

CHILDREN & FAMILIES SERVICES

NOTIFIABLE EVENTS PROCEDURE

Under Schedule 8 Fostering Regulations 2002

FORUM APPROVED BY :
Departmental Management Team
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Kent Social Services

Procedure for Reporting Notifiable Events Under Schedule 8 Fostering Regulations 2002

Introduction

This document sets out the responsibilities and process for reporting notifiable events by the Fostering Service directly to CSCI.

Policy context

The Fostering Services Regulations 2002 and National Minimum Standards for Fostering Services (schedule 8) has consolidated and extended the incidents and events that are notifiable.

Notifiable events fall into three categories:

- Death of a Looked After Child
- Other events notifiable to the authority (these are not addressed in this document as they are already included in other procedures)
- Events that are notifiable to CSCI

Death of a Looked After Child

There are specific procedures in place for reporting the death of a looked after child. When such a death occurs the circumstances and details of the death must immediately be reported to:

- County Fostering Manager (or County Adoption Manager if placed with prospective adopters)
- Area Child Protection Co-ordinator
- Head of Children`s Services (for the area with responsibility for the child)
- Policy and Standards Manager (Child Protection).

The Policy and Standards Manager (Child Protection) will report the death to the Commission for Social Care Inspection and the DfES. The following will also be informed:

- The Children`s Director
- The Director of Operations
- The Head of Policy and Standards
- The Assistant Director (Children`s Services)
- Policy and Standards Manager (Looked After Children)
- Health Authority

Events notifiable to CSCI by Fostering Service

Schedule 8 sets out the events that must be reported but does not define 'serious'. Therefore, in order to avoid inconsistency and over reporting, a Kent definition of 'seriousness' has been set out for each event.

Foster carers must report **all** the following events to their Fostering Social worker but it will be for the County Manager of the Fostering Service to determine whether they meet the serious criteria:

- Serious illness or accident to a child placed with foster parents.

Seriousness criteria: only those illnesses or accidents that are life threatening (or will result in disablement) should be reported to CSCI;

- Outbreak at the home of a foster parent of any infectious disease.

Seriousness criteria: only those serious contagious diseases as set out in Appendix 1 (attached) should be reported to CSCI;

- Involvement or suspected involvement of a child placed with foster carers in prostitution.

Seriousness criteria: if involvement is suspected rather than confirmed, there should be a very high level of suspicion or probability that is shared by carers and professionals working with the child before it is reported to CSCI;

- Serious incident relating to a child placed with foster parents, which necessitated calling the police to their home.

Seriousness criteria: such an incident should be of a very serious nature, such as serious assault and there should be discussion with both the child's and the foster social worker before any report to CSCI;

In addition, the Fostering Service must report the following:

- Any serious complaint about any foster parent approved by the fostering agency.

Seriousness criteria: where a foster carer is involved in criminal activity

- Instigation and outcome of any child protection enquiry involving a child placed with foster parents.

Seriousness criteria: this should only apply where a formal decision has been made to pursue an allegation as a CP investigation rather than as a complaint.

- Any individual working for the fostering service who has been referred to the Secretary of State under section 2(1)(a) of the Protection of Children Act 1999.

Reporting process

All events must be passed to the County Manager for Fostering who will determine whether they meet the criteria for reporting to CSCI. If in doubt the County Manager will consult with the Policy and Performance Section at Headquarters.

Once the County Manager for Fostering is satisfied that the event meets the 'seriousness' criteria, she/he will report the event to the Commission for Social Care Inspection using the appropriate form and copy this to the Policy and Performance Manager for Looked After Children.

A copy of the incident report will also be placed on the child and the foster carers file.

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**NOTIFIABLE DISEASES
(MOST RECENT DEFINITION: SEPT 2003)**

Diseases notifiable (to the Consultant in Communicable Disease) under the *Public Health (Infectious Diseases) Regulations 1988*

N.B. reporting to the responsible medical authority is a medical responsibility.

- Acute encephalitis
- Acute poliomyelitis
- Anthrax
- Cholera
- Diphtheria
- Dysentery
- Food poisoning
- Leptospirosis
- Malaria
- Measles
- Meningitis
 - meningococcal*
 - pneumococcal*
 - haemophilus influenzae*
 - viral*
 - other specified*
 - unspecified*
- Meningococcal septicaemia (without meningitis)
- Mumps
- Ophthalmia neonatorum
- Paratyphoid fever
- Plague
- Rabies
- Relapsing fever
- Rubella
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhoid fever
- Typhus fever
- Viral haemorrhagic fever
- Viral hepatitis
 - Hepatitis A*
 - Hepatitis B*
 - Hepatitis C*
 - other*
- Whooping cough
- Yellow fever

From the Health Protection Agency website: www.hpa.org.uk/cdr May 2005