



DARLINGTON

Safeguarding Children Board

Serious Child Safeguarding Incident Procedure and Practice Guidance (formerly the Notifiable Incident Process)



February 2019

Serious Child Safeguarding Incidents- Procedure and Practice Guidance February 2019

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2.1 & 2.2	Case Review and Learning from Practice Group	25/09/2018 14/01/2019 12/02/2019	Revisions following learning from LLR and new Statutory Guidance (Working Together 2018). Approval by DSCB 12.2.19.

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1. Introduction

Child Protection in England is a complex multi-agency system with many different organisations and individuals playing a part. Sometimes a child suffers a serious injury or death as a result of child abuse or neglect. Understanding not only what happened but also why things happened as they did can help to improve responses in the future. Understanding the impact that the actions of different organisations and agencies had on the child's life, and on the lives of his or her family, and whether or not different approaches or actions may have resulted in a different outcome, is essential to improve our collective knowledge.

This document provides the process and guidance for dealing with serious child safeguarding incidents and sets out the areas of responsibility. It also provides guidance on the transitional arrangements which should operate as the system moves from Serious Case Reviews (SCR) to national and local Child Safeguarding Practice Reviews (CSPR).

2. Definition of a Serious Child Safeguarding Incident and 'serious harm'

[Working Together to Safeguard Children 2018](#) (Chapter 4, paragraph 12) defines a serious child safeguarding incident as circumstances where it is known or suspected that a child has been abused or neglected which meet the following criteria:

- 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' is defined by S 16 B (9) Children Act 2004 (as amended by the Children and Social Work Act 2017) as a potentially life threatening injury and includes serious or long term impairment of mental health or intellectual, emotional, social or behavioural development.

'Serious harm' is defined in Working Together to Safeguard Children 2018 as including (but not limited to) serious and/or long term impairment of a child's mental health or intellectual, emotional, social or behavioural development. It also covers impairment of physical health. This is not an exhaustive list and when making decisions judgement 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.

3. Responsibilities of all organisations where a serious child safeguarding incident occurs

When a serious child safeguarding incident occurs, the first step for any organisation is to ensure it takes appropriate action to ensure the immediate safety of the child/ren or minimise the impact of any serious harm, refer to the [Child Protection Procedures](#) for further guidance.

In all circumstances staff should consult with the Safeguarding Lead/Senior Manager within its own organisation and follow internal processes to ensure that where a child

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has died or suffered serious harm, the organisation will make a referral to the Local Authority

It is the responsibility of others who have functions relating to children to inform Local Authority of any incident which they think reaches the criteria for a serious child safeguarding incident notification (as outlined in paragraph 2).

The notification form is included with this document at Appendix 1 and should be sent to DSCB/Safeguarding Partners Business unit LSCB@darlington.gov.uk which will then be **immediately** forwarded to the Director of Children and Adult Services.

Where a child has died unexpectedly, the organisation should also follow the [Child Death Review Procedures](#).

4. Responsibility of the Local Authority to notify the Safeguarding Partners

The Local Authority is required to report a serious child safeguarding incident to the Safeguarding Partners **within five working days** of becoming aware that the incident has occurred. Within this timescale the Safeguarding Partners will determine whether the event reaches the criteria for a notification to Ofsted, Child Safeguarding Practice Review Panel and DfE.

If the Safeguarding Partners agree that the criteria have been reached for a notification the Local Authority will notify the Child Safeguarding Practice Review Panel.

It is expected that the Local Authority will feedback to the referrer the outcome of the notification within five working days of the decision being made. If the referrer is dissatisfied with this outcome the matter should be discussed with the Director of Children and Adult Services and or with the Safeguarding Partners, additional guidance is available in the [Professional Challenge Procedure and Guidance](#).

5. Duty to notify serious child safeguarding incidents to the Child Safeguarding Practice Review Panel

The Local Authority has a statutory duty under [Working Together to Safeguard Children 2018](#) (Chapter 4, paragraph 12) to refer all serious child safeguarding incidents to the Child Safeguarding Practice Review Panel. A serious child safeguarding incident refers to circumstances where it is known or suspected that a child has been abused or neglected which meet the following criteria:

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

If the Safeguarding Partners agree that a case meets the criteria for a serious child safeguarding incident the Local Authority must notify the Child Safeguarding Practice Review Panel **within five working days** of becoming aware that the event has occurred.

6. Duty to notify Ofsted and Secretary of State for Education (DfE)

Online notifications to the Child Safeguarding Practice Review Panel will also be shared with Ofsted (to inform its inspection and regulatory activity) and with DfE to enable it to carry out its functions.

The Local Authority must also notify the Secretary of State for Education (DfE) and Ofsted where a child looked after has died, whether or not abuse or neglect is known or suspected.

7. Rapid Review Panel

Once the Safeguarding Partners have determined that a case meets the criteria for a serious child safeguarding incident a Rapid Review Panel should be convened within **15 working days** of the acknowledgement of the receipt of the notification from the Child Safeguarding Practice Review Panel to consider the information in line with any guidance.

The purpose of the Rapid Review Panel is to decide whether the serious child safeguarding incident reaches the threshold for a national or local Child Safeguarding Practice Review (CSPR) and also to consider whether the case meets the criteria for a Serious Case Review in line with transitional arrangements.

Where possible the Rapid Review Panel meeting should be held between 7-10 days following the date of notification from the Child Safeguarding Practice Review Panel to allow sufficient time to report back to them within the required timescales.

The Rapid Review Panel will be chaired by a representative(s) of the Safeguarding Partners. Key agencies involved with the child and/or family will be asked to provide information/reports to support the Safeguarding Partners in their decision making as to whether the criteria for a review are met.

A recommendation on the level of review will then be reported to the leads of the Safeguarding Partners/Independent Chair who will make the final decision on the level of review.

The Child Safeguarding Practice Review Panel will be notified of the final decision within 15 working days of the acknowledgement of the receipt of the notification.

For detailed guidance on convening a Rapid Review Panel see [Working Together to Safeguard Children 2018](#) and the [Serious Child Safeguarding Review Procedure and Practice Guidance](#)

Responsibility of Safeguarding Partners - decisions on local and national Child Safeguarding Practice Reviews

The Safeguarding Partners must make arrangements to:

- identify serious child safeguarding cases which raise issues of importance in relation to the area and
- commission and oversee the review of those cases, where they consider it appropriate for a review to be undertaken

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When a serious child safeguarding incident becomes known to the Safeguarding Partners, they must consider whether the case meets the criteria for a Child Safeguarding Practice Review and whether the review is a local or national review (in line with transitional arrangements).

Meeting the criteria does not mean that safeguarding partners must automatically carry out a local Child Safeguarding Practice Review. It is for them to determine whether a review is appropriate, taking into account that the overall purpose of a review is to identify improvements to practice. Issues might appear to be the same in some child safeguarding cases but reasons for actions and behaviours may be different and so there may be different learning to be gained from similar cases.

Decisions on whether to undertake reviews should be transparent and the rationale communicated appropriately, including to families. If following consideration it is identified that it is not appropriate to conduct a review and the incident does not relate to the unexpected death of a child, the Safeguarding Partners will close the referral as no further action.

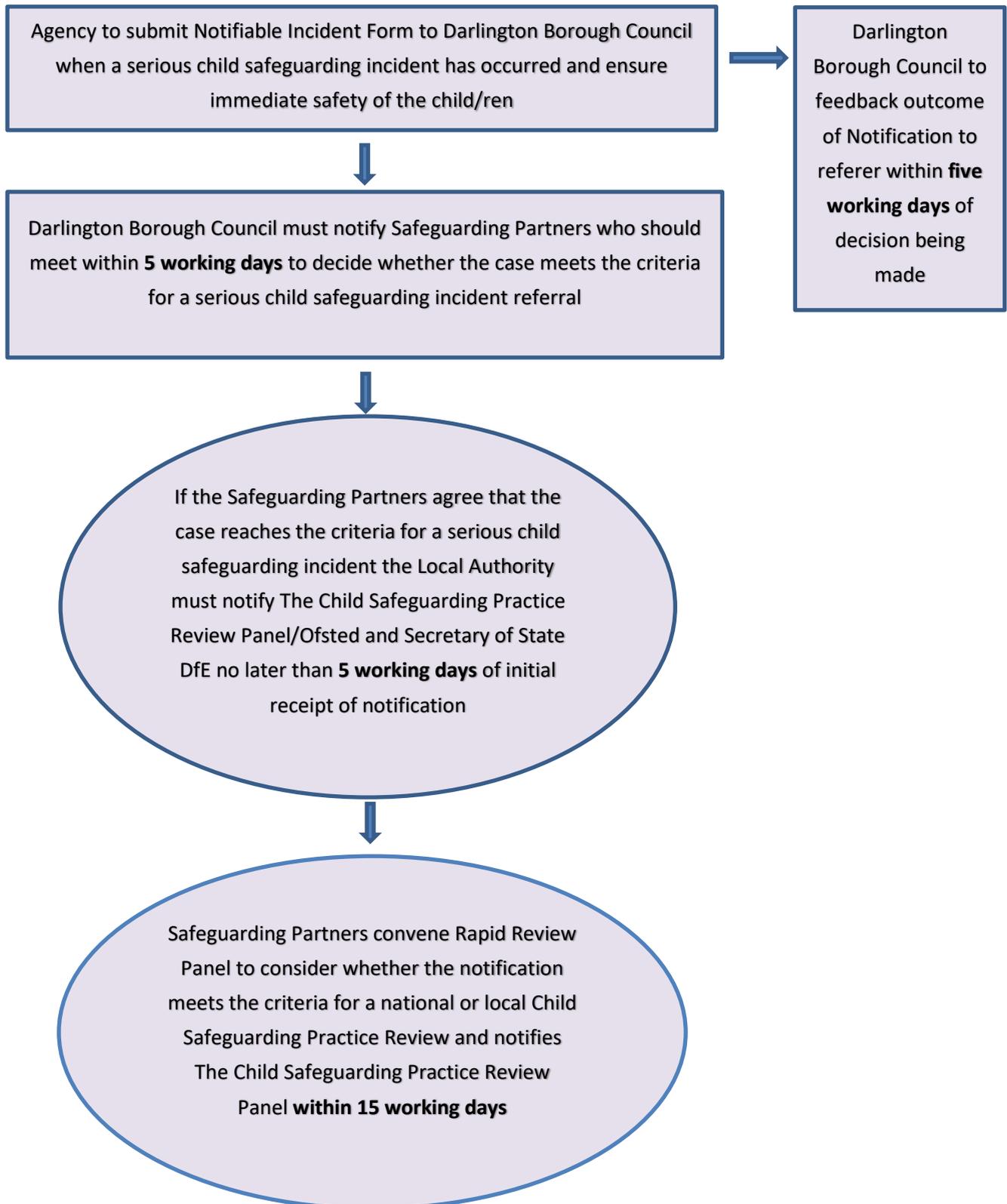
For detailed guidance on Child Safeguarding Practice Reviews see [Serious Child Safeguarding Review Procedure and Practice Guidance](#)

Transition from Serious Case Reviews (SCRs) to national and local reviews

DSCB/Safeguarding Partners must continue to carry out all their statutory functions and continue to make decisions on initiating and publishing SCRs where the criteria are met, until the point at which safeguarding partner arrangements have been published and are in place¹.

¹ From June 2018, local authority areas must begin their transition from LSCB's to safeguarding partners, this transition must be completed by 29th September 2019.

Process for dealing with serious child safeguarding incidents when it is known that a child has been abused or neglected





CONFIDENTIAL

Notifiable Incident Form

This Notifiable Incident form is to be used for circumstances and/or events which require urgent reporting to the Director of Children and Adult Services at Darlington Borough Council (DBC) and in addition DBC's statutory responsibilities for notifying Ofsted and the Secretary of State for Education of serious child safeguarding incidents.

1. Reporting Details:

Date reported:	
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Who reported to:	
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CC:	
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From: (Name and Job Title)	
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Organisation:	
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Date of Incident:	
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Does incident relate to death of a child?	YES	NO
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Date of Death:	
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Does alleged incident involve the conduct of a staff member?	YES	NO
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Send Completed Form securely to:	Darlington Safeguarding Boards Business Unit Town Hall Darlington DL1 5QT E-mail – LSCB@darlington.gov.uk Telephone: 01325 406450
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2. Child details:

Child's last name:	
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Child's forename:	
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Child's middle names:	
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Other names used:	
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Date of birth:	
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Age at time of incident:	
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Gender:	
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Ethnicity:	
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Nationality:	
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3. Parents/Guardians:

Parent's last name:	Parent's first name:	Date of birth:	Relationship to child:

4. Siblings:

Sibling's last name:	Sibling's first name:	Date of birth:	Relationship to child:	Gender:	Ethnicity:	Other Ethnicity:	Nationality: (if known)

5. Case details:

What is the main cause of incident? Choose an item.

What are the characteristics of the case?

- | | | |
|-------------------------------------------------|-----------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Domestic violence | <input type="checkbox"/> Sexual abuse | <input type="checkbox"/> Emotional abuse |
| <input type="checkbox"/> Alcohol abuse | <input type="checkbox"/> Parent is in care | <input type="checkbox"/> Recent neglect |
| <input type="checkbox"/> Drug abuse | <input type="checkbox"/> More than one child abused | <input type="checkbox"/> Long-standing neglect |
| <input type="checkbox"/> Parental mental health | <input type="checkbox"/> Child of teenage pregnancy | <input type="checkbox"/> Physical abuse |
| <input type="checkbox"/> Fabricated illness | <input type="checkbox"/> Parent is care leaver | <input type="checkbox"/> Not yet known |
| <input type="checkbox"/> Shaken baby syndrome | <input type="checkbox"/> Serious illness | |

6. Case outline:

Please provide a short outline of the case and the serious incident including any action taken after the incident to safeguard the child/sibling.

7. Child Protection

Was the child on Child Protection Plan (CPP) at the time of the incident?

Yes No

Was the child on Child Protection Plan (CPP) prior to the incident?

Yes No

Date CPP commenced:	
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Date CPP ended:	
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CP Category

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

Were any siblings on a Child Protection Plan (CPP) at the time of the incident?

Yes No

Were any siblings on a Child Protection Plan (CPP) prior to the incident?

Yes No

Name of sibling:	Date CPP commenced:	Date CPP ended:	Physical abuse	Sexual abuse	Emotional abuse	Neglect

8. Legal Status

What was the legal status of the child/young person at the time of the incident?

Choose an item.

9. Disability

Did the child have a disability prior to the incident occurring, which affected any of the following?

Yes No

- | | |
|----------------------------------------|----------------------------------------|
| <input type="checkbox"/> Behaviour | <input type="checkbox"/> Incontinence |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Learning |
| <input type="checkbox"/> Consciousness | <input type="checkbox"/> Mobility |
| <input type="checkbox"/> Hand Function | <input type="checkbox"/> Personal Care |
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Vision |

Please give details:

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10. Setting

Where was the child resident/placed at time of incident? Choose an item.

Placement name (if applicable):	
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Placement address:	
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Placement sector (Local authority/Other):	
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11. Education/ Early Years Provision

Did the child attend a college, school, child minder, nursery or other early years provision at the time of the incident?

Yes No Possibly

Name of establishment (if applicable):	
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Address:	
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Ofsted Unique Reference Number (if known):	
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12. Agency

Was the child known to Social Care or other agencies prior to the incident?

Yes No

Please provide agency names:

Agency name:	Start Date:	End Date:

13. Criminal Proceedings:

Is the case linked to a complex abuse investigation?

Yes No

Alleged abuser(s) and relationship to the child

Name:	Relationship:

Name of any person(s) charged and relationship to the child

Name:	Relationship:

Have Criminal Proceedings been instigated?

Yes No Possibly

14. Manager Comment:

15. Recommendation:

To be completed by Darlington Borough Council Children's Social Care only
Date notification received by Darlington Borough Council:
Date notification referred to the Safeguarding Partners:
Safeguarding Partners decision as to whether the notification meets the criteria for reporting to the Child Safeguarding Practice Review Panel. Does meet the criteria for notification?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Summary of decision as to why it does or doesn't meet the criteria:</i> Date:
Date of notification to Child Safeguarding Practice Review Panel:
Feedback and outcome of notification to reporting agency: <i>Date:</i> <i>Who notified:</i>