

Best Practice Guide to completing a Reporting Form for the Child Death Service – Education Settings

You have been requested to complete a Reporting Form by the Child Death Overview Panel. A reporting form is sent to all professionals who have had contact or worked with the child who has died and their family. The Child Death Overview Panel are responsible for reviewing all child deaths in Shropshire Telford and Wrekin to understand how the child died and if there is any learning to be shared to prevent this happening again.

Please complete the form with as much information as possible held within your service relating to:

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| • The child. |
| • Family members, inc. household members and relatives. |
| • Current and historical information. |

If you have been requested to complete a Reporting Form but have not worked directly with the child/family, it will be necessary to include colleagues within your organisation who have had direct involvement when completing the form. This will enable us to fully understand your service's involvement with the child and family.

If using acronyms when completing your form, please ensure you give the full definition.

Identifying and Reporting Details

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| • Please complete the child's full details. |
| • Please ensure you complete full family details including both parents and siblings, if known. |

Summary of Case and Circumstances Leading to the Death

Please complete with as much information as possible that you know relating to the circumstances of the child's death. If you have been made aware of the circumstances from another agency, please indicate the source. If the circumstances of death are not known to you, please indicate this.

The question 'Circumstances of Death' could include information around:

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| • Date and nature of last contact with the child (if immediately prior to child's death, please specify the child/family appearance, including any concerns). |
| • Degree of your involvement at the time the child died (i.e., were you supporting the child and family due concerns within school/social care/attendance/behaviour/class teacher). |
| • For an expected child death – were there professionals involved from specialist teams and who were they? |

- Any other information you feel relevant – for example, safeguarding information, changes in child's behaviour or presentation and any concerns from parents/carers to include parental mental health.

The Child

Please answer as many questions as you can, if an answer is not known, please specify.
You could include information around:

• History of involvement with child – how long had the child been attending your setting?
• Any known medical conditions (including treatment).
• If the child was taking medication - what medication was child on, and length of time used, e.g., inhalers if known.
• Were there any known congenital medical conditions, developmental issues or disabilities.
• Any referrals made to agencies for services for additional support for child (i.e., speech and language, SENDCO, BeeU/CAMHS) and what was the reason for this referral.
• Have there been any disclosures regarding abuse or neglect, if so, who made this disclosure and what was the outcome?
• Who drops off and collects the child from your setting? – please include names and relationship to the child.
• Assessment/observation in your setting – presentation of child, siblings and parents – were there any concerns, was parental bond evident?
• What was the child's attendance at your setting?
• Were there any concerns regarding - attendance, modified timetables, child missing education, child away from education or attendance at an alternative provision? If so, was this escalated and to whom?
• Were there any financial or housing difficulties? Did the family receive support from food banks?
• Did parents support the child with completing homework tasks/reading?
• Was any attempt made to follow-up with parents/carers if the child was repeatedly late or not in attendance at your setting?

Additional Information

The question 'Additional Information' could include information around:

• How long have the family been known to your setting?
• Are there any medical conditions/developmental concerns with regards to parents and siblings?
• Any disclosures made by family members? (i.e., domestic abuse, parental mental health, substance abuse)
• Are there adverse childhood experiences with parents/carers/household members, which may include - imprisonment, involvement in legal proceedings, care leavers, substance misuse, mental health concerns?
• Are there issues with communication? (i.e., language barriers, visual or hearing impairment, learning disabilities).
• Identify any unmet needs or gaps in service and between agencies.
• Have the parents acted appropriately when the child has been ill – keeping the child at home and seeking medical attention?

• Information from any assessment or process in relation to safeguarding (i.e., Early Help Assessment/Early Help Support Planning/CIN/CP)
• What support was put in place for parents if they have any recognised needs? (e.g., post-natal depression/low mood or substance abuse or learning difficulties?)
• Issues that impact on parents' ability to engage with your setting.
• If parents are separated – what involvement have parents who do not live at the home address had?
• The relationship between parents if separated – is this amicable or have there been concerns?
• Any additional services requested by or on behalf of the family – were they available and did the child and family engage?
• Has bereavement support been offered to family (was this accepted)?

Issues or Questions

If on completion of a Reporting Form, you have any issues or questions you think the Child Death Overview Panel should consider please indicate clearly in the section 'Issues for Discussion'.

This could include:

• Non-attendance/late marks at your setting.
• Family not adhering to advice from professionals – was this explored with the family, and did you have any concerns around safeguarding, such as neglect?
• Information sharing/communication (between agencies).
• Delay in access to services.
• Barriers to communication.
• Delay in bereavement support.

Further Information and Support

Link to West Mercia CDOP –

[westmercia eCDOP](#)

Link to Child Death Reporting Form –



Child-death-reporting-form-october-2020

Link to the ICON Website - [I is for Infant Crying is Normal](#)

Demonstration Video for Form B completion <https://www.youtube.com/watch?v=23gZsfwqYBw>

2Wish website for targeted bereavement support for families following the death of a child - [Home - 2 Wish](#)

Please return completed form to:

stw.cdop@nhs.net

or complete following the link sent to you via email.

If you require further information or support completing the form, please contact:

Maddy Kempself-Smith – Specialist Nurse for Child Death

Tel - 07917010518

Email - stw.cdop@nhs.net