

Appendix 3- Joint Agency Response – Agenda

AGENDA
<p>1) Introductions</p> <p>Introductions and reason for meeting, to include an introduction into the Child Death Review process and confidentiality statement.</p> <p>A contact list should be made with names, titles and contact details of all attendees. (preferably email and telephone)</p>
<p>2) Immediate Circumstances of the Child's Death</p> <p>Each agency/professional involved with the immediate management of the child's death should give an account of the time surrounding the death. This will include the account from the parents gathered by the paediatric staff, the management in hospital. But may also include:</p> <ul style="list-style-type: none"> • Ambulance Service • A&E Staff • Children's Social Care • Police
<p>3) Background Information</p> <p>Each agency should give an account of their prior involvement with the child and family. Gather information on the following.</p> <ul style="list-style-type: none"> • Family structure/Household composition • Child health • Children's Services including schools • Police • Other, including Adult Health
<p>4) Actions Taken So Far</p> <p>Gather information from each agency regarding actions completed thus far.</p> <ul style="list-style-type: none"> • Investigations on admission/after death was declared • Account of home visit, if this has happened • Preliminary post-mortem results, if available. • Has a Key worker been allocated?
<p>5) Analysis</p> <ul style="list-style-type: none"> • Information missing • Siblings' needs • Parents/carers needs • Control of information and potential media interest • Initial view of cause of death and factors related to the death
<p>6) Conclusions</p> <ul style="list-style-type: none"> • Is the cause of death known? If yes what are the contributory factors to this death that you have identified? • What further information is required?
<p>7) Action Needed:</p> <ul style="list-style-type: none"> • Home visit, if not already undertaken – who is to attend? • Has the death been reported via the Datix incident reporting system? • Does the child's death meet the criteria for a serious incident? • Is the death felt to be suspicious? • Does the death require a Safeguarding Partnership Review (formerly Serious Case Review)? • Has any new information emerged that would suggest abuse or neglect is suspected? If so, joint investigation led by Police and Social Care. Strategy meeting required. (NB: this needs to be an ongoing consideration). • Who will follow up on any identified gaps in the information?

