

1**Background**

There is a statutory requirement to review the deaths of all children under the age of 18, regardless of gestation or whether the death was expected or not. The Child Death Overview Panel (CDOP) is a multi-agency panel which considers all deaths. Cases are discussed anonymously with the aim of trying to prevent similar deaths and identify risk factors intrinsic to the child, family and environment or service provision. Every death is categorised and the panel decide whether any of the factors found are modifiable. Any themes and trends including areas of good practice are also identified.

2**Why it matters**

This briefing is about how to report into the panel when you have been working with a child who has died. Since January 2017, agencies have been using a link to notify the Child Death Overview Panel (CDOP) of a child death. The link can be found on the Children's Safeguarding Assurance Partnership (CSAP) website and allows users to notify CDOP of any expected or unexpected death. It is vital that all the questions on the notification form are completed.

3**Information**

Following the death notification you or your organisation may be asked to complete a Reporting Form B in accordance with the statutory duty. The most appropriate person to complete the form is the professional who knew the child or family best. It is important to complete the form fully, including things such as mother's BMI or whether parents smoked. Quite often father's details are missing from the form and it is vital

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that we know about them, as this provides important contextual information. Practitioners should attempt to answer every question and if you do not have the answer to a question within your records, please make this explicit on the form. At times, when the information has been missing we have had to return the forms to practitioners for additional information, causing delays and

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increased work for professionals which could be prevented. So far we have used information given on forms to:

- Inform parents and local campaigns (about how to keep their babies safe and risk factors associated with infant death such as smoking, BMI, extreme prematurity and sleeping arrangements)
- Provide evidence to services (genetic counselling for families where parents are related)
- Create new trust pathways
- Recommend services are commissioned where gaps in provision have been identified

**7****Questions to consider**

How will we ensure that enough time is allocated for the research and completion of reporting forms?

- How do I source the relevant information?
- How do I obtain information about the father?
- How do I ensure that the forms are completed on time?
- Would anyone in your service like to observe a meeting?

6**What to do**

If you are filling in a reporting form, ensure that you are given time to complete it, raise this with your line manager if you need additional guidance or support. There is a statutory deadline of 3 weeks to return it to the CDOP team. You may have to do some research to find some of the details requested due to the needs of finding commonalities and themes.