

<b>Manual:</b>	Fostering Services Procedures, Foster Carers Handbook
<b>Title:</b>	Notifiable Incidents and Significant Events (FCH/048)
<b>Last Reviewed:</b>	12/05/2016
<b>Next Review Due:</b>	18/01/2019

## INTRODUCTION

The purpose of this procedure is to enable the Fostering Service to ensure proper accountability and monitoring of all notifiable incidents and significant events.

## OFSTED NOTIFICATION

### Ofsted must be notified of any Serious Childcare Incident:

- Death of a child (including suspected suicide) where abuse or neglect is known or suspected
- Serious injury to a child where abuse or neglect is known or suspected
- Death of a looked after child
- Death of a child in a regulated setting or service

The notification form is online for Local Authority Officers:

[On line Notification Form for Local Authority Officers](#)

If there is significant media interest Ofsted must be notified by phone (Ofsted 0300 123 1231).

Any incident specified in the above must be reported immediately by the foster carer:

- To the Fostering Social Worker (FSW), or in their absence, to their Team Manager.
- To the child's Social Worker, or in their absence, to their Team Manager
- To the Emergency Duty Team (EDT) if out of hours

When a FSW or SW is notified on such an incident they must discuss it immediately with their Team Manager or another Team Manager.

The Team Manager must then discuss the matter immediately with their Operations Manager, who in turn will notify their Strategic Manager, who will notify the Head of Service appropriately.

The decision to notify Ofsted will be taken by the Strategic Manager (Looked After Children and Permanence Services) in consultation with the Head of Service, Strategic Manager (Child Protection) and the Operation Managers for these areas.

They will identify who will:

- Notify Ofsted and statutory authorities by telephone if it is an urgent situation, particularly if there is significant media interest
- Complete the online Ofsted notification form within 24 hours.
- Follow up telephone calls by confirming information in writing to Ofsted and any relevant statutory authorities

## NOTIFIABLE INCIDENTS

**The Fostering Service (England) Regulations 2011 in Regulations 36** and Schedule 7 identify the occurrences that the managers of Fostering Services will need to be aware of and notify others as appropriate (Fostering Services National Minimum Standards 29).

Notifiable incidents are listed below, together with who must be notified. The reporting procedure is set out below.

	<b>Event</b>	<b>Who to Notify</b>
1	Death of a child placed with foster parents	Chief Inspector, Secretary of State, Head of Service, Strategic Manager, PCT, Responsible Authority.
2	Information is provided to the Independent Safeguarding Authority under any of sections 35, 36,39 41 or 45 of the Safeguarding Vulnerable Groups Act 2006(37) in respect of an individual working for a fostering service	Head of Service, Strategic Manager (Looked After Children and Permanence Service), Operations Manager (Fostering, Adoption and Full Circle) Responsible Authority.
3	Serious illness or serious accident of a child placed with foster parents.	Strategic Manager (Looked After Children and Permanence Service), Operations Manager (Fostering, Adoption and Full Circle) Responsible Authority.
4	Outbreak at the home of a foster parent of any infectious disease which in the opinion of the general practitioner attending the home is sufficiently serious to be so notified.	Strategic Manager (Looked After Children and Permanence Service), Operations Manager (Fostering, Adoption and Full Circle), PCT Responsible Authority
5	Allegation that a child placed with foster parents has committed a serious offence.	Strategic Manager (Looked After Children and Permanence Service), Operations Manager (Fostering, Adoption and Full Circle), Responsible Authority, Police
6	Involvement or suspected involvement of a child placed with foster parents in sexual exploitation/prostitution.	Strategic Manager (Looked After Children and Permanence Service), Operations Manager (Fostering, Adoption and Full Circle), Responsible Authority, Police
7	Serious incident relating to a child placed with foster parents necessitating calling the police to the foster parent's home.	Strategic Manager (Looked After Children and Permanence Service), Operations Manager (Fostering, Adoption and Full Circle), Responsible Authority,
8	A child placed with foster parents is missing from the placement.	Strategic Manager (Looked After Children and Permanence Service), Operations Manager (Fostering, Adoption and Full Circle),

		Responsible Authority
9	Any serious complaint about any foster parent approved by the fostering agency.	Strategic Manager (Looked After Children and Permanence Service), Operations Manager (Fostering, Adoption and Full Circle), Responsible Authority
10	Instigation and outcome of any child protection enquiry involving a child placed with foster parents.	Strategic Manager (Looked After Children and Permanence Service), Operations Manager (Fostering, Adoption and Full Circle), Responsible Authority

## **SIGNIFICANT EVENTS**

**The Fostering Service (England) Regulations 2011 state in Regulations 35 (1) that Fostering Agencies must maintain a system to:**

- monitor the matters set out in Schedule 6 at appropriate intervals, and
- drive service improvement and the quality of foster care provided

Schedule 6 sets out the following areas to be monitored:

1. Compliance in relation to each child placed with foster parents, with the child's care plan.
2. All accidents, injuries and illnesses of children placed with foster parents.
3. Complaints in relation to children placed with foster parents and their outcomes.
4. Any allegations or suspicions of abuse or neglect in respect of children placed with foster parents and the outcome of any investigation.
5. Notifications of events listed in Schedule 7.
6. Any child missing from a foster parent's home without permission.
7. Use of any measures of control, restraint or discipline in respect of children accommodated in a foster home.
8. Medication, medical treatment and first aid administered to any child placed with foster parents.
9. The standard of any education

Although this duty does not apply to a Local Authority Service, DCC Fostering Service will closely monitor these areas.

## **REPORTING PROCEDURE – IN OFFICE HOURS**

It is the responsibility of FSWs, foster carers and Fostering Team Managers to follow the reporting procedures set out below.

Any Notifiable Incident or Significant Event specified in the above must be reported immediately by the foster carer:

- To the FSW, or in their absence, to their Team Manager.
- To the child's Social Worker, or in their absence, to their Team Manager
- EDT – if out of office hours - see below

The FSW and Child's Social Worker must then immediately discuss with their respective Team Managers and they will agree any immediate action required.

The Team Manager must discuss the matter immediately with the Operations Manager, who in turn will notify their Strategic Manager, who will notify the Head of Service where appropriate.

## **REPORTING PROCEDURE - OUT OF HOURS**

When an incident is reported by a foster carer the EDT Social Worker must notify the Senior Manager on Duty where appropriate.

The EDT Social Worker will take any necessary immediate action, record the incident/ action taken and refer this information to the FSW and Child's social worker the following morning when the process outlined above would be activated.

## **RECORDING OF NOTIFIABLE INCIDENTS AND SIGNIFICANT EVENTS – FOSTERING SERVICE**

The FSW and foster carer will record full details of the incident and actions taken on the Notifiable Incidents and Significant Events Form, Appendix 1.

The FSW will also:

- Record details on SSID
- Ensure a copy of the Notification Form is given to their Team Manager
- Ensure that the Notification Form and any letters sent are placed on the foster carer's file

Business support will enter details of the Notifiable Incident/Significant Event on the appropriate spreadsheet to enable monitoring

## **Monitoring**

The Team Managers will ensure that Notifiable Incidents/Significant Events are monitored within the bi-monthly Safeguarding meetings

The outcome of any action taken will be discussed during supervision between the:

- FSW and the Team Manager
- FSW and Foster Carers

## **RELATED DOCUMENTS**

Notifiable Incidents and Significant Events Form

Appendix 1

**DURHAM COUNTY COUNCIL  
FOSTERING SERVICE**

**Notifiable Incidents and Significant Events Form**

**Underpinning Fostering Service Regulation and Durham County Council Health and Safety Policy and Codes of Practice and Guidance:**

- FOSTERING SERVICES REGULATIONS 2011:REGULATIONS 12, 13, 15, 16, SCHEDULE 2 (3)
- Durham County Council Corporate Accident/Incident/Ill-Health or Near Miss Report Form

**NOTE:**

**PART A: to be completed by Foster Carer**

**PART B: to be completed by Fostering Social Worker**

**PART C: to be completed by Fostering Social Worker and Fostering Team Manager**

**PART D: to be completed by Fostering Team Manager and Operations Manager**

**PART A: TO BE COMPLETED BY FOSTER CARER/S WITHIN  
24 HOURS OF THE INCIDENT**

<b>Name of Child and Date of Birth</b>	
<b>Child's legal status</b>	
<b>Name/s of Foster Carer</b>	
<b>Placement Address</b>	
<b>Date of Incident</b>	
<b>Date reported by Carer to Fostering Social Worker (name)</b>	
<b>Date reported by Carer to Child's social worker (name) or if out of hours, EDT</b>	

COMPLETE RECORD FOR ANY OF EVENTS LISTED BELOW	TICK WHERE APPLICABLE
1. Accidents, incident, injuries and illnesses of children placed with carers	
2. Any child missing from a foster parent's home without permission. <b>Check if Return Interview is completed by Child's social worker</b>	
3. Use of any measures of control, restraint or discipline in foster home	
4. Medication, medical treatment and first aid administered to any child fostered. <b>(NOTE: medication form will also need to be completed)</b>	
5. Outbreak at the home of a foster parent of any infectious disease which in the opinion of a general practitioner attending the home is sufficiently serious to be so notified	
6. Serious illness or serious accident of a child placed with foster parents	
7. Allegations that a child placed with foster carers has committed a serious offence	
8. Details of any young person who has committed any offence or come to the attention of the police.	
9. Involvement or suspected involvement of a child placed with foster parents in prostitution	
10. Incidents involving a child placed with foster carers who is at risk of Child Sexual Exploitation	
11. Serious incident relating to a child placed with foster carers necessitating calling the police to the foster home	
12. Details of any young person who has been excluded from school.	

**DETAILS OF EVENT, INVESTIGATION, ACTIONS TAKEN AND OUTCOME**

**GENERAL DESCRIPTION: date, time and location of event, incident details, witnesses**

**ACTIONS TAKEN BY WHOM AND WHEN**

**ACTIONS TO PREVENT FURTHER OCCURRENCE: BY WHOM AND WHEN (if applicable)**

**NAME/S OF FOSTER CARERS:**

**SIGNATURE/S OF FOSTER CARER/S:**

**DATE:**

**PART B: TO BE COMPLETED BY FOSTERING SOCIAL WORKER, TEAM MANAGER AND OPERATIONS MANAGER**

**COMMENTS AND RECOMMENDATIONS BY:**

**FOSTERING SOCIAL WORKER:**

**SIGNATURE:**

**DATE:**

**FOSTERING TEAM MANAGER/SENIOR PRACTITIONER:**

**SIGNATURE:**

**DATE:**

**DATE LADO INFORMED (IF APPLICABLE)**

**OPERATIONS MANAGER:**

**SIGNATURE:**

**DATE:**



**PART C COMPLAINTS, ALLEGATIONS, CHILD PROTECTION ENQUIRIES**

**NOTIFICATION TO BE COMPLETED BY FOSTERING SOCIAL WORKER, TEAM MANAGER AND OPERATIONS MANAGER**

	<i>Tick where applicable</i>
<i>1 Complaints in relation to children placed with foster carers and their outcomes</i>	
<i>2 Allegations or suspicions of abuse and the outcome of any investigation in relation of children placed with foster carers</i>	
<i>3 Instigation and outcome of any child protection enquiry involving a child placed with foster parents</i>	

<b>DETAILS OF EVENT/INCIDENT: (date, time and location, description and details of event, incident and witnesses), INVESTIGATION, ACTIONS TAKEN AND OUTCOME</b>	
<b>DATE LADO INFORMED:</b>	

**FOSTERING SOCIAL WORKER:**

**SIGNATURE:**

**DATE:**

**FOSTERING TEAM MANAGER/SENIOR PRACTITIONER**

**SIGNATURE:**

**DATE:**

**OPERATIONS MANAGER:**

**SIGNATURE:**

**DATE:**

**PART D: Death or serious injury of a looked after child in a regulated setting (foster placement)**  
**To be completed by Fostering Team Manager and Operations Manager**

**TO BE COMPLETED BY FOSTERING TEAM MANAGER AND OPERATIONS MANAGER**

\*Online notification form for Local Authority Officers is:  
[https://ofstedonline.ofsted.gov/outreach/Ofsted\\_Serious\\_Notification.ofml](https://ofstedonline.ofsted.gov/outreach/Ofsted_Serious_Notification.ofml)

**Note: it is not possible to amend any information once the form has been submitted, so review answers before submission**

**If there is significant media interest, telephone:  
Ofsted 0300 123 1231**

<b>INCIDENT</b>	<b>GENERAL DESCRIPTION: date, time and location of event, child's personal details, child's legal status, incident details, witnesses  ACTIONS TAKEN  OUTCOME OF EVENT  ACTIONS TO PREVENT FURTHER OCCURRENCE</b>
Death of a child (including suspected suicide) where abuse or neglect is known or suspected	
Serious injury to a child where abuse or neglect is known or suspected	
Death of a looked after child	
Death of a child in a regulated setting or service	

**DETAILS OF EVENT/INCIDENT,  
INVESTIGATION, ACTIONS TAKEN AND OUTCOME**

**Date LADO informed:**

**FOSTERING TEAM MANAGER:**

**SIGNATURE:**

**DATE:**

**OPERATIONS MANAGER:**

**SIGNATURE:**

**DATE:**