



**BURY ROCHDALE & OLDHAM
CHILD DEATH OVERVIEW PANEL
PROTOCOL**

1 Introduction

1.1 The purpose of this protocol is to set out the roles and responsibility of each Local Authority and each Agency that sits on the Child Death Overview Panel (CDOP)

2 Information Sharing

- 2.1 It has been agreed that Bury, Rochdale and Oldham Local Authorities will share all information regarding to child deaths that happen within their areas, in line with the 'Procedures of Child Death Overview Panel'.
- 2.2 The coming together of the three Local Authorities follows the recommendation in Chapter 7 of 'Working Together to Safeguard Children' 2006. Which stipulates that the population should be greater than 500,000.
- 2.3 All information that is collated by each Local Authority will be entered on the Oldham LSCB database. This is a secure site, which is run by Agma.
- 2.4 Each member will have a password to access / enter data on to the database.

3 Accountability

- 3.1 Each Local Authority will sign up to a rolling programme to sit on the CDOP to ensure that representation each Authority is maintained at all time (see Table 3.2).
- 3.2 Representation Table

Discipline	Local Authority 1 st year	Tenure	2 nd year	3 rd year	4 th year	5 th year
Public Health	Bury	3 years	R	R	O	O
Police CP team	HQ GMP	2 years				
Coroner	R/B/O					

Education	Rochdale	2 years	O	O	B	B
Social Care	Oldham	2 years	R	R	B	B
Medical and nursing staff						
<ul style="list-style-type: none"> • Designated Nurse • Designated paediatrician 	Bury	2 years	O	R	R	B
	Oldham	2 years	B	B	R	R
Pennine Care Trust						
Chair	Member of hosting safeguarding Board	3 years				

3.2.1 Suggested representation from each agency and each Local Authority to ensure that there is a stagger retirement from the CDOP.

3.3 The Chair of the CDOP should be a member of one of the LSCB's, but must not be involved in providing direct services to children and families in the area.

4 Roles and Responsibilities

4.1 Chair

4.1.1 The main purpose of the Chair is to:

- Chair the meetings of the Child Death Overview Panel
- Ensure that the Panel exercises its authority appropriately
- Promote the Panel's ability to fulfil its statutory responsibility with regard to providing an overview of all child deaths

4.2 Public Health:

4.2.1 The public health representative can:

- Provide the Panel with information on epidemiological and health surveillance data.
- Assist the Panel in strategies for data collection and analysis
- Assist the Panel in evaluating patterns and trends in relation to child deaths and in learning lessons for preventive work
- Inform the Panel of public health initiatives to support child health
- Advise the Panel on the development and implementation of public health prevention activities and programmes.

4.3 Paediatrician:

4.3.1 The paediatrician can:

- Provide the Panel with information on the health of the child and other family members, including any general health issues, child development, and health services provided to the child or family
- Help the Panel interpret medical information relating to the child's death, including offering opinions on medical evidence; providing a medical explanation and interpretation of the circumstances surrounding a child's death
- Assist with interpreting the autopsy findings and results of medical investigations
- Advise the Panel on medical issues including child injuries and causes of child deaths, medical terminology, concepts and practices.
- Provide feedback and support to medical practitioners involved in individual case management
- Liaise with other health professionals and agencies

4.4 Children's Social Care:

4.4.1 The children's social care representative can:

- Provide the Panel with information on any social care involvement with the child and family, including any child protection procedures
- Provide the Panel with information on other children in the home and any previous reports of neglect or abuse
- Help the Panel to evaluate issues relating to the family and social environment and circumstances surrounding the death
- Advise the Panel on children's rights and welfare, and on appropriate legislation and guidance relating to children
- Identify cases that may require a further child protection investigation, or a Serious Case Review
- Liaise with other Local Authority services
- Provide feedback to social workers and other Local Authority staff involved in individual case management

4.5 Police:

4.5.1 The police representative can:

- The Police are responsible for ensuring information is input on to the database regarding the child deaths that have occurred in the Rochdale, Oldham and Bury area, if they hold relevant information about the case, according to the procedures for the CDOP.

- A named police representative from the Greater Manchester Police – Child Protection Unit will sit on the CDOP.
- Provide the Panel with information on the status of any criminal investigation;
- Provide the Panel with information on the criminal histories of family members and suspects.
- Identify cases that may require a further police investigation
- Provide the Panel with expertise on law enforcement practices including investigations, interviews and evidence collection
- Help the Panel evaluate any issues of public risk arising out of the review of individual deaths
- Liaise with other police departments, and the crown prosecution service
- Feedback to police officers involved in individual case management

4.6 Education

4.6.1 The education representative can:

- Provide the Panel with information about the education of the child or young person, and other family members
- Help the Panel to interpret and evaluate information about education needs and the education service provided for the child and other children within the household
- Assist the Panel in providing appropriate preventative strategies
- Provide feedback to education staff involved with the child and other family members

4.7 Mental Health Services

4.7.1 The mental health representative can:

- Provide the Panel with information on whether the child was involved with CAMHS or the parents were involved with Mental Health or Substance Misuse services
- Help the Panel evaluate any mental health implications of the child's death
- Advise the Panel on mental health practices that may have had a bearing on the child's health or well-being
- Assist the Panel in providing appropriate preventative strategies
- Liaise with nursing and allied health professionals with the mental health trust
- Provide feedback and support to colleagues involved in

individual case management

4.8 Designated Nurse:

4.8.1 The Designated Nurse representative can:

- The Designated Nurse for each Local Authority will be responsible for ensuring information is input on to the database regarding the child deaths that have occurred in their area, according to the procedures for the CDOP
- Each Authority will take it in turn for the PCT representative to sit on the CDOP, as illustrated above.
- Provide the Panel with information on the health of the child and other family members, including primary care services provided to the child and family
- Help the Panel to evaluate health issues relating to the circumstances of the child's death
- Advise the Panel on nursing practices that may have had a bearing on the child's health or well-being
- Assist the Panel in developing appropriate preventive strategies
- Liaise with other nursing and allied health professionals
- Provide feedback and support to nursing colleagues involved in individual case management
- Provide the Panel with information relating to antenatal and perinatal care and support for the child and mother
- Advise the Panel on issues around antenatal and perinatal care
- Help the Panel to evaluate perinatal deaths
- Advise on any preventive strategies involving antenatal care or support
- Liaise with other midwifery and obstetric colleagues
- Provide feedback and support to midwifery and obstetric colleagues involved in individual case management

4.9 Coroner or Coroner's Officer:

4.9.1 The coroner or coroner's officer can:

- Provide the team with information on the status and outcome of the coroner's investigation into an unexpected child death and explanation of the determined manner and cause of death
- Provide the team with information from the autopsy and other investigations
- Advise the team on the coronial processes, including appropriate governing legislation

- Assisting in the development and implementation of strategies to improve the investigation of unexpected childhood deaths

4.10 CDOP Administrator

4.10.1 Refer to Job Description of the CDOP Administrator.

4.11 Co-opted Organisations

4.11.1 To attend CDOP when called upon and ensure that information is input on to the database regarding the child deaths that have occurred in Rochdale Oldham and Bury area. If they hold relevant information about the case, according to the procedures for the CDOP

5 Dissemination of Information

5.1 The Chair of the CDOP will have the responsibility of disseminating information to all three LSCB's Chairs. This will ensure that any recommendations made by the CDOP are being implemented, monitored and reviewed.

6 Role of the Host Local Authority

6.1 Budget

6.1.1 Each Local Authority will contribute to a pooled budget / population (see Budget Agreement), the host Local Authority will recharge to the other boards the agreed CDOP cost. The host will monitor the budget and update the CDOP and the participating boards on a 6 monthly basis. The host will also nominate, support and employ the CDOP Chair

6.1.2 The budget will cover the costs of: -

- The CDOP Administrator
- The CDOP Chair
- Accommodation:
- Meeting Rooms
- Office Space
- I.T.
- Stationary
- Human Resources
- Payroll
- Sick and Holiday cover
- Supervision of the Administrator
- Annual Report

- Selecting an appropriate Chair for the CDOP who is also a member of the host safeguarding board
- Employing support and develop the CDOP Administrator

6.1.3 Each Local Authority will ensure that they ring fence money in case the CDOP requires any unforeseen cost.

6.2 Human Resources

6.2.1 The host Local Authority will be responsible for all aspects of the employment of the CDOP Chair and Administrator according to their systems and procedures, except for the short-listing and interviewing process.

6.2.2 All three Local Authorities should have a representative responsible for the short-listing of the applicants and a representative to take part within interview panel for the CDOP Chair and Administrator.

6.3 Payroll

6.3.1 The host Local Authority will be responsible for paying the CDOP in line with their Local Authority systems and procedures

6.4 Accommodation

6.4.1 The host Local Authority will be responsible for accommodating the CDOP Administrator and the CDOP meetings.

6.5 IT

6.5.1 The host Local Authority will be responsible for ensuring that the CDOP Administrator has access to a PC with IT support.