



<b>Policy No:</b> SJD/ORG/30	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b> 2 <sup>nd</sup> November 2023
<b>Policy Date:</b> 12th April 2021	<b>s</b>	<b>Date of Next Review:</b> 1 <sup>st</sup> November 2024
<b>REPORTING SIGNIFICANT OR NOTABLE EVENTS</b>		

## Introduction

A 'significant event' is anything that involves calling the police to attend an incident.

Anything which could be considered to be a child protection issue:

- any incident where a young person has suffered, or been at risk of suffering, significant harm
- any occasion where a young person suffers an infectious illness or serious accident any incident where a member of staff or a young person is injuring
- the hospitalisation of any young person
- the death of a young person
- any incident where a young person has been, or suspected to have been subjected to sexual or criminal exploitation (including involvement in running 'county lines')
- any incident where a young person has been, or believed to have been, involved in criminal activity
- any incident where a young person or member of staff has been subjected to bullying
- any incident where a member of staff is assaulted or threatened with assault
- any incident where racist, sexist, homophobic, ageist or other abusive comments are made
- any incident involving arson or theft
- any incident where there has been significant damage to property or to the fabric of the building
- any incident where the abuse of drugs, alcohol or solvents is known or suspected
- in children's homes
- any incident notifiable under regulation 40

**If in any doubt whether a significant event has occurred staff should refer to the manager or oncall manager for guidance.**

It is imperative that all significant events and notifiable events are reported contemporaneously, accurately, succinctly and in the correct format. The required report form is available to all staff on the shared drive. This is the only form that may be used. Please see pages 2-6 below for an example of a completed incident report:

<b>INCIDENT FORM — SJD HOMES</b>	
<b>This form MUST be completed before the end of the shift in question</b>	
<b>SECTION A — Summary:</b>	
<b>Police Called</b>	
<b>Injury to Young Person or Staff</b>	
<b>Incident of Self Harm</b>	
<b>Child Protection</b>	
<b>Assault (on staff) or Threats to</b>	
<b>Fire</b>	
<b>Missing from placement/Absent without Authority</b>	
<b>Damage to Buildings or Contents</b>	
<b>Serious Disturbance</b>	
<b>Suspected Alcohol involvement</b>	
<b>Suspected Drug abuse</b>	
<b>Suspected solvent abuse</b>	
<b>Other (please specify in Description of Incident section below)</b>	
<b>SJD Homes Children's Homes: Is this a Regulation 40 Notifiable Event?</b>	
<b>Location:</b>	
<b>Time of Incident:</b>	
<b>Date of Incident:</b>	
<b>Place of incident:</b>	
<b>Young People Involved:</b>	

<b>Other Young People in the Area:</b>			
<b>Staff Involved:</b>			
<b>Any Other People Involved:</b>			
<b>SECTION C — Background of events:</b>			
<b>SECTION D — Description of Incident:</b>			
<b>SECTION E: Notifications — Who has been informed by phone or other means?</b>			
<b>AGENCY/PERSON</b>	<b>DATE</b>	<b>TIME</b>	
Children’s Home Registered Manager			
Semi-Independent Manager			
Outreach Manager			
On-call Manager			
Social Worker			
Placing Authority			
Young Person’s Family			
Police			
Child Protection			
Local Authority (if not the Placing Authority)			
Local Authority Designated Officer (LADO)			
Ofsted: (0300 123 1231)			
SJD Homes Children’s Homes:			
Regulation 44 Independent Visitor			
SJD Homes Semi-Independent Living Resources/Outreach: Quality Assurance			

**SECTION F — Immediate Remedial Action Taken:**

**SECTION G — Follow up Action Proposed:**

<b>Date:</b>	
<b>Name:</b>	
<b>Signed:</b>	
<b>Designation:</b>	
<b>Manager's Comments/Action:</b>	
<b>Date:</b>	
<b>Name:</b>	
<b>Manager's Signature:</b>	



The following gives guidance on how an incident form should be completed:

### **Guidelines to the Completion of Incident Reports**

All incident reports must be completed using the attached template by the end of the shift during which the incident took place. Any reports completed in any other format will be returned to the author for correction.

Incident reports must be forwarded to the relevant placement manager, to the on-call manager if the incident takes place out of normal working hours and to the Quality Assurance Manager/Regulation 44 Visitor.

**No report should be sent to the placing authority social worker, EDT, or any other person unless authorisation to do has been given by a member of the management team.**

In section A of the report staff should indicate by the use of a tick or a cross **every** category which relates to the incident in question.

In Section B. the **Location** should show the full name of the placement, the area in which it is located and the post code.

The **Time of Incident** should show the time at which the incident commenced using a 24-hour format.

The **Date of Incident** should show the date in the following format: dd/mm/yyyy.

The **Place of Incident** should show all the locations where the incident took place.

**Young People Involved** should include the initials, gender and ages of every young person **directly** involved in the incident. The full names of young people should not be used in order to preserve confidentiality.

**Other Young People in the Area** should include the initials, gender and ages of every young person **not directly** involved in the incident. The full names of young people should not be used in order to preserve confidentiality.

**Staff involved** should include the full names and designation of all staff directly involved in the incident.

**Any Other People Involved** should include the full names of any staff on site not directly involved in the incident, any other person present not employed by SJD Homes (unless the person is a minor when initials should be used) or any person contacted by telephone during the incident using their full name and designation.

**Section C - Background of Events** should include concise, accurate details of what directly led to the main incident taking place.

**Section D - Description of Incident** should include concise, accurate details of the main incident and the actions taken to address the incident.

**Section E - Notifications: Who has been informed by 'phone or other means?** All those persons advised of the incident should be indicated and the date on which the notification was made should be shown. N.B. if the incident has led to death or serious injury to a child resident in a registered children's home Ofsted should be informed immediately using the emergency number shown. If the incident has led to the death or serious injury to any young person in the care of SJD Homes the Director should immediately be informed.

**Section F - Immediate Remedial Action Taken** should detail **exactly** what took place immediately after the situation has been resolved.

**Section G - Follow up Action Proposed** should detail what should take place later the same day or the following day dependent upon when the incident took place.

**The report should then be signed and dated by the author, showing their designation, and forwarded without delay to the relevant parties detailed above.**

**Manager's Comments/ Action (and date)** this section should be completed by the manager of the placement later the same day or the following day dependent upon when the incident took place. In the event the manager is not available/on annual leave/off sick the incident form **must** be forwarded to another member of the management team/on-call manager to ensure there is no delay in sharing the information.



<b>INCIDENT FORM — SJD HOMES</b>	
<b>This form MUST be completed before the end of the shift in question</b>	
<b>SECTION A — Summary:</b>	
<b>Police Called</b>	
<b>Injury to Young Person or Staff</b>	
<b>Incident of Self Harm</b>	
<b>Child Protection</b>	
<b>Assault (on staff) or Threats to</b>	
<b>Fire</b>	
<b>Missing from placement/Absent without Authority</b>	
<b>Damage to Buildings or Contents</b>	
<b>Serious Disturbance</b>	
<b>Suspected Alcohol involvement</b>	
<b>Suspected Drug abuse</b>	
<b>Suspected solvent abuse</b>	
<b>Other (please specify in Description of Incident section below)</b>	
<b>SJD Homes Children's Homes: Is this a Regulation 40 Notifiable Event?</b>	
<b>Location:</b>	
<b>Time of Incident:</b>	
<b>Date of Incident:</b>	
<b>Place of incident:</b>	
<b>Young People Involved:</b>	

<b>Other Young People in the Area:</b>			
<b>Staff Involved:</b>			
<b>Any Other People Involved:</b>			
<b>SECTION C — Background of events:</b>			
<b>SECTION D — Description of Incident:</b>			
<b>SECTION E: Notifications — Who has been informed by phone or other means?</b>			
<b>AGENCY/PERSON</b>	<b>DATE</b>	<b>TIME</b>	
Children’s Home Registered Manager			
Semi-Independent Manager			
Outreach Manager			
On-call Manager			
Social Worker			
Placing Authority			
Young Person’s Family			
Police			
Child Protection			
Local Authority (if not the Placing Authority)			
Local Authority Designated Officer (LADO)			
Ofsted: (0300 123 1231)			
SJD Homes Children’s Homes:			
Regulation 44 Independent Visitor			
SJD Homes Semi-Independent Living Resources/Outreach: Quality Assurance			



**SECTION F — Immediate Remedial Action Taken:**

**SECTION G — Follow up Action Proposed:**

<b>Date:</b>	
<b>Name:</b>	
<b>Signed:</b>	
<b>Designation:</b>	
<b>Manager's Comments/Action:</b>	
<b>Date:</b>	
<b>Name:</b>	
<b>Manager's Signature:</b>	

