



## Pan- Cheshire Child Death Overview Panel

### Terms of Reference

#### Purpose

The over-riding purpose of reviewing all child deaths is to reduce the risk of future deaths or harm to children. CDOP is the final stage of the Child Death Review (CDR) process. On behalf of the Cheshire statutory partners, CCDOP has been established to:

- Provide oversight and assurance of the whole Child Death Review (CDR) processes in accordance with the National Child Death Review Statutory and Operational Guidance 2018 and Local Child Death Review policies across Cheshire.
- Undertake reviews of all deaths of children normally resident within any of the local authority areas where a death certificate has been issued
- To consider what if any action should be taken in relation to any modifiable factors identified, and make recommendations to Multi-Agency Safeguarding Arrangements, Health and Wellbeing Boards and other relevant Strategic Partnerships.
- Hold strategic partners to account in relation to its recommendations and any other identified matters relating to the death, or deaths, that are relevant to the welfare, public health and safety of children across Cheshire

#### Business Objectives

- To identify patterns, trends and recommendations from local data and report these to the Multi-Agency Safeguarding Arrangements, Health and Wellbeing Boards and other relevant Strategic Partnerships / bodies promptly so they can take action to prevent future such deaths where possible
- To produce a CDOP annual report on behalf of the statutory partners detailing lessons learned and any relevant recommendations for actions for relevant agencies and organisations on a pan-Cheshire basis, and the impact of the actions undertaken.
- To develop an annual work plan and report on progress quarterly to the strategic and statutory partners, including the reasons for any delay in progressing and what has been undertaken to address blockages.
- To have oversight of the CDR and SUDIC processes.
- To seek assurance from agencies, where appropriate, on behalf of the Multi-Agency Safeguarding Children Partnership Arrangements, Health and Wellbeing Boards and other relevant Strategic Partnerships and escalate any issues if they arise.
- To develop and review Pan Cheshire policies and procedures in relation to the CDR process.

## **Case Discussion Objectives**

- To collect and collate information about each child death, seeking relevant information from professionals and, where appropriate, family members;
- To analyse the information obtained, including the report from the CDRM, in order to confirm or clarify the cause of death, to determine any contributory factors, and to identify learning arising from the child death review process that may prevent future child deaths;
- To make recommendations to all relevant organisations where actions have been identified which may prevent future child deaths or promote the health, safety and wellbeing of children; to seek assurance as to what actions have been undertaken as a result of CCDOP recommendations and the impact of such; to notify the Child Safeguarding Practice Review Panel and local Safeguarding Partners when it suspects that a child may have been abused or neglected;
- To notify the Medical Examiner (once introduced) and the doctor who certified the cause of death, if it identifies any errors or deficiencies in an individual child's registered cause of death. Any correction to the child's cause of death would only be made following an application for a formal correction;
- To produce an annual report for CDR partners on local patterns and trends in child deaths, any lessons learnt and actions taken, and the effectiveness of such actions and the effectiveness of the wider child death review process; and
- To contribute to local, regional and national initiatives to improve learning from child death reviews, including, where appropriate, approved research carried out within the requirements of data protection.

## **Accountability & Financial Agreement**

The Pan-Cheshire CDOP is accountable to the statutory partners and the relationship with these and other strategic partners is highlighted in the Memorandum of Understanding.

The responsibility for budget arrangements will be with the host organisations.

## **Reporting**

The Pan-Cheshire CDOP will be accountable to the six CCGs and four Local authorities and will report to each quarterly and annually.

The CDOP database will be made available to the Public Health intelligence teams to inform local Joint Strategic Needs Assessments.

Other members may be co-opted to attend the CDOP to contribute to the discussion of certain types of death when they occur. Additionally, delegates who are not members of the panel may request to observe a meeting and this will be at the discretion of the CDOP Chair. All observers will be required to sign a confidentiality agreement.

## **Themed Panels**

CDOP will determine and oversee the process for conducting thematic child death reviews, and collaboration with neighbouring areas where appropriate. Thematic reviews will also include “deep dives” into various themes on an annual basis. These themes will be determined through discussions with strategic partner networks.

## **Quoracy**

Membership has been determined to ensure geographic (not organisations) and professional representation. The group will be quorate only if all geographies and professionals are represented including the following:

Local Authority Safeguarding business representative (until future arrangements are determined)

Designated Doctor for Child Deaths

CDOP Nurse/Midwife

Children’s Social Care

Public Health

Police

Others

## **Confidentiality**

All child deaths will be discussed anonymously and papers will only be shared with Panel members; it is then the responsibility of the Panel member to ensure confidentiality and security of the papers.

The sign-in sheet for each panel will include a confidentiality statement, and any declarations of professional interest in any of the cases.

## **Frequency**

The Business Meetings will be held quarterly, with additional “development/business planning” days organized separately.

## **Destruction and Retention**

All records will be kept securely until such a time when formal guidance is obtained in relation to destruction and retention of CCDOP records. This will be undertaken by Cheshire East Council on behalf of all statutory partners.

## **ROLES AND RESPONSIBILITIES OF MEMBERS OF CCDOP**

Members of CDOP are not there to represent their individual organisations, but to represent a professional perspective/ insight to the cases presented. In addition to the specific roles identified below, all members of CCDOP are expected to:

- Ensure that they are fully prepared to contribute at each meeting by reading through the papers, and consulting colleagues where necessary beforehand.
- Ensure that there is a suitable alternative replacement to attend if it is not possible to attend
- Take away action points to their specific geography, agency or professional groups, and ensure that the action is undertaken within the required timescales.

### **Independent CCDOP Chair:**

Provide oversight and assurance to the statutory partners, that the local CDR processes are being discharged in accordance with the statutory guidance;

- Ensure that child death reviews are effectively undertaken in accordance with statutory guidance, through multi-agency discussion of all child deaths, meetings are effectively managed and recorded, themes and trends are communicated and ensure learning from reviews is actioned.
- Chair CDOP meetings effectively and ensure that all statutory requirements are met;
- With the CDOP Business Administrator and the Designated Doctor for Child Deaths, take responsibility for co-ordinating meeting dates, panel agenda, the CDOP action plan, and the production of an annual report;
- Ensure that new panel members, members invited to CDOP, and observers sign a Confidentiality Agreement;
- Coordinate with a public health professional, if attending, in order to provide the CDOP with information about epidemiological and health surveillance data; and
- Assist CDOP in evaluating patterns and trends in relation to child deaths and in implementing public health prevention initiatives and programmes;

### **Pan- Cheshire CDOP Business Administrator will:**

- Ensure the effective management of the notification, data collection and storage systems;
- Ensure the effective running of ordinary and themed panel meetings;
- Be the designated person to whom the child death notification and other data on each child death should be sent;
- Allocate a unique identifier number to a deceased child following receipt of the Notification Form;
- Seek to establish which agencies have been involved with the child or family either prior to or at the time of death and gain receipt of relevant information (Reporting Form);
- Liaise with the Chair of the child death review meeting to receive that meeting's summary notes (draft Analysis Form); and
- Record the CDOP's conclusions (final Analysis Form) and submit data to the Department of Health and Social Care and, once operational, to the National Child Mortality Database.
- Prepare all relevant paperwork for the CDOP meeting and disseminate 5-10 working days before meeting dates to enable members to read all the material and prepare appropriately;
- Ensure and monitor the effectiveness of the data collection and ensure reports relevant to each child are combined into an anonymised single multi-agency report for review panel members;
- Provide administrative support to facilitate the efficient implementation of the CDOP meetings,
- Ensure that new members to CDOP receive an orientation to the panel prior to their first meeting;

- Support the CCDOP Chair in compiling the annual report for the statutory partners and appropriate strategic partnerships including Multi-Agency Safeguarding Arrangements, Health and Wellbeing Boards, Community Safety Partnerships;
- Compile a quarterly report of CDOP activity for the statutory partners;
- Deal with all correspondence, databases and all relevant paperwork associated with the CDOP process;
- Meet/liaise with the Independent Chair prior to each CDOP for a pre-agenda meeting/discussion;
- Progress identified actions/preventative work in conjunction with relevant agencies as appropriate;
- Receive all initial notifications of child deaths that occur in Cheshire and send requests to relevant agencies for agency checks and completion of reports;
- Oversee and administer the eCDOP processes.
- Ensure that new panel members, ad hoc members and observers sign a confidentiality agreement;
- Utilise eCDOP and pursue outstanding agency reports when the timescales for completion are exceeded and monitor eCDOP alerts.

**CDOP Nurse/Midwife will:**

- Assist CDOP to evaluate health issues relating to the circumstances of the child's death;
- Advise CDOP on nursing/midwifery practices that may have had a bearing on the child's health or well-being;
- Assist CDOP in developing appropriate preventative strategies;
- Liaise with other nursing and allied health professionals as appropriate;
- Liaise with other midwifery and obstetric colleagues as appropriate; and
- Assist CDOP in its evaluation of perinatal deaths (antenatal and perinatal care and support for the child and mother).
- Review and evaluate the practice and learning from all involved health professionals and providers commissioned across Cheshire.
- Contribute to the development and delivery of public health campaigns based on analysis of information related to child deaths and childhood accidents.
- Actively disseminate expertise through training and information sharing across the organisations and primary care

**Public Health representative will:**

- Provide the CDOP with information on epidemiological and health surveillance data;
- Assist the CDOP in strategies for data collection and analysis;
- Assist the CDOP in evaluating patterns and trends in relation to child deaths and in learning lessons for preventive work;
- Inform the CDOP of public health initiatives to support child health improvement; and

- Advise the CDOP on the development and implementation of public health prevention activities and programmes;

**Designated Doctor for Child Deaths will:**

- Be professionally responsible for the oversight of the child death review processes and will liaise with the Independent Chair and Business Administrator of CDOP on CDOP agenda and themed panels;
- Liaise, as appropriate, with regional clinical networks to ensure that themed panels are properly co-ordinated;
- Assist CDOP in the development and implementation of appropriate preventative strategies to reduce the child deaths; and
- Prepare an annual report with the Chair summarising the activities of CDOP

**Consultant Community Paediatrician/Neonatologist/Obstetrician will:**

- Assist the CDOP in interpretation of 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 post mortem findings and results of medical investigations;
- Advise the CDOP 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;
- In preparation for the CDOP meeting read the CDOP papers which will be received approximately 5-10 days prior to the meeting;

**Cheshire Police representative will:**

- Upon receipt of the CDOP Agency Reporting Form, the Police CDOP representative will ensure any relevant information regarding police involvement with the child and family, including any child protection concerns in respect of the deceased child and other family members, are submitted.;
- The completed form should be submitted to the CDOP Business Administrator within a requested time frame which is generally three weeks, using eCDOP;
- Provide CDOP with information on the status of any criminal investigation;
- Provide CDOP with information on the criminal histories of family members and suspects;
- Identify cases that may require a further police investigation;
- Provide CDOP with expertise on law enforcement practices, including investigations, interviews and evidence collection;
- Help the CDOP evaluate any issues of public risk arising out of the review of individual deaths;
- Liaise with other Police departments, the Coroner and the Crown Prosecution Service;
- Feedback to police officers involved in individual case management;

- In preparation for the CDOP meeting read the CDOP papers which will be received approximately 5-10 days prior to the meeting;

**Children’s Social Care** representative will:

- The CSC SPOC in each local authority is responsible for ensuring that any relevant information is included on the agency reporting form before submission to CDOP. Upon receipt of the CDOP papers, the CSC representative to CDOP will scrutinise the relevant information regarding CSC involvement with the child and family, including any child protection concerns in respect of the deceased child and other family members, ensure these are considered and given appropriate weight in determining how the child died and any relevant safeguarding factors
- Help the CDOP to evaluate issues relating to the family and social environment and circumstances surrounding the death;
- Advise the CDOP 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 through the case review process;
- Liaise with other local authority services; and
- Provide feedback to social workers and other local authority staff involved in individual case management where further action is required;
- In preparation for the CDOP meeting read the CDOP papers which will be received approximately 5-10 days prior to the meeting;

**Education Representative** will:

- Upon receipt of the CDOP Agency Reporting Form, the Education representative in CDOP will ensure any relevant information held within the Education service, regarding the child and family, including any child protection concerns in respect of the deceased child and other family members, are submitted.
- Assist the CDOP in interpretation and evaluation of information about the education needs and the education service provided for the deceased child and other children within the household;
- Assist the CDOP in providing appropriate preventative strategies;
- Provide feedback to education staff involved with the deceased child and other family members;
- In preparation for the CDOP meeting read the CDOP papers which will be received approximately 5-10 days prior to the meeting;

**Lay Representative** will:

- Participate in CDOP meetings to provide the perspective on behalf of the general public and specifically provide a voice for parents/families/carers;
- Support stronger public engagement in local child safety issues and contribute to an improved understanding of CDOP work in the wider community

- Challenge the statutory partners on the accessibility for the public, children and young people to its services and initiatives
- Help to make links between the statutory partners and community groups in relation to improving the life chances of children
- In preparation for the CDOP meeting read the CDOP papers which will be received approximately 5-10 days prior to the meeting;

**Contact Information**

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