

# Family Services

## Document control

<b>Document title</b>	Serious Incident Response Protocol (SIRP)
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# 1. Serious Incident Response Protocol (SIRP)

This protocol sets out the process for providing an immediate and proportional operational response to a serious incident involving a young person who is either a victim or perpetrator of gang activity. (Stage 1)

The process requires a review of the initial action plan after 5 working days and before transition into business as usual. (Stage 2)

## 2. Stage 1 (Days 1 to 5)

All serious incidents involving young people/young adults up to the age of 25 must be notified to family services because some young adults may be care leavers for whom the local authority has a corporate parenting responsibility.

Notification of a serious incident will be by a First Contact email from the gangs or YOT police to the following email boxes only:

1	MASH	<a href="mailto:MASH@barnet.gcsx.gov.uk">MASH@barnet.gcsx.gov.uk</a>
2	<b><i>MASH Manager</i></b>	<a href="mailto:Debbie.Hammond@barnet.gcsx.gov.uk">Debbie.Hammond@barnet.gcsx.gov.uk</a>
3	<b><i>Youth Justice Manager</i></b>	<a href="mailto:Emel.Fadil@barnet.gcsx.gov.uk">Emel.Fadil@barnet.gcsx.gov.uk</a>
4	Head of Intake and Assessment	<a href="mailto:Priscilla.Kurewa@barnet.gcsx.gov.uk">Priscilla.Kurewa@barnet.gcsx.gov.uk</a>
5	Head of Youth and Family Support	<a href="mailto:Kate.Malleson@barnet.gcsx.gov.uk">Kate.Malleson@barnet.gcsx.gov.uk</a>
6	Youth Service	<a href="mailto:Karen.Ali@barnet.gcsx.gov.uk">Karen.Ali@barnet.gcsx.gov.uk</a> <a href="mailto:Mark.Vargeson@barnet.gcsx.gov.uk">Mark.Vargeson@barnet.gcsx.gov.uk</a>
7	CSE Coordinator	<a href="mailto:Paula.Stacey@barnet.gcsx.gov.uk">Paula.Stacey@barnet.gcsx.gov.uk</a>
8	Gangs Coordinator	<a href="mailto:NsangCristia.Esimi-Cruz@barnet.gcsx.gov.uk">NsangCristia.Esimi-Cruz@barnet.gcsx.gov.uk</a>

The two managers in ***bolded italics*** will confirm that MASH has picked up the First Contact email, triggered this protocol, and will notify Heads of Service Practitioner Support [Diana.Huzar@barnet.gov.uk](mailto:Diana.Huzar@barnet.gov.uk) so that actions from the SIRP process can be tracked.

Notification may also be initiated by a police Merlin to MASH. Police will be aware that the index person may have vulnerable younger siblings in the household. ***MASH will ensure that the notification is shared with all those on the First Contact email.***

What is needed ***immediately*** is to ***ensure the young person's safety:***

- If they are in hospital, there is likely to be a need to control visitors as these can be friend or foe gang members or perpetrators, possibly posing as relatives. The hospital can restrict visitors and CCTV may assist with identification if necessary. ***The Duty DAT Manager, or the relevant Team Manager if the case is already allocated, will contact the hospital safeguarding lead to highlight this potential risk. Contact should also be made with the youth violence workers attached to the hospital's trauma unit.***

**ST MARY'S****Hospital Safeguarding Lead:**

Zoe Lane [safeguarding.children@imperial.nhs.uk](mailto:safeguarding.children@imperial.nhs.uk)

**Youth Violence Programme Team Leader:**

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**General Enquiries** [redthread@imperial.nhs.uk](mailto:redthread@imperial.nhs.uk)

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**Child Safeguarding Named Nurse**

Rosalinda James [rosalinda.james@nhs.net](mailto:rosalinda.james@nhs.net)

**Youth Violence Programme Team Leader:**

Robyn Linden

**Secure Email:** [kch-tr.edredthread@nhs.net](mailto:kch-tr.edredthread@nhs.net)

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**Office Landline:** 0203 299 5439

- If the young person is either not in hospital or other place of safety, or is going to be discharged today, ***there is an urgent need to assess what the family know about the young person's lifestyle and whether they are able to provide an adequate level of protection***

**The assessment must:**

- Establish when hospital discharge is likely
- Consider the level of injury and whether the family/placement are equipped to deal with it – not just the physical care but any emotional health or trauma as well
- Establish which agencies know the family/young person and who will be best placed to carry out the assessment with the social worker
- Consider whether there are any other young people connected to the index young person who, as a result of this incident, may also now be vulnerable and need to be safeguarded
- Consider whether there are any siblings who, as a result of this incident, may also now be at risk

- Consider whether it is safe for the young person to return home, return to the borough, return to wherever the incident happened, or return to education, training, employment provision
- Consider whether it is safe for the family to remain in their home, in the borough, in that part of the borough
- What support will the family need if they have to move/other children in the family have to change schools

### 3. Serious Incident Response Meeting (SIRM)<sup>1</sup>

**Within 24 hours** a multi-agency Serious Incident Response Meeting in the form of a Strategy Meeting must take place. If the young person is in hospital the meeting should take place at the hospital so that health professionals are included. The meeting will be organised by the DAT team on duty or the relevant Team Manager if the case is already open, and chaired by the CSE or Gangs Coordinator. The principal attendees will be:

- Duty and Assessment Team Manager or relevant Team Manager if case already open
- Allocated Social Worker
- Hospital Trauma Team (youth worker, safeguarding and medical)
- Police Gangs Unit [SCMailbox-.Gangs@met.pnn.police.uk](mailto:SCMailbox-.Gangs@met.pnn.police.uk)
- Youth Justice Manager/YOT Operational Manager [Emel.Fadil@barnet.gcsx.gov.uk](mailto:Emel.Fadil@barnet.gcsx.gov.uk) or [Jane.Bennett@barnet.gcsx.gov.uk](mailto:Jane.Bennett@barnet.gcsx.gov.uk) or [Esther.Raja@barnet.gcsx.gov.uk](mailto:Esther.Raja@barnet.gcsx.gov.uk)
- Youth Service Manager/Team Leader [Karen.Ali@barnet.gcsx.gov.uk](mailto:Karen.Ali@barnet.gcsx.gov.uk) or [Mark.Vargeson@barnet.gcsx.gov.uk](mailto:Mark.Vargeson@barnet.gcsx.gov.uk)
- Gangs Coordinator ([NsangCristia.Esimi-Cruz@barnet.gcsx.gov.uk](mailto:NsangCristia.Esimi-Cruz@barnet.gcsx.gov.uk))

Consider whether any other professionals are involved with the young person or need to be involved because they are affected, the family needs to move home or there is a need to safeguard other young people:

- Housing
- PRU
- College or other education, training or employment provider
- Allocated social worker or other professional for any other children and young people who may be associates or also at risk as a result of the incident
- Probation (if over 18 or older gang members involved) [david.williams@london.probation.gsi.gov.uk.cjism.net](mailto:david.williams@london.probation.gsi.gov.uk.cjism.net)
- CAMHS
- Housing

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<sup>1</sup> If the serious incident involves a child death, the SIRM will be combined with the CDOP meeting. This may take up to 48 hours to arrange as it is chaired by one doctor. CDOP will take precedence

- Significant others

The membership of the meeting will differ according to individual circumstances. The purpose of the meeting is to gather information from all services, formulate a plan which safeguards the young person and reduces the risk of retaliation or further serious incidents and which leads seamlessly into a longer term action plan to effect sustainable change. The group should consider what is known about the family, young person and wider context of the serious incident including environmental factors. Risks to be assessed will include younger siblings, and associates of the young person and venues or areas. The **Multi Agency Plan (MAP)** should evidence coordinated intervention which will have a positive impact for the young person.

Where the incident may be linked to reprisals or may lead to reprisals, other young people may be affected and their social workers, school settings and other professionals should be included in the SIRM.

All inter-familial and external risk factors must be considered so that an immediate assessment of risk can take place and a short term plan developed to keep the young person safe, to disrupt activity and support any criminal investigation. **Consideration should also be given to the wider community impact and tensions and the need to involve community safety if a civil response is required. Police will liaise with the community safety team as required.**

Actions should arise from the meeting which are shared and attributed to different agencies so that all agencies own the safeguarding responsibility, are solution focused, responsive, play a part and have a role which is not limited by whether or not a case is currently open. **The meeting Chair will update the Heads of Youth and Family Support and Intake & Assessment, and Youth Justice Manager by email within 24 hours of the meeting.**

The meeting will include a minute-taker and **minutes of the meeting will be written up, circulated to meeting attendees including police, and saved in "forms" on ICS within 24 hours of the meeting.**

## 4. Review Serious Incident Response Meeting (Review SIRM)

**A Review SIRM** will take place as determined by the Chair 5 working days from the initial SIRM. The case will be allocated in DATS if not open to another team. The review will ensure that all tasks have been completed, and who will be responsible for the management of the case going forward. Outstanding tasks will be the responsibility of the allocated Social Worker/Team Manager according to business as usual.

If the case is open to other parts of the service, it will remain with that service.

If the case is at CAF level, or not known, the incident means it will come into DATs as a child protection matter.

An assessment should be undertaken of the family's ability/willingness to keep the child safe even though the young person may be wishing to continue their current lifestyle. ***Non-engagement is not a reason for no further action.***

## 5. Stage 2 (Day 5 Onwards)

This stage is about ***stabilising the situation and building resilience***. This is the close of the SIRM process and transition into business as usual, working with the young person and family to secure future change. If the family is unable or unwilling to effect the necessary change, a child protection response will need to be considered.

Business as usual should include:

- Ensuring that actions from the Review SIRM have been effectively completed
- A robust safety plan for discharge from hospital
- A plan to support the family which builds resilience within the family and effects positive change
- A plan to support the young person which builds resilience and effects positive change
- Work in and with the ETE setting to support engagement
- Discussion about willingness to participate in the pan-London gang exit programme [LondonGangExitReferral@londoncrc.org.uk](mailto:LondonGangExitReferral@londoncrc.org.uk) T: 0207 708 8150 M: 0785 0282499 and copy to [Craig.S.Martin@met.pnn.police.uk](mailto:Craig.S.Martin@met.pnn.police.uk)
- Civil enforcement actions can also be considered by discussion with community safety [Matt.leng@barnet.qcsx.gov.uk](mailto:Matt.leng@barnet.qcsx.gov.uk) Civil enforcement can assist/influence a gang member and their family to make a decision to change lifestyle
- Other resources to support gang exit: Family support – parenting programmes, youth work, mentoring, DWP adviser

## 6. Communications

The Head of Youth and Family Support or Intake and Assessment who picked up the First Contact email notification will provide an initial briefing to the AD's and DCS, to alert them to the incident and provide reassurance that the incident is being responded to and managed from a safeguarding perspective.

A second briefing will be provided following the SIRM and will include a broad outline of the planned response.

A third and final briefing will be provided following the Review SIRM and this will close the process as the case moves into business as usual management oversight.

***If there is a wider public safety concern, or the incident meets the criteria for notification to Ofsted or the Youth Justice Board, the DCS will brief the Leader/CEO and lead member for children because of the evolving operational nature of the police incident (See Appendix A)***

## **7. Confidentiality and Information Sharing**

Information shared under this Serious Incident Response Protocol is strictly confidential and is being shared on the understanding that it will be held confidentially and not disclosed to third parties without the prior written consent of the Chair of the SIRM and/or Heads of Service for Youth and Family Support and Intake and Assessment. **(See Appendix B)**



## **Appendix A - Requirement for YOTs to notify the Youth Justice Board**

Notification of a serious incident in the community is required if a young person under supervision (or within 20 days of the end of supervision):

- is charged with murder, attempted murder, manslaughter, rape, torture, kidnapping, false imprisonment or firearms offences
- is the victim of any of these offences
- dies or attempts suicide

### **Requirement for local authorities to notify Ofsted**

Under Local Authority Circular LAC(2007)25, local authorities are required to provide statutory notifications of incidents affecting children to Ofsted.

Local authorities should notify Ofsted of serious incidents involving children which:

- are serious enough that they may lead to a Serious Case Review, including where a child has sustained a potentially life-threatening injury through abuse or neglect, serious sexual abuse, or sustained serious and permanent impairment of health or development through abuse or neglect; or
- involve a child death and will automatically lead to a Serious Case Review (when a child dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in the child's death); or
- should be brought to the attention of Ofsted and the Government because of concern about professional practice or implications for Government policy; or
- raise issues about a council's professional practice that may need to be considered further in the context of performance assessment; or
- have attracted or are likely to attract media attention.

Local authorities are also obliged to inform Ofsted of the death of a child looked after and of every case that becomes the subject of a serious case review. Ofsted passes the information from these serious incident notifications to the Department for Education.

## Appendix B – Confidentiality Statement

In working with young people as either victims or perpetrators of serious youth violence, and other members of the public, all agencies agree to adhere to boundaries of confidentiality. The information contained in the meeting respects those boundaries of confidentiality and is shared with an understanding that:

- 1) The meeting is called in circumstances where it is felt that the risk presented by or towards the young person or his/her family is so great that issues of public or individual safety outweigh those rights of confidentiality
- 2) Minutes are closed under the Freedom of Information Act 2000 under one or more of the following reasons:
  - a) Investigations and proceedings by Public Authorities (s.30(1)(B))
  - b) Health and safety (s.38)
  - c) Personal information (s.40)
  - d) Information provided in confidence (s.41)
- 3) The discussions and decisions of the meeting take account of Article 8.2 of the European Convention on Human Rights, with particular reference to:
  - a) Public safety;
  - b) The prevention of crime and disorder;
  - c) The protection of health and morals;
  - d) The protection of the rights and freedom of others.

All documentation will be marked RESTRICTED.

An attendee receiving the email contacts and minutes is entitled to store and share them as necessary within his or her own agency, but should not share the minutes widely within the agency, or with anyone outside the agency, unless this has been previously agreed by the Chair of the meeting. Minutes should be kept in the RESTRICTED or CONFIDENTIAL section of agency files.

If further disclosure with another agency with whom you have links is felt essential, prior permission should be sought from the Chair of this meeting and a decision will be made (share on a need-to-know basis, share information which is proportionate and necessary) as to what information can be shared.