

Joint Guidance Between Staffordshire & Stoke on Trent Local Safeguarding Children Boards

PART 10-B

WHEN A CHILD DIES

B - Notification

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When a Child Dies

Why is Notification Required?

1. Local Safeguarding Children Boards have responsibilities set out in statutory regulations when a child dies (Working Together, 2006, Chapter 9) as detailed in Chapter 10, Part A, numbers 4-6.
2. In order to fulfil these obligations, it is necessary for all child deaths occurring within Staffordshire and Stoke on Trent and of resident children who die out of county, to be reported to a Central Point of Contact.

Central Point of Contact

3. The central point of contact for notifications of all child deaths is:

Child Death Overview Panel Administrator (CDOP)
Child Death Overview Panel c/o Staffordshire Police
Central Referrals Unit
Block 6
Weston Road
Stafford
Staffs
ST18 0YY
Tel: 0300 123 4455

Mark as CONFIDENTIAL (see points 15 & 16).

4. Out of hours notifications should be sent to:

As above.
5. Each death should be notified to the CDOP Central Point of Contact for the area in which the child (or mother in the case of a neonatal death) was normally resident.
6. If a different team (for example the CDOP Central Point of Contact for the area in which the child has died) is notified, the CDOP administrator should notify their counterpart in the area of the child's residence.
(Eg: for Staffs/Stoke on Trent children who die at Birmingham Children's Hospital, notification should be made to the Staffs/Stoke on Trent Central Point of Contact).

7. For deaths occurring in an area different to that of the child's normal residence, an agreement must be reached between the two CDOP administrators, with the CDOP Chairs' approval, as to which team will review the death, (normally the CDOP for the area of residence) and how the other team will be notified of the outcome. This does not preclude that a rapid response by the team local to the place of death may be required.

How to make a Child Death Notification

8. Prompt reporting of all child deaths is critical. Multiple notifications by different professionals are preferable to no notification being received.
9. The professional or more rarely member of the public who become aware of a child death should contact the CDOP administrator (Central Point of Contact) by telephone, providing as much detail as possible.
10. If a number of agencies are simultaneously involved, liaison should take place to agree which agency will submit the Notification.
11. Telephone notification should be promptly followed up by completion of FORM A - NOTIFICATION OF A CHILD DEATH (see Part 10-G - standard documentation downloads) which must be completed as fully as possible and sent securely to the Central Point of Contact (see points 3 & 4) CDOP Administrator.
12. Upon receipt of Form A the CDOP Administrator should check the notification for gaps and interrogate local sources in order to fully populate the form.
13. Basic notification details will be entered by the CDOP Administrator onto the Police 'Guardian' system.
14. Hard copies of notifications will be retained (25 years, according to Staffordshire Police policy) and filed securely.

Security of Notifications

15. Hard copies of the Form A should be posted and marked as CONFIDENTIAL.
16. The security of any other system for transferring the information on these forms must be clarified and agreed with the Caldicott guardian. (See Part 10-B, Appendix 1, List of Agency Caldicott Guardians/Information Governance Officers).

Parental Involvement

17. Professionals should note that the parents/guardians of any child who dies will be written to by the CDOP Chair once full notification details have been received. See Part 10-G, Downloads of Standard Documentation; (letter to parents/leaflet for parents/families). This action will be undertaken by the CDOP Administrator on behalf of the Chair of the CDOP.