INITIAL INVESTIGATION PANEL CHECKLIST

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SIRI No:** | | | | | **Tideway Care Incident No:** | |
| **Date of Incident:** | | | | | **Date Reported to SMT:** | |
| **Date of Initial Investigation Panel meeting:** | | | | | **Chaired By:** | |
| **ACTION** | **Y** | **N** | | **NA** | **ADDITIONAL INFORMATION** | |
| Confirmed as an SIRI |  |  | |  |  | |
| Lead Investigator |  |  | |  |  | |
| Support to Lead Investigator |  |  | |  |  | |
| HR involvement required |  |  | |  |  | |
| Safeguarding: Adult/Child lead informed  Meets Serious Case Review Criteria\*\* |  |  | |  |  | |
|  |  | |  |  | |
| Consider External Agencies / Professional Bodies to be informed |  |  | |  |  | |
| Time scales: Draft report |  |  | |  | 4 working weeks: | |
| SIRI panel |  |  | |  | 6 working weeks: | |
| Completion |  |  | |  | 45 working days: | |
| SIRI Panel: Chair |  |  | |  | Name: | |
| SIRI Panel: members  These need to be appropriate for the incident but may include:   * Lead Investigator * TC Governance Lead * Relevant TC members * Independent’ member * Information Governance Manager * HR representation * Appropriate safeguarding lead |  |  | |  | Names : | |
| PWS/ relatives aware? |  |  |  | |  | |
| Who will be responsible for communicating with them and implementing Duty of Candour requirements? |  |  |  | |  | |
| Who will maintain contact with patient / relatives? |  |  |  | |  | |
| Who will share final anonymised report with staff members involved in contributing to the investigation |  |  |  | |  | |
| Immediate actions to be taken | Action | | | | | Responsible Lead |
|  | | | | |  |
| Should this incident trigger an entry on the Risk Register? | Action | | | | | Responsible Lead |
|  | | | | |  |

\*\* Safeguarding Serious Case Review criteria:

Adults

* A life threatening injury through abuse or neglect
* Serious sexual abuse
* Serious or permanent impairment of development through abuse or neglect.
* Give rise to serious public concern or adverse media interest.
* Where procedures may have failed.

AND the case gives rise to concerns about the way in which local professionals and services work together to safeguard vulnerable adults

Children

* Abuse or neglect of a child is known or suspected; and
* Either (i) the child has died; or (ii) the child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.
* When a child dies in custody, in police custody, on remand or following sentencing, in a Young Offender Institution, in a secure training centre or a secure children’s home, or where the child was detained under the Mental Capacity Act 2005.
* Cases where a child died by suspected suicide.