



# **NOTIFICATIONS POLICY**

Date: May 2026

# NOTIFICATION POLICY

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## 1. Introduction to the Policy

This policy sets out the framework, principles, and procedures that **Byram House** follows to notify Ofsted, placing authorities, host authorities, the Health and Safety Executive (HSE), and other relevant persons of serious events affecting children and young people in our care. The policy applies to all staff, agency workers, volunteers, and contractors, and specifically to the Registered Manager, Responsible Individual, and Directors.

**The Home is Byram House, which comprises the two residences at 62 Deighton Road and 66 Deighton Road.** This policy applies equally across both residences.

The registered person must ensure that notifications of all significant events that relate to the welfare and protection of children living in the home are made to the appropriate authorities, and must take necessary action following the incident to ensure that the child's needs are met and that they are safe and protected.

The objectives of this policy are to:

- Comply with **Regulation 40 (safeguarding notifications)** of the Children's Homes (England) Regulations 2015, and related notification duties under Regulations 37, 38 and 39.
- Ensure that all serious incidents are identified, assessed, and notified **without delay** (normally within 24 hours).
- Provide clear guidance on which incidents require notification to Ofsted, placing authorities, host authorities, HSE, and others.
- Ensure that notifications are complete, accurate, and include actions taken and lessons learned.
- Maintain a clear audit trail of all notifications made.

## 2. How this Policy Benefits the Home

This Notifications Policy benefits Byram House in the following ways:

- **Legal Compliance** – It meets duties under the **Children's Homes (England) Regulations 2015 (Regulations 38, 39, 40)** , the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** , the **Safeguarding Vulnerable Groups Act 2006**, and **Working Together to Safeguard Children 2026**.
- **Child Protection** – It ensures that Ofsted and placing authorities are informed of serious harm or risk, enabling prompt oversight and intervention.
- **Clarity for Staff** – It provides a clear decision-making framework (including a list of reportable events and a flowchart) to help staff decide when to notify.
- **Accountability** – It defines who is responsible for making notifications, the timeline, and the required content.
- **Learning and Improvement** – It requires that notifications are not just factual chronologies but include actions taken and lessons learned, driving continuous improvement.
- **Inspection Readiness** – Ofsted expects a robust notifications system. This policy provides clear evidence of compliance.
- **Training Framework** – It sets out annual training for staff on notification requirements and processes.

### 3. Definitions & Legislation

#### 3.1 Definitions

| Term                               | Definition                                                                                                                                                                           |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Home</b>                        | Byram House, the children's home registered with Ofsted, comprising two residences at 62 Deighton Road and 66 Deighton Road.                                                         |
| <b>Company</b>                     | IMS Care LTD, the registered provider and legal entity responsible for operating Byram House.                                                                                        |
| <b>Byram House</b>                 | The name used throughout this policy to refer to the home and its staff.                                                                                                             |
| <b>Regulation 40 Notification</b>  | A notification to Ofsted of a serious event under the Children's Homes (England) Regulations 2015.                                                                                   |
| <b>Serious Event</b>               | An incident that is significant or worrying because of possible danger or risk; not slight or negligible. Defined by professional judgement based on risk factors (see section 4.3). |
| <b>URN</b>                         | Unique Reference Number – the home's Ofsted registration number.                                                                                                                     |
| <b>Responsible Individual (RI)</b> | The person appointed under Regulation 5 with oversight of the home's management and quality.                                                                                         |
| <b>Placing Authority</b>           | The local authority that has placed the child in the home.                                                                                                                           |
| <b>Host Authority</b>              | The local authority in which the home is located (Kirklees).                                                                                                                         |
| <b>LADO</b>                        | Local Authority Designated Officer (for allegations against staff).                                                                                                                  |
| <b>HSE</b>                         | Health and Safety Executive – receives RIDDOR reports.                                                                                                                               |

### 3.2 Key Legislation and Statutory Guidance (presented in a table)

| Legislation / Guidance                                                                     | Key Provisions                                                                                                                                                                                                                                 | Relevance to this Policy                                                                  |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Children's Homes (England) Regulations 2015 – Regulation 40</b>                         | Requires the registered person to notify Ofsted without delay of serious events, including death, serious illness/injury, child protection enquiries, police involvement, missing episodes (where grave risk), allegations against staff, etc. | This policy operationalises Regulation 40.                                                |
| <b>Children's Homes (England) Regulations 2015 – Regulation 38</b>                         | Requires notification to the host authority (Kirklees) of every admission and discharge of a child.                                                                                                                                            | The home must notify the host authority of placement changes.                             |
| <b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</b> | Requires reporting of work-related deaths, specified injuries, over-7-day injuries, and dangerous occurrences to HSE.                                                                                                                          | The home must report staff injuries or dangerous occurrences that meet RIDDOR thresholds. |
| <b>Safeguarding Vulnerable Groups Act 2006 – Section 35</b>                                | Duty on regulated activity providers to refer individuals to the DBS where they have caused harm or pose a risk of harm.                                                                                                                       | The home must refer staff to DBS (via LADO) where criteria are met.                       |
| <b>Working Together to Safeguard Children 2026</b>                                         | Sets out multi-agency expectations for sharing information about serious incidents.                                                                                                                                                            | Notifications form part of the safeguarding framework.                                    |
| <b>Social Care Common Inspection Framework (SCCIF) 2026</b>                                | Ofsted will review the home's notifications during inspection.                                                                                                                                                                                 | The home must maintain accurate records and demonstrate learning.                         |

|                               |                                                                                    |                                                                               |
|-------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Mental Health Act 1983</b> | Where a child requires a mental health assessment, this may be a notifiable event. | Ofsted should be notified if a child requires a Mental Health Act assessment. |
|-------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|

## 4. The Policy

### 4.1 Policy Statement and Legal Framework

Byram House will comply fully with Regulation 40 of the Children's Homes (England) Regulations 2015. The Registered Manager (or, in their absence, the designated deputy) is responsible for ensuring that **all serious events** are notified to Ofsted, placing authorities, and other relevant bodies **without delay** (normally within 24 hours of the incident or discovery of the incident).

The registered person (IMS Care LTD) is also responsible for notifying Ofsted of:

- Absence of the day-to-day manager for 28 days or more.
- Changes in registered provider or manager.
- Convictions of the registered provider, manager, responsible individual, or any director.

The home has a system in place to ensure that staff know how to report a serious event, including out-of-hours. The **On Call Manager** must be notified immediately, who will escalate to the Registered Manager and, if required, to the Responsible Individual and Director.

## 4.2 Overview – When to Notify (Regulation 40)

The following incidents **must** be considered for notification to Ofsted (this list is not exhaustive). The Registered Manager must use professional judgement, in consultation with the Responsible Individual if necessary.

| Incident Type                                        | Examples                                                                                                                          |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Death of a child</b>                              | Any death of a child accommodated in the home.                                                                                    |
| <b>Serious illness or injury</b>                     | Fracture, loss of consciousness, hospital admission for more than 24 hours, serious self-harm requiring medical treatment.        |
| <b>Serious incident requiring police involvement</b> | Assault (ABH/GBH), sexual assault, child abduction, serious criminal damage, child arrested for serious offence.                  |
| <b>Child missing overnight</b>                       | Especially where the child is considered at grave risk (e.g., due to age, vulnerability, exploitation risk, or previous pattern). |
| <b>Child protection enquiry</b>                      | Section 47 enquiry instigated concerning a child in the home.                                                                     |
| <b>Allegation against a staff member</b>             | An allegation that a staff member has harmed a child or behaved in a way that indicates unsuitability.                            |
| <b>Child involved in sexual exploitation</b>         | Suspected or confirmed CSE or prostitution.                                                                                       |
| <b>Serious complaint</b>                             | A serious complaint about the home or persons working there.                                                                      |
| <b>Outbreak of infectious disease</b>                | Where a registered medical practitioner considers it sufficiently serious (e.g., norovirus outbreak requiring ward closure).      |
| <b>Mental Health Act assessment</b>                  | A child requires a Mental Health Act 1983 assessment (this triggers notification).                                                |



|                                   |                                                                                                                  |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Referral to DBS</b>            | Where the home refers a staff member to the DBS under section 35 of the Safeguarding Vulnerable Groups Act 2006. |
| <b>RIDDOR-reportable incident</b> | Work-related death, specified injury to staff, or dangerous occurrence.                                          |

### 4.3 Decision-Making: What is a "Serious Event"?

The Oxford English Dictionary defines "serious" as "*significant or worrying because of possible danger or risk; not slight or negligible.*" The line between serious and non-serious is a matter of professional judgement. The Registered Manager should consider:

- The **age** of the child (younger children are more vulnerable).
- The **frequency** of the incident (a pattern of low-level missing episodes may become serious).
- The **nature of any injuries** sustained (e.g., fracture vs. bruise).
- Any **additional needs** the child has (e.g., disability, mental health condition).
- The **context** of the home.
- The **cumulative effect** of multiple incidents.

**If in doubt, notify.** The Registered Manager may consult the Responsible Individual. Ofsted expects a precautionary approach.

### 4.4 Notification Process and Timelines

**Timeline:** All Regulation 40 notifications must be made **without delay**, normally within **24 hours** of the incident or discovery. For very serious incidents (e.g., death of a child), notification must be made **immediately** by telephone.

**Method:** Notifications to Ofsted must be made using the **online notification form** on the Ofsted portal (the home's URN is required). For urgent situations, especially where there may be media interest, Ofsted can be contacted by telephone: **0300 123 1231**.

**Out-of-hours:** If the incident occurs when the Registered Manager is not on duty, the senior staff member on duty must:

1. Notify the **On Call Manager** immediately.
2. The On Call Manager will assess the incident and, if it meets the threshold, will either:
  - Make the notification directly (if authorised), or
  - Contact the Registered Manager (who must make the notification within 24 hours).
3. All notifications must be recorded in the **Notification Log** (Appendix B).

**Information required for online notification:**

- URN (Unique Reference Number)
- Full postal address of the home
- Date and time of the incident
- Details of the matter (what happened, who was involved, any injuries)
- Other persons, bodies or organisations notified (e.g., placing authority, police)
- Actions taken by the home as a result
- Any further actions planned to reduce the likelihood of recurrence

**After notification:** Ofsted does not require routine updates unless there is a significant development. However, the placing authority should be kept informed. The Registered Manager should establish clear lines of communication with the home's Lead Inspector.

#### 4.5 Who Must Be Notified (Summary Table)

| Incident Type | Notify Ofsted | Notify Placing Authority | Notify Host Authority (Kirklees) | Notify HSE (RIDDOR) | Other |
|---------------|---------------|--------------------------|----------------------------------|---------------------|-------|
|---------------|---------------|--------------------------|----------------------------------|---------------------|-------|

|                                      |                        |                                 |                   |                     |                                   |
|--------------------------------------|------------------------|---------------------------------|-------------------|---------------------|-----------------------------------|
| Death of a child                     | ✓ immediately          | ✓                               | ✓                 | ✓ (if work-related) | Secretary of State, local CCG/ICB |
| Serious injury (hospital >24h)       | ✓                      | ✓                               | If requested      | If work-related     |                                   |
| Child missing overnight (grave risk) | ✓                      | ✓                               | No                | No                  | Police already                    |
| Child protection enquiry (S47)       | ✓                      | ✓                               | No                | No                  | MASH                              |
| Allegation against staff (serious)   | ✓                      | ✓                               | No                | No                  | LADO, DBS if referral             |
| CSE / prostitution                   | ✓                      | ✓                               | No                | No                  | Police                            |
| Serious complaint about home         | ✓                      | ✓                               | No                | No                  |                                   |
| Outbreak infectious disease          | ✓ (if medical opinion) | ✓                               | No                | No                  | Public Health (UKHSA)             |
| Mental Health Act assessment         | ✓                      | ✓                               | No                | No                  | CAMHS                             |
| DBS referral (staff)                 | ✓                      | Placing authority (if relevant) | No                | No                  | DBS, LADO                         |
| RIDDOR incident (staff injury)       | No (but HSE)           | No                              | No                | ✓ (within 15 days)  |                                   |
| Admission / discharge of child       | No                     | Yes (placement info)            | ✓ (Regulation 38) | No                  |                                   |

|                                             |                      |    |    |    |  |
|---------------------------------------------|----------------------|----|----|----|--|
| Conviction of RM, RI,<br>Director, Provider | ✓ (without<br>delay) | No | No | No |  |
|---------------------------------------------|----------------------|----|----|----|--|

## 4.6 Notifications for Admissions and Discharges (Regulation 38)

The Registered Manager must notify the **host authority** (Kirklees) of every admission and discharge of a child **without delay**. This notification must be in writing (email is acceptable) and include:

- Child's name and date of birth.
- Whether the child is accommodated under section 20 or 21 of the Children Act 1989.
- Whether the child is subject to a care or supervision order under section 31.
- Contact details for the placing authority and the independent reviewing officer (IRO).
- Whether the child has an EHC plan, and if so, which local authority holds responsibility.

A copy of this notification must be retained in the child's file.

## 4.7 Notifications of Offences (Registered Provider, Manager, RI, Director)

If the registered provider, registered manager, responsible individual, or any director of the organisation is convicted of a criminal offence (in England, Wales, or elsewhere), that person must **without delay** give written notice to Ofsted (HMCI) of:

- The date and place of conviction.
- The offence.
- The penalty imposed.

The Registered Manager must also inform the Responsible Individual and the Directors of any such conviction.

## 4.8 Quality of Notifications – Content and Learning

Notifications must not be just a factual chronology. They should include:

- A brief summary of the event.
- The other persons/bodies notified.
- The actions taken by staff and managers at the time.
- Further actions planned to reduce the likelihood of a similar incident occurring again.

**Learning:** The Registered Manager should not view the notification as the end of the process. The circumstances should be reviewed, and implications for safeguarding or outcomes for children identified. Actions should be planned to reduce the likelihood of recurrence. This learning must be discussed in team meetings and supervision, and where appropriate, changes to policy or practice must be documented.

Ofsted inspectors will ask about learning from notifications during subsequent inspections.

## 4.9 Records of Notifications

The Registered Manager must maintain a **Notification Log** (see Appendix B) that records:

- Date and time of incident.
- Brief description of incident.
- Date and time of notification to Ofsted (and reference number, if provided).
- Other bodies notified (placing authority, host authority, HSE, etc.).
- Actions taken and planned.

This log must be retained for at least 5 years and be available for Ofsted inspection.

## 4.10 Responsibility and Authorisation

- **Staff on duty** – Must report any serious event to the On Call Manager or Registered Manager immediately. They may be asked to assist in completing the notification form.
- **On Call Manager** – Has authority to make an Ofsted notification in an emergency (e.g., after hours) if they deem it serious, and must inform the Registered Manager as soon as possible.
- **Registered Manager** – Has primary responsibility for determining whether an incident is notifiable and for ensuring the notification is completed within 24 hours (or immediately for deaths and very serious incidents). May delegate completion to a deputy but retains accountability.
- **Responsible Individual** – Must be consulted for borderline decisions and must be copied on all Regulation 40 notifications.

## 5. How the Home Trains its Staff About this Policy

Byram House provides structured training to ensure all staff understand and can implement this Notifications Policy effectively.

| Training Element | Frequency        | Method / Content                                                                                                                                                                                                                                                |
|------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Induction</b> | Upon appointment | Face-to-face training covering: Regulation 40, what constitutes a serious event, the decision-making framework, the online notification process, out-of-hours reporting to On Call Manager, RIDDOR basics, and the dual-site operation (62 & 66 Deighton Road). |

|                               |                             |                                                                                                                                                                                   |
|-------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual refresher</b>       | Every 12 months             | Classroom or virtual session covering updates to legislation (SCCIF 2026, Working Together 2026), case studies of notifiable events, and refresher on the notification checklist. |
| <b>Refresher for managers</b> | Annually                    | Training on complex decision-making, the duty to refer to DBS, and notification of convictions.                                                                                   |
| <b>RIDDOR awareness</b>       | At induction and biennially | Training on what constitutes a RIDDOR reportable incident (fracture, over-7-day absence, dangerous occurrence) and how to report to HSE.                                          |

**Staff are required to:**

- Read and sign this policy annually.
- Complete all mandatory training.
- Immediately report any serious event (or suspicion of one) to the On Call Manager or Registered Manager.
- Never delay reporting because they are unsure – report and seek guidance.

## 6. Related Policies and Guidance

- Safeguarding Policy
- Incident Reporting Policy
- Missing From Care Policy
- Police Involvement Policy
- On Call Policy
- Whistleblowing Policy
- Data Protection Policy

- Children's Homes (England) Regulations 2015 (Regulations 38, 39, 40)
- Working Together to Safeguard Children 2026
- Social Care Common Inspection Framework (SCCIF) for Children's Homes 2026
- Ofsted guidance: "Notification of serious events in children's homes"

## 7. Appendices

### Appendix A – Decision Flowchart for Regulation 40 Notifications

#### Text description of flowchart:

##### Step 1 – Incident occurs

↓

##### Step 2 – Is it one of the listed notifiable events? (see 4.2)

→ Yes → **Step 3 – Assess seriousness** (age, frequency, injury, vulnerability, context)

→ No → **Step 4 – Record as internal incident** (no Ofsted notification)

↓

**Step 3 (continued)** – Is it serious? (significant risk, fracture, hospital >24h, missing overnight with grave risk, CSE, S47 enquiry, serious allegation against staff)

→ No → Record as internal incident but consider notifying placing authority

→ Yes → **Step 5 – Notify Ofsted without delay (within 24 hours)**

↓

**Step 6 – Notify placing authority, host authority (if admission/discharge), HSE (if RIDDOR)**

↓



### Step 7 – Update Notification Log (Appendix B)



### Step 8 – Review for learning, update practice, discuss with team

## Appendix B – Notification Checklist and Log

### Notification Checklist (to be completed before submitting):

| Check                                                                    | Completed (Y/N) |
|--------------------------------------------------------------------------|-----------------|
| Is this a notifiable event under Regulation 40? (see section 4.2)        |                 |
| Has the Registered Manager (or On Call Manager) been informed?           |                 |
| Have we consulted the Responsible Individual (if borderline)?            |                 |
| Has the placing authority been informed?                                 |                 |
| Has the host authority been informed (if admission/discharge)?           |                 |
| Has RIDDOR been considered? If yes, reported to HSE?                     |                 |
| Has the online Ofsted form been completed?                               |                 |
| Have we recorded the Ofsted notification reference number (if provided)? |                 |
| Have we attached a summary of actions taken and planned learning?        |                 |

### Notification Log (to be maintained by Registered Manager in Bright HR):

| Date of incident | Brief description | Notified to Ofsted (Y/N – date) | Ofsted ref (if any) | Notified to Placing Authority (date) | Notified to other (specify) | Actions taken / learning |
|------------------|-------------------|---------------------------------|---------------------|--------------------------------------|-----------------------------|--------------------------|
|------------------|-------------------|---------------------------------|---------------------|--------------------------------------|-----------------------------|--------------------------|

## 8. Policy Approval and Review Details



|             |                              |                                     |
|-------------|------------------------------|-------------------------------------|
| Home        | Byram House                  |                                     |
| Reviewed by | Danyaal Iqbal / Mustafa Amin | Deputy Manager / Registered Manager |
| Approved by | Stacey Wagstaffe             | Responsible Individual              |
| Date        | May 2026                     |                                     |