

Notifiable Events Policy

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Regulations and Standards:

The Children's Homes (England) Regulations 2015:

- Regulation 40 - Notification of a Serious Event.
- Regulation 42 - Notification of Offences.

Introduction:

This policy provides a summary of the levels of delegated authority in HND Children's Care Ltd and details of who to notify in the event of a Notifiable Event

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1. Notifiable Events:

It is assumed that the home's manager and relevant Social Worker(s) are always notified of any and all significant incidents – this is our inherent procedure.

All notifications should be made without delay but within 1 working day.

It is important to note that the below is intended to be used as a guide, and the home's managers and Responsible Individual are, in some cases, expected to exercise their professional judgement in line with relevant regulations.

Event:	Summary of Responsibilities:	Who To Notify:
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Death of a Child	-	The Responsible Individual must be informed and must notify: The Regulatory Authority (Ofsted), Placing Authority, Local Authority for the area where the child is placed, Health and Safety Executive. The Secretary of State. Possibly RIDDOR also (dependent upon the cause of death).
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Relevant Procedure: N/A

Dismissal of an employee	Referral to the Secretary of State pursuant to section 2(1)(a) of the Protection of Children Act 1999(a) of an individual working in the Home. If a member of staff is dismissed or moves (e.g., retires or hands in their notice) as a result of an allegation / enquiry of mistreatment or abuse against a child.	The Responsible Individual must be notified, and The Regulatory Authority, Placing Authority. In consultation with the LADO / DO, consideration should be given to notifying The Disclosure and Barring Service in liaison with the LADO / DO
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Relevant Procedure: 'Disciplinary Policy'

Serious Illness	Serious illness or serious accident sustained by a child accommodated in the home.	The Responsible Individual must be notified, and The Placing Authority, the Regulatory Authority, Health and Safety Executive Incident Contact Centre and Health Authority in the area where the resident is living.
Relevant Procedure: N/A		

Serious Accident	If a serious accident is sustained by a child.	The Responsible Individual must be notified and, if a medical practitioner considers it to be notifiable under RIDDOR, the Health and Safety Executive must be notified. The Regulatory Authority (Ofsted) may also be notified if the accident is serious enough to fall within their guidance.
Relevant Procedure: 'Accidents Policy'		
Infectious disease	Outbreak of any infectious disease which in the opinion of a registered medical practitioner is sufficiently serious to be so notified.	The Responsible Individual must be notified, and The Placing Authority, the Regulatory Authority, Health and Safety Executive Incident Contact Centre and Health Authority in the area where the home is located.
Relevant Procedure: 'Accidents Policy', 'Health Notification and Access to Services Policy', 'Health and Safety Policy', 'Infectious Disease Policy', 'Legionella Policy', 'Flu Pandemic Contingency Policy', 'Business Continuity Plan'.		

Serious Offence	Allegation that a child accommodated at the home has committed a serious offence.	The Responsible Individual must be notified, and also The Placing Authority and Regulatory Authority (Ofsted).
Relevant Procedure: 'Emergency Services Policy'		
Sexual Exploitation	Involvement or suspected involvement of a Child in sexual exploitation.	The Responsible Individual and The Placing Authority, the Regulatory Authority, Police and Local Authority in the area where the Resident is living.

Relevant Procedure: 'Sexual Health and Relationships Policy', 'CSE Policy', 'Safeguarding – Child Protection Policy'		
Police / Emergency Services	Any incident necessitating calling the Police or Emergency Services (e.g., Fire Brigade, ambulance etc.).	The Responsible Individual must be notified as well as the Placing Authority and The Regulatory Authority (Ofsted) in line with Ofsted's guidance regarding Schedule 40 Notifications.
Relevant Procedure: 'Emergency Services Policy'		
Missing / Absent child	If a child is missing or absent without authority.	The Responsible Individual, Police and Placing Authority must be notified. If a child is, or has been, persistently absent without permission from the home and / or the manager considers that the child is at risk of harm, the manager will ask the placing authority to review the child's Care Plan. Regulatory Authority (Ofsted).

Relevant Procedure: 'Absence Missing Children Policy'.		
Serious Complaint	Any serious complaint about the home or persons working there.	The Responsible Individual, Regulatory Authority (Ofsted) and Placing Authority must be notified.
Relevant Procedure: 'Representations and Complaints Policy'		
Child Protection Enquiry	Instigation and outcome of any Protection Enquiry involving a Child.	The Responsible Individual, Regulatory Authority (Ofsted) and Placing Authority must be notified.
Relevant Procedure: 'Child Protection Referrals Policy', 'Safeguarding – Child Protection Policy'.		

Other (non 'Notifiable') Events:

The following are also required. In all cases, it is always assumed that the home's manager is notified.

Event:	Summary of Responsibilities:	Who To Notify:
Allegations against staff	If an allegation of mistreatment has been made against a member of staff and a Child Protection Enquiry is instigated.	The Responsible Individual must notify: The Regulatory Authority, Placing Authority. In consultation with the LADO, consideration should be given to notifying The Disclosure and Barring Service.
Relevant Procedure: 'Allegations Against Staff Policy', 'Safeguarding – Child Protection Policy'.		

Bullying	If a child is a persistent victim or perpetrator of bullying.	The Placing Authority must be notified. Regulatory Authority (Ofsted) may also need to be notified.
Relevant Procedure: 'Countering Bullying Policy', 'Safeguarding – Child Protection Policy'		
Confidential Reporting	The manager who must be notified if serious whistleblowing report (not mistreatment).	The Responsible Individual. Dependent upon the nature of the concern, additional reporting may be required.
Relevant Procedure: 'Confidential Reporting Policy'		
Drugs / Solvents	If a child has persistently or seriously been engaged in the taking or possession of controlled drugs.	The Placing Authority must be notified.

Relevant Procedure: 'Drugs and Substance Misuse Policy'		
Pregnancy	If a child becomes pregnant.	The Responsible Individual. Placing Authority. Regulatory Authority (Ofsted).
Relevant Procedure: 'Sexual Health and Relationships Policy', 'Safeguarding – Child Protection Policy'		
Physical Interventions	If a serious incident occurs e.g., the police are called.	The Responsible Individual, Placing Authority and Regulatory Authority.
Relevant Procedure: 'Positive Behaviour Support Policy'		

Self-Harming	If a child has persistently or seriously self-harmed.	The Responsible individuals and the Placing Authority must be notified. Consideration of informing health professionals (GP and CLA Nurse for example also).
Relevant Procedure: 'Self-Harming Policy'		
Sexual Infections	If there are concerns that a child has a sexual infection.	The Placing Authority must be notified.
Relevant Procedure: 'Sexual Health and Relationships Policy'		
Sexual Exploitation	If a child is suspected / known to be sexually active in the home i.e., with another resident.	The Responsible Individual and Placing Authority must be notified.
Relevant Procedure: 'Sexual Health and Relationships Policy'		

2. Notifying the Regulatory Authority / HSE:

The Regulatory Authority:

The Regulatory Authority for England is Ofsted, for information about informing Ofsted of Notifiable Events via the Ofsted website:

<https://www.gov.uk/guidance/tell-ofsted-about-an-incident-childrens-social-care-notification>

Health and Safety Executive:

For information on notifying the Health and Safety Executive Incident Contact Centre, go to the following link:

www.hse.gov.uk

3. Management Review:



The home's manager must ensure that a report is written, together with a copy of any Incident Report, outlining any actions taken.

A management review and evaluation should be completed, to discuss proposed action following any Notifiable Event, in relation to individual children's placements or care / placement plans, or for improving / changing the home's policies or procedures.

The management review should be attended by relevant Social Worker(s) and / or shared with the child's Social Worker.

Any proposed actions concerning the home's policies or procedures must be forwarded to, and acted upon, by the manager.

End.