



Significant Incident Briefing Protocol Children and Adults Directorate

Purpose and Criteria

Nottingham City is committed to its duty to protect children and adults at risk. The Local Safeguarding procedures provide a framework for professionals and partners to respond to risk and significant harm. This guidance is an internal local process in addition to those procedures specifically for the purpose of ensuring that senior managers (and when required, Councillors) are alerted at the earliest possible opportunity to grave and significant incidents in order to:

- Ensure that the response is robust and effective.
- Ensure that staff involved are receiving the necessary support.
- Consider whether additional resources are required to manage the situation effectively.
- Promote transparency for assurance, challenge and learning.

This form is a notification, it does not replace statutory and routine case recording which will continue following the notification.

Guidance

On a daily basis children and adult services work with allegations and situations of abuse, harm and neglect. A 'Significant Incident' is one where the professional judgement of staff suggests it will require additional and bespoke action to reduce risk.

When making such judgements staff will take into account a range of factors and will also be aware that there are incidents that can erode public confidence in the Council creating a risk from citizens who will then be reluctant to report abuse if they believe that the Council are unlikely to respond appropriately.

If an incident occurs that meets any of the above criteria, staff should speak to their Service Manager/Team Manager immediately to see if a significant incident notification is required.

Once the Significant Incident Briefing form has been completed, the responsible officer (Service/Team Manager) must alert the Head of Service.

The Head of Service (or whoever is covering for them) is then responsible for alerting the relevant Director if in their professional judgement, support and/or additional scrutiny from the Director is required in addition to their oversight.

The Director will make a professional judgement whether to escalate to the Corporate Director who in turn will use their professional judgement to escalate to the Portfolio Holder.



The Significant Incident notification is designed to ensure that there is a clear risk assessment and action plan led by the responsible managers. These will provide sufficient information to allow more senior managers to be assured that the action is sufficiently robust. At times more senior managers will comment and follow up directly when they have concerns.

The relevant Portfolio Holder **must be** alerted in the following instances:

- Allegations of staff/foster carers/shared lives carers harming adults at risk or children.
- A report of serious Police charges against a current or former member of staff.
- Death of a child in care.
- Inquests where the deceased has been in receipt of Children's or Adult Social Care involvement or our commissioned services.
- Unplanned or urgent termination of contract or closure of commissioned services.
- Circumstances which may erode public confidence in the Council's services to support and protect citizens.

In addition to this process, in Children's Services a quarterly overview report will be provided to the Portfolio Holder, Corporate Director and Director detailing:

- Ofsted notifications in relation to residential care.
- Schedule 6 and 7 notifications in relation to children in foster care.

Statutory Guidance and Processes

This process does not impact on the responsibilities that staff have under local safeguarding children and adult procedures. All staff have a responsibility to report and respond to concerns about the welfare and safety of individual children and adults.

Please note, this process does not replace the normal responsibilities of staff under the regulatory framework to report to bodies such as CQC and OFSTED.

Record Keeping

Children's Services Incident forms (and updates) will be retained in a log by the Safeguarding Partnership Business Office.

Adults Services Incident forms (and updates) will be retained in a log by the Head of Service Administration Team.

Whistleblowing

Children and adults depend on staff discharging their duties responsibly and robustly. If you have raised a concern and do not feel that the action taken has addressed this or your concern continues, you must escalate.



Please remember that there is protection for individuals who need to use the whistleblowing procedure, see link

<http://intranet.nottinghamcity.gov.uk/media/1710/whistleblowing.doc>

Version	Author	Key Changes
0.1	Alison Michalska Helen Blackman Clive Chambers Michelle Roe	Developed based on consultation workshop with senior and middle managers.
0.2	John Matravers Julie Sanderson Catherine Underwood	Additional bullet points added to incorporate where a Portfolio Holder would be alerted.
0.3	Cllr David Mellen (Leader) Ian Curryer (Chief Executive) Cllr Cheryl Barnard (Portfolio Holder for Early Help) Cllr Adele Williams (Portfolio Holder for Adults Services)	

DRAFT - 0.2