



Serious Incident Notification Process

Criteria for submitting a Serious Incident Notification. If 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.

Notification

When a Strategy Discussion occurs, agencies should assess whether to recommend a Serious Incident Notification by the Local Authority. If there is consensus among agencies that notification is appropriate, they are required to promptly inform the Deputy Director of Children's Social Care via the Head of Service.

Upon notification of a serious incident, the Local Authority, Deputy Director of Children's Social Care is expected to share the details of the incident with WST and our key partners, Integrated Care Board and West Midlands Police.

Within 24hrs of agreement of the Serious Incident Notification: WST Business Unit will convene a meeting with the WST Executive Group. The WST Executive Group will determine if the criteria for a Serious Incident Notification **is met**.

If the criteria **is met**, a notification should be submitted to the Child Safeguarding Practice Review Panel. A CSPR Referral form and the notification should also be submitted to: WST@secure.wolverhampton.gov.uk.

If the criteria **is not met**, please follow the **Local Learning Review Process**.

Within 2 Working Days

Initial Scoping and Information Sharing Template & Chronology Template to be shared with all relevant agencies – responses are expected within **5 working days**.

WST Business Unit to schedule Rapid Review meeting.

Within 5 Working Days

Completed **Initial Scoping and Information Sharing Template & Chronology Template** to be returned by agencies and shared with those attending the Rapid Review meeting along with the Referral Form and Serious Incident Notification.

Between 7 & 13 Working Days

The Rapid Review meeting will be held:

- To gather the facts about the child's experience as far as they can be readily established, including details of agency involvement and an analysis of key practice episodes.
- To discuss whether any immediate action is needed to ensure children's safety and share any learning appropriately. Where learning is identified, an action plan must be developed within the Rapid Review meeting.
- To consider the potential for identifying improvements to safeguard and promote the welfare of children.
- To understand the context of children's and families' lives including how racism and other inequalities related to other protected characteristics "including disability" may have influenced children's and families' experiences and the quality of practice.
- To decide what steps safeguarding partners should take next, including whether to undertake an LCSPR.

The Rapid Review minutes and action plan must be shared with the WST Executive Group for final approval and ratification.

Between 14 & 15 Working Days

The Rapid Review minutes should be submitted to the Child Safeguarding Review Practice Panel with the outcome and any next steps.