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| **Notification of a Serious Incident for consideration for a Local Child Safeguarding Practice Review or a Non- Serious/ Statutory Incident Notification which may have multi-agency learning** | |
| **Child/children’s initial/s:** |  |
| **Date of referral** |  |
| **Serious Incident Notification** *(delete as appropriate)* | **Yes or No (delete as appropriate)** |
| **Non Statutory Incident Notification** *(delete as appropriate)* | **Yes or No (delete as appropriate)** |

**Criteria for referring cases to either Bedford Borough Safeguarding Children Partnership (BBSCP), Central Bedfordshire Safeguarding Children Partnership (CBSCP) or Luton Safeguarding Children Partnership (LSCP)**

**Guidance Taken from** [Working together to safeguard children (Dec 2023)](https://assets.publishing.service.gov.uk/media/6849a7b67cba25f610c7db3f/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf)

**The term child is taken to mean all children and young people up to the age of 18.**

**Responsibility for deciding whether to notify**

Where an agency other than the local authority becomes aware of an incident that appears to meet the criteria for notification, they should discuss this with their local authority counterparts to reach an agreement on whether or not to notify. There may be instances where safeguarding partners do not initially agree on whether there is a need to notify the Panel following a serious incident. For instance, it may be unclear whether an incident appears to have met the criteria for notification, although we hope this guidance provides further help.

Discussion between safeguarding partners about cases and the decision to notify is crucial. Strong partnership working is predicated on collaboration and open dialogue. Where agreement cannot be reached through dialogue between the safeguarding partners alone, we encourage using the support of appointed independent scrutineers to help resolve differences. Ultimately however, the final decision on whether or not to submit a notification to the Panel following an incident is the responsibility of the local authority. This is clearly set out in Working Together 2023 and while the Panel can offer advice where appropriate, we cannot mediate or resolve differences between safeguarding partners.

**Is it abuse or neglect?**

The first two considerations in deciding whether to make a notification are

(a) whether a child has died or been seriously harmed and

(b) whether or not abuse or neglect is known or suspected, using the definition set out in Working Together 2018.

Notifications must always be made if abuse or neglect is known or suspected to be a cause of, or a contributory factor to, the death or serious harm of a child. The exception to this is that the local authority must notify the Secretary of State and Ofsted whenever a looked after child dies, regardless of whether abuse or neglect is known or suspected. The question of whether or not abuse or neglect was known or suspected has caused some difficulties for safeguarding partners. In essence we interpret this as meaning that there was sufficient reason to suspect that abuse or neglect was present and, at least in some way, caused or contributed to the death or serious harm. If the event is in itself abusive, for example the child was murdered by a parent or carer, we believe the criteria would have been met, regardless of whether or not there was pre-existing evidence of abuse or neglect.

Alternatively, if there is sufficient concern to trigger a strategy discussion, section 47 investigation, or care proceedings, or evidence to initiate a criminal investigation for possible abuse or neglect, then that indicates that abuse or neglect is at least suspected. Therefore, the criteria would therefore have been met. The local authority does not need to wait until abuse or neglect is proven to make a notification and it is for local areas to determine which cases should be submitted to the Panel based on local and contextual understanding.

We recognise that it is sometimes only through the rapid review that a judgement can be made about the strength of the relationship between the serious harm and abuse or neglect. Where the family is known to children’s social care because of a recent incident or current concern about abuse and neglect, and where there has been, for example, a suicide or unexplained death, it may well be prudent to notify the event as a serious incident. This is because it may be unclear at an early stage the extent to which these broader social concerns are relevant to the serious incident in question. The rapid review process can then be used to critically examine the known facts at the time, and the extent to which there is a causal relationship between the abuse or neglect experienced and the incident under review.

**Is it serious?**

Often the judgement on whether the level of harm to a child is serious is quite straight forward. This may be because the child has a life-changing injury, long-term impairment resulting from an injury, or an injury that is clearly life-threatening - for example, requiring resuscitation or intensive care treatment. However, some incidents are not so clear. In these circumstances it is important that safeguarding partners use their professional judgement to determine whether the harm is serious.

In cases of physical injury which are neither life-threatening, nor life-changing, consideration should be given to the extent, persistence and severity of the injuries sustained and any context of wider neglect or abuse. Isolated bruises or limb fractures in infants or children would not normally be considered serious unless accompanied by internal injuries (for example abusive head trauma, abdominal injuries) or they are of a degree or extent likely to be life-threatening or life changing.

In cases of sexual abuse, neglect or emotional abuse consideration should be given to the extent, persistence/repetition, and severity of the abuse/neglect, how this may have impacted on the child’s development and well-being, and any likely long-term psychological harm, bearing in mind the child’s development and any other contextual factors. A single incident of sexual abuse may result in serious emotional harm, therefore, although persistence/repetition is a factor to be considered in these cases it should not be relied on as the sole determinant of seriousness or an indicator of long-term impact. [National Review Panel guidance for safeguarding partners June 2025](https://assets.publishing.service.gov.uk/media/684c0d66bd35d2f88bcba2ca/CSPRP_guidance_for_safeguarding_partners.pdf)

**The objective of this document is to provide as much information that is known at the time of the notification. If information is not available, then do not delay in sending in the notification as this information can be submitted at a later stage if required.**

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| **1.1 Referral Details** | |
| **Date of notification** |  |
| **Name of referrer** |  |
| **Agency** |  |
| **Address** |  |
| **Tel No.** |  |
| **E-mail** |  |
| **Has this form been agreed by the Safeguarding Lead/Manager** |  |

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| **1.2 Child’s Details** | | | | | | | |
| **First Name(s):** |  | | | | | | |
| **Surname:** |  | | | | | | |
| **Gender** | **Male** | | | **Female** | | | **Other** |
| **Known Aliases:** |  | | | | | | |
| **Date of birth: (DD/MM/YYYY)** |  | | | | | | |
| **Date of death: (DD/MM/YYYY)**  ***(if applicable)*** |  | | | | | | |
| **Location of incident:** |  | | | | | | |
| **Carer at time of incident:** |  | | | | | | |
| **Known addresses in the last 5 years:** |  | | | | | | |
| **Ethnic origin – please tick the relevant box** | | | | | | | |
| **(A) White** | | **(B) Mixed or multiple ethnic groups** | | | **(C) Asian or Asian Britain** | | |
| British | | Asian and White | | | Indian | | |
| Irish | | Black African and White | | | Pakistani | | |
| Gypsy or Irish Traveller | | Black Caribbean & White | | | Bangladeshi | | |
| Roma | | Other mixed background *(please specify if known)* | | | Chinese | | |
| Other White background *(please specify if known)* | | Other Asian background *(please specify if known)* | | |
| **(D) Black or Black British** | | **(E) Other Ethnic Group** | | | **(F) Not declared** | | |
| Caribbean | | Arab | | | Not declared | | |
| African | | Other ethnic group *(please specify if known)* | | |
| Any other Black background *(please specify if known)* | |
| **Faith** *(please specify if known)* | |  | | |  | | |
| **Disability/ SEND** *(please specify if known)* | |  | | | | | |
| **Please provide details of the educational establishment the child attends and please state whether this is a special school?** | |  | | | | | |
| **Please provide details of the educational establishment the child attends.** *Is this a specialist provision?* | |  | | | | | |
| **Does the Child have any special needs or a disability?** *If yes, please specify.* | |  | | | | | |
| **Does the child have an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs?** *If yes, please specify.* | |  | | | | | |
| **Is the child in the care of the Local Authority?** *If yes, do you know the legal basis for this? E.g., care order, section 20 Children Act 1989.* | |  | | | | | |
| **Is the child subject to a child protection plan, or has been previously?** *If yes, specify when, category of plan and duration?* | |  | | | | | |
| **Is the child open to Children’s Social Care?** *If yes, please provide any details you have including the Social Workers name and contact details?* | |  | | | | | |
| **Is there Lead Practitioner?** *If yes, please provide any details you have including the Lead Practitioners name and contact details?* | |  | | | | | |
| **Is this case known to be the subject of a criminal investigation?** *If so, who is the lead investigator?* | |  | | | | | |
| **Is this case known to be the subject of a Coroner’s Inquiry?** *If so, who is the key contact?* | |  | | | | | |
| **(A) White** | | | **(B) Mixed or multiple ethnic groups** | | | **(C) Asian or Asian Britain** | |
| British | | | Asian and White | | | Indian | |
| Irish | | | Black African and White | | | Pakistani | |
| Gypsy or Irish Traveller | | | Black Caribbean & White | | | Bangladeshi | |
| Roma | | | Other mixed background *(please specify if known)* | | | Chinese | |
| Other White background *(please specify if known)* | | | Other Asian background *(please specify if known)* | |
| **(D) Black or Black British** | | | **(E) Other Ethnic Group** | | | **(F) Not declared** | |
| Caribbean | | | Arab | | | Not declared | |

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| **1.3 Family composition (include any significant others and regular carers of the child(ren):** | | | | | | | |
| **Name** | **Relationship to child** | **DOB** | **Address** | | **Ethnic origin** | **Faith** | **Disability/SEN** |
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| **Please confirm if any of the above children are or have been subject to a Court Order? If so, please provide details?** | | | | | | | |
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| **Please confirm if any of the above children are or have been subject to a CP plan? If so, please specify when, category of plan and duration?** | | | | | | | |
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| **Please confirm whether any of the above adults are or have been subject to criminal proceedings? If so, please provide details?** | | | | | | | |
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| **Does the father have parental responsibility?** | | **Yes** | | **No** | | | |
| **Is there a history of Adverse Childhood Experiences for the parents/carers above?** *If known, please provide details.* | | | | | | | |
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| **Does either parent/carer have any special needs or disabilities?** *If yes, please provide details.* | | | | | | | |
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| **1.4. Agencies known to be involved with the case (please add their name and contact details)** | | | |
| **Name** | **Agency** | **Contact details** | **Are they still involved?** |
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| **1.5 Characteristics of Case (please tick)** | | | | | |
| **Domestic abuse** |  | **Alcohol abuse** |  | **Drug abuse** |  |
| **Parental mental health** |  | **Fabricated illness** |  | **Shaken baby syndrome** |  |
| **Sexual abuse** |  | **Parent in care** |  | **More than one child abused** |  |
| **Child of teenage pregnancy** |  | **Parent is care leaver** |  | **Serious illness** |  |
| **Emotional abuse** |  | **Recent neglect** |  | **Long standing neglect** |  |
| **All forms of Exploitation** |  | **Missing** |  | **Forced Marriage** |  |
| **Modern Day Slavery** |  | **Human Trafficking** |  | **Female Genital Mutilation** |  |
| **Honour Based Abuse** |  | **Child on Child abuse** |  | **Radicalisation** |  |
| **Suicide/ Suspected Suicide** |  | **Physical abuse** |  | **Other features (please specify)** |  |

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| **1.6 Summary of events** |
| **Please outline events and circumstances which triggered this referral:**  Refer to Chapter 4 of [***Working together to safeguard children 2023***](https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf) and the [**Child Safeguarding Practice Panel: practice guidance September 2022)**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1108887/Child_Safeguarding_Practice_Review_panel_guidance_for_safeguarding_partners.pdf). These will help to establish if the level of harm to the child is serious (life threatening or long term injury), and neglect or abuse is a contributing factor. Some incidents are not straight forward and a judgement about seriousness might need to be made. **The information you provide will be used to help establish whether the case meets the criteria for a Child Safeguarding Practice Review or other type of learning review.** |
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| **1.7 Please outline why you are making this referral:** |
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| **1.8 Chronology of key dates**  **Please use the chronology for outlining key events which will help to establish whether the case meets the Local Child Safeguarding Practice Review criteria. This should include key events but does not need to be a detailed chronology at this stage.** | | |
| **Date of event**  *DD/MM/YYYY* | **Source of information** | **Description of event** |
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**NB:** Agencies are reminded of the need to secure their files as soon as they become aware that a Local Child Safeguarding Practice Review might take place.

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| **Please return the completed form to the relevant Safeguarding Children Partnership. If you are sending from Police, NHS.net (email), Probation, you can send without any additional security. All other organisations should password protect the referral.**  **Bedford Borough Safeguarding Children Partnership -** [**LSCB@bedford.gov.uk**](mailto:LSCB@bedford.gov.uk)  **Central Bedfordshire Safeguarding Children Partnership -** [**cbscb@centralbedfordshire.gov.uk**](mailto:cbscb@centralbedfordshire.gov.uk)  **Luton Safeguarding Children Partnership -** [**LSCBTeam@luton.gov.uk**](mailto:LSCBTeam@luton.gov.uk) |