 'missing from home' to the police.

## *Who should complete a Critical Incident Form?*

The Team Manager, in discussion with the member of staff who reports the incident, should complete the form. This should be sent, at least, to the Group Head and the Director of Operations.

Effective from 20 April 2016

# Critical Incident Form

TEAM MANAGERS: please complete all sections of this form.

## 1. Report to be sent to: (please tick below)

Group Head

Director – Operations

Chief Executive – Sandwell Children’s Trust

Press Office

## 2. Category of Incident: (please tick below)

Involves child open to Sandwell Children’s Trust  
If yes, which team?

Relates to serious injury/death of a child

Relates to a matter that may be reported to the press

### 3. Incident information

Date: \_\_\_\_\_

Child's name: \_\_\_\_\_

DOB: \_\_\_\_\_

Time of report: \_\_\_\_\_

ID: \_\_\_\_\_

Legal status: \_\_\_\_\_

Address:

**3 (a) Summary of Incident:**

**3 (b) Summary of action taken/to be taken:**

**3 (c) Summary of risk to the child/LA**

**4. Report completed by:**

**Name:** \_\_\_\_\_ **Role:**

**Team:** \_\_\_\_\_

**Relationship to child e.g. line manager to child's social worker:**

**It is expected the report is generated and sent to the intended recipients on the day of the incident.**

**If not, please explain why this did not happen:**