

Southampton City Council

Children & Learning – Quality Assurance Unit

Serious Incident Notifications Protocol



Children & Learning – Quality Assurance Unit

Serious Incident Notifications Protocol

Contents

1. Protocol 2
2. The role of the Practice Development Team (PDT) 2

Appendix

Serious Incident Notification to DSL: Template letter

Serious Incident Notifications Protocol			
Version	2.0	Approved by	Julian Watkins - Head of Service
Date last amended	22/09/2020	Approval date	25/09/2020
Lead officer	Stuart Webb - Quality Assurance Unit Manager	Review date	10/08/2022
Contact	Stuart.webb@southampton.gov.uk	Effective date	01/10/2020

Southampton City Council
Children & Learning
Serious Incident Notifications Protocol

Protocol

Local authorities are required, under a statutory duty (Children and Social Work Act 2017), to notify the National Child Safeguarding Practice Review Panel (National Panel) of incidents where they know or suspect that a child has been abused or neglected and:

- 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.

Serious harm includes (but is not limited to) serious and/or long-term impairment of a child's mental health or intellectual, emotional, social or behavioural development. It should also cover impairment of physical health. This is not an exhaustive list. When making decisions, judgment should be exercised in cases where impairment is likely to be long-term, even if this is not immediately certain. Even if a child recovers, including from a one-off incident, serious harm may still have occurred.

The local authority must also notify the Secretary of State and Ofsted where a looked after child has died, whether or not abuse or neglect is known or suspected. (Working Together to Safeguard Children 2018)

These notifications should be made within five working days of the local authority becoming aware of the incident (including circumstances where Children and Learning are notified of retrospective safeguarding concerns i.e. through Local Safeguarding Children Partnership review activity).

Local authorities should use the Information Management Services (IDAMS) system. Further information can be found [here](#).

The local authority should also report the incident, within the same five working days, to the Southampton Safeguarding Children Partnership (SSCP) and Ofsted.

The Quality Assurance Unit will submit all serious childcare incident notifications. Please contact Stuart Webb, or Julian Watkins (the nominated officers) for assistance.

Practitioners should discuss with their line managers/service manager any incident they feel might meet the criteria for a Serious Incident Notification. This should not build in delay to the process and the nominated officers are also available for advice.

In completing the serious childcare incident notification, the nominated officer for the authority will liaise with:

- The case holding Children and Learning Team.
- The School Improvement team, who will notify relevant school Designated Safeguarding Leads (see letter template below).
- The Child Protection Advisor (CPA), who will then liaise with service managers and agree a

Southampton City Council Quality Assurance : Serious Incident Notifications

process of contacting all relevant team managers with oversight of staff members who have current or previous case involvement. All relevant staff members and their managers will be informed of the support services available to them individually and as a team.

The Practice Development Team (PDT) will ensure that the staff have access to the policies and procedures relating to serious childcare incident notification and Child Safeguarding Practice Review processes through the Policy Hub and other PDT activity.

Following submission of a Local Authority Serious Incident Notification the Safeguarding Children Partnership must undertake a Rapid Review.

It is the responsibility of the SSCP Safeguarding Partners (CCG, Hampshire Constabulary and SCC) to ensure a Rapid Review takes place within 15 working days of submission of the Serious Incident Notification. This is achieved through the Safeguarding Partnership Team and the Serious Incident Learning Group.

The Rapid Review must achieve the following:

- gather the facts about the case, as far as they can be readily established at the time
- discuss whether there is any immediate action needed to ensure children's safety and share any learning appropriately
- consider the potential for identifying improvements to safeguard and promote the welfare of children
- decide what steps should be taken next, including whether or not to undertake a child safeguarding practice review

The outcome of the Rapid Review is a decision by the Safeguarding Partners to commission a Child Safeguarding Practice Review or not, along with identification of any immediate action and learning.

The Rapid Review and decision are shared with the National Panel within 15 working days of submission of the Serious Incident Notification.

The National Panel will share their view of the decision including whether this particular Serious Incident Notification and Rapid Review highlight any areas of national interest and so may form part of a National Child Safeguarding Practice Review led by the National Panel.

The CPA will attend the Serious Incident Learning Group and liaise with the Safeguarding Partnership Manager. Following these meetings, the CPA will keep the relevant service managers up to date with timescales and the Terms of Reference (TOR) for the Child Safeguarding Practice Review, if one is to be held. Should the service manager or team manager identify that their staff require additional support during any part of this process, they can contact PDT.

This also provides the opportunity for the nominated officer to check that information on social care and education records is up to date.

Southampton City Council Quality Assurance : Serious Incident Notifications

Further service engagement will be co-ordinated through the SSCP as part of Child Safeguarding Practice Review or local review procedures.

The QA Unit will send a copy of the notification to the SSCP:

Safeguarding.PartnershipsTeam@southampton.gov.uk

For further information regarding serious childcare incident notifications and associated processes please refer to [Working Together 2018](#).

CHILDREN AND LEARNING
Southampton City Council
Civic Centre
Southampton
SO14 7LY



Private and Confidential

(date)

Dear DSL (insert DSL name/s and school name)

Serious Incident Notification

This is a notification that the LA is submitting a Serious Incident Notification to Ofsted for (name of child). Please confirm the following details without delay:

- a. Dates on roll (to and from):*
- b. Previous school (if applicable):*
- c. Do you hold any records that indicate child welfare/protection concerns relating to the named child? Yes / No*

Please return this information securely to: _____ add any comms account.

Please continue to follow any usual protocols in your role as DSL. No further action or information is required unless you are contacted further.

Thank you.

Alison Philpott
Cross Phase Advisor School Improvement Team
Alison.philpott@southampton.gov.uk
Mobile: 07500050277

[ENDS]