

Once completed, the form can be delivered

**by post to:**

MSCB CDR Administrator  
Gun Wharf  
Dock Road  
Chatham  
ME4 4TR

**or by (secure) email to:**

[childdeathnotice@medway.gov.uk.cjism.net](mailto:childdeathnotice@medway.gov.uk.cjism.net)

### What happens next?

The CDR Administrator may ask you or your agency to provide further information about the child and the circumstances of the death to inform the multi-agency processes which are followed.

### Procedure documents

Details of these processes can be downloaded at [www.mscb.org.uk](http://www.mscb.org.uk), see:

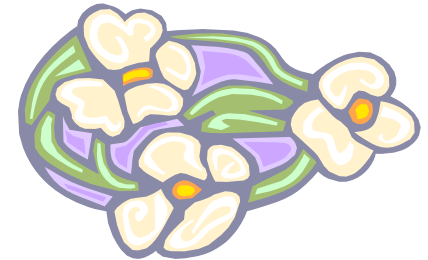
- Responding to the Unexpected deaths of children in Medway - Procedure and Practice Guidance
- Management and Review Arrangements for all Child Deaths in Medway

Produced by:  
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**Arrangements  
to Review  
Child Deaths  
in Medway**



**Practice Guidance  
for Staff**

October 2008



Medway Safeguarding  
Children Board



## Introduction

From 1st April 2008, Local Safeguarding Children Boards (LSCBs) are required to be notified of the death of any child under 18 years whether from natural, unnatural, known or unknown causes, at home, in the community or in hospital.

This leaflet is designed for professionals to explain what their response should be if they become aware that a child has died.

## Child Death Review Processes

The purpose is to:

- a) collect and analyse information about every local child death with a view to identifying:
  - i) Any case giving rise to the need for a serious case review;
  - ii) Any matters of concern affecting the safety and welfare of children in the area of the authority; and
  - iii) Any wider public health or safety concerns arising from a particular death or from a pattern of deaths in that area.
- b) undertake a co-ordinated multi-agency response to all unexpected deaths of children.

These requirements are outlined in Chapter 7 of Working Together to Safeguard Children 2006. In due course, the Child Death Processes will be incorporated into the Kent & Medway Safeguarding Children Procedures 2007.

In Medway, the lead agencies in the review process will be health, the police and in some cases, social care. All agencies that have had contact with the child that has died will be asked to share information on the child for the purposes of informing the professional response and the work of the Medway Child Death Overview Panel. Most organisations and agencies should expect to be involved in this work at some stage.

The purpose of the process is to provide better support and information to the families of children who have died and to ensure that the death of their child is properly investigated. It will also help us to understand the reasons for child death across Medway and therefore contribute to future child safety.

The lessons learned from the local and strategic Child Death Overview Panel should inform the strategic planning processes for children's services.

Further information is available from the Med-

way Child Death Review Administrator:  
mscb@medway.gov.uk

## Notification of a child death in Medway

From 1st April 2008, any agency becoming aware of:

- \* a child death occurring in Medway, or
- \* a death of a child normally resident in Medway, but occurring elsewhere,

should make a notification of this fact to the Medway Child Death Review Administrator via their nominated Child Death Review lead.

Initial notification should be made on **Form A - Notification of Child Death**, which can be found on [www.mscb.org.uk](http://www.mscb.org.uk).

P.T.O.