

**WEST GLAMORGAN SAFEGUARDING BOARD**

***Suspected Suicide, Significant Attempt*** (***or Sudden Death of a adult 18 - 25 years) Rapid Response Meeting Process Map***

**Document Author: POLICY, PRACTICE & PROCEDURE MANAGEMENT GROUP**

**Approved by:** WGSB

**Issue Date: 26th of July 2024**

**Review Date: 26th of July 2027**

Suspected Suicide/ Significant Attempt (or Sudden Death of a Person 18-25 years) identified

**Within working hours Common Access Point/SPOC**

**Swansea – Adult Safeguarding Team**

Telephone: 01792 636519

Email:

adultsafeguardingteam@swansea.gov.uk

**Neath Port Talbot** -**SPOC**

Telephone: 01639 686802

Email:

spoc@npt.gov.uk

Information submitted to Adult safeguarding team/SPOC or EDT via Integrated Reporting Form (Adult at Risk) or Public Protection Notice

**Out of working hours – Emergency Duty Team**

**Swansea:**

Telephone: 01792 775501

**Neath Port Talbot:** Telephone: 01639 895455

Local Authority Principal Officer for Safeguarding to be informed

Local Authority agree with Police, Swansea Neath Port Talbot BCU to arrange Rapid Response Meeting within 48hrs

Out of hours EDT to notify Duty Principal Officer as required and agree any additional actions to be carried out by EDT

Safeguarding Teams to inform Heads/Leads of relevant organisations to prepare for Rapid Response meeting including: Police, Health, CMHT, Education (if appropriate), Employer (if appropriate) and any other appropriate third sector agencies.

 Meeting details to be confirmed

EDT to create record of contact and inform Adult Safeguarding Team/SPOC

All agencies involved to identify peer group & networks likely to be impacted by the event and any community impact concerns, in preparation for Rapid Response Meeting.

Rapid Response meeting to be convened and agree actions as required.

Guidance/ToR for arranging a suspected suicide, significant attempt, (or sudden death of a person 18 – 25) - Rapid Response Group Meeting

1. When notification is received (by the Local Authority) of the suspected suicide or significant suicide attempt of an Adult, the latter defined as:

**‘*Any incident where the person would have died if not for the intervention of others; or where is reasonably believed that the person intended to die by suspected suicide*’**,

or sudden death of a person 18 - 25. The information must be reported to the Local Authority and brought to the attention of the Principal Officer for Adult Safeguarding or their Deputy. If out of hours, it must be shared with the Principal Officer covering [EDT]

1. As soon as possible (within 48hrs) the SPOC or Adult Safeguarding Team will hold a Strategy Discussion with the PPU and any other relevant partners, in order to agree parameters for the a Meeting (SRRG).
2. The Adult Safeguarding Team/SPOC will collect as much information as possible in relation to the Adult, including details of any children, siblings, peer groups and Services involved, in order to assist with establishing their close networks and which agency should attend the meeting.
3. The Adult Safeguarding Team/SPOC will notify relevant agencies of the suspected suicide or significant attempt or sudden death of a person under 25 and each will be expected to identify those that may have been impacted by the suspected suicide including family, friends, boy/girlfriend, work colleagues, club membership/teams and staff.
4. Attendance at the SRRG is mandatory. If the lead professional from a relevant agency is unable to attend, they must ensure that they send nominated person with delegated decision-making responsibilities to attend in their absence.
5. The agencies that attend should not be excessive and should be limited to those that are providing information and are able to agree actions on behalf of their agency. A list of agencies and their Single Points of Contact are provided in **Appendix 1**.
6. Each agency is required to identify any other individuals that need to be invited, depending on the case
7. Any media briefings prior to the SRRG will need to be handled sensitively and notification given to the relevant Press Officer in the agency concerned.
8. The SRRG will be chaired by the ADULT SAFEGUARDING TEAM/SPOC team in keeping with their day-to-day organisational response to AAR. At the start of the meeting, the chair will outline the purpose of the meeting and read out a confidentiality statement. A recommended agenda and confidentiality statement is provided at **Appendix 2**.
9. The Senior Investigating Officer (SIO) will provide information relating to the suspected suicide or significant attempt (or sudden death of a person 18 – 25) This will be kept brief as the purpose of the meeting is to discuss those networks that need additional support/safeguarding following the suspected suicide or significant attempt (or sudden death of a person 18 – 25) and to prevent contagion.
10. Each agency will share relevant information relating to the subject, their family, friends and others who may require support following the suspected suicide or significant attempt (or sudden death of a person 18 – 25) The sharing of such information is to ensure that close networks at risk following a suspected suicide or attempted suspected suicide (or sudden death of a person 18 - 25) are provided with the necessary support. Information Sharing Protocol and UK GDPR is provided at **Appendix 3** .
11. The level of risk should be identified for each individual discussed and support needed for those identified should be determined and agreed including which agency will take the support forward and agree timescales.
12. Care of individuals already subject to Care and Support Plans, Child Protection Plans, Adult Protection Plans or within the Looked after System need to be formally handed to their key worker to ensure individual needs are met.
13. Agreement will be reached on what information can be shared at briefings with staff, young people, adults, and the wider family and community.
14. Each agency should consider how they can contribute help and support to meet the identified needs either themselves or by enabling other agencies to do so and should also consider if they have sufficient resources to support the SRRG process.
15. If the subject of the Suspected suicide or Significant attempt (or sudden death of a person 18 - 25) attended School, College or University the Adult Safeguarding Team/SPOC will notify the School, College and University Safeguarding Officer immediately. Outside school, college and University hours the Head/Principal of the relevant School, College or University will be notified.
16. If the subject of the Suspected suicide or Significant attempt (or sudden death of a person 18 – 25) was employed, the SRRG as a group will consider notifying the relevant employer but only if absolutely necessary to support other work colleagues who may have been impacted by the Suspected suicide.
17. The location of the Suspected suicide should be considered at the outset and if appropriate target hardening and safety plans should be agreed during the SRRG meeting.
18. All agencies must identify any immediate risks within their own environment and carry out their own risk assessment to mitigate any risk, in line with their own Policies and Procedures.
19. At the end of the meeting a date and time for next meeting will be agreed as necessary. All actions set should be undertaken as agreed during the meeting and review meetings may be held until the chair is satisfied that all actions have been completed. Any actions identified for an agency not represented, will be shared by the chair with the relevant agency. The chair should be notified once an action has been completed.
20. Each agency will be responsible for reviewing their own response prior to the suspected suicide or significant attempt (or sudden death of a person 18 – 25) and if learning is identified escalate via their own Policies and Procedures. The purpose of the SRRG meeting will not be to review the events leading up to the Suspected suicide or Significant attempt (or sudden death of a person 18 – 25) but if any lessons are identified they must be addressed immediately by the relevant agency and consideration given for an Adult Practice Review or Multi-Agency Professional Forum (MAPF) referral.
21. The relevant Local Authority Business Unit will provide administrative support for the SRRG meeting. They will be responsible for recording the meetings using the relevant template provided at **Appendix 4**. The relevant Local Authority Business Unit will store the minutes and disclosure of the contents will only be given after permission is sought from the agency that disclosed the information.
22. This meeting can be lawfully held due to the disclosure of information being necessary to protect someone’s life. **Appendix 3**

**Appendix 1 – Relevant Agencies**

|  |  |
| --- | --- |
| **Agency** | **Representative/SPOC** |
| Head of Safeguarding – Western BCU | DCI/DI for Safeguarding in Western BCUIf relevant consider inviting:* Police liaison for School, College or University
* SIO
* Community Safety Officer
 |
| Head of Safeguarding - Adult Services (Swansea/NPT)  | Principle Officer for Adult Safeguarding/Deputy If open case consider inviting:* Relevant Social Worker, directly involved with Adult/Child
* Manager of ADULT SAFEGUARDING TEAM, SPOC or IAA
 |
| Head of Nursing - Safeguarding – Swansea Bay University Health Board | Head of Nursing Safeguarding/Deputy. Any other identified Health Staff as required (as identified by Safeguarding Lead in the Health Board).  |
| End of Life Team – Care After Death Swansea Bay University Health Board | Head of Service/Deputy |
| Principle Officer for Community Mental Health Team – Swansea and NPT | Head of CMHT and relevant staff if Subject or their network are known to CMHT |
| Education | Safeguarding Officer (Swansea/NPT)If relevant consider inviting:* Head Teacher of the School
* Principle of the College
* Dean of the university
 |
| Housing Department | Lead Identified Professional |
| Community Safety Local Authority | Manager – Resilience/ Prevent |
| Corporate Communications | Communications Officer for appropriate agency |
| Third Sector - CVS for Swansea and NPT | * Manager of CVS to identify appropriate support agencies.
* Representative from Jac Lewis Foundation or similar support service
 |

**Appendix 2 – Agenda and Confidentiality Statement**

1. Welcome and Introductions

2.Outline purpose of the meeting:

The purpose of this meeting is to consider the suspected suicide OR SIGNIFICANT ATTEMPT (OR SUDDEN DEATH OF A PERSON 18 – 25) to manage any threat, risk or harm to individuals and or the wider community. The meetings that are held in relation to significant attempts of suicide, will be managed under the Wales Safeguarding Procedures.

The content of this meeting is confidential and should not be shared outside this meeting without the permission of the Chair and this includes the content of any minutes. The minutes may be subject to requests for disclosure under the Data Protection Act 1998. Each request will be considered on its merits and by agreement of the Chair.

The meeting will aim to reflect that all individuals who are discussed should be treated fairly, with respect and without improper discrimination. Everyone present needs to share all details that they have in relation to the individuals discussed in order to ensure that we are able to identify levels of risk and to agree appropriate support to meet their needs.

Everyone present should be mindful that anything disclosed during the meeting could be used as part of a criminal investigation.

During the course of the meeting you may hear information which some people may find difficult or upsetting to hear.

The meeting will make recommendations for agencies to complete.

3. Senior Investigating Officer to give a report on circumstances of suspected suicideor Significant attempt or sudden death of a person under 25

4.Each agency to share information known about networks

a. Consider links to other recent incidents to identify potential cluster development

b. Consider links to other processes (e.g. Child Protection, Adult Protection)

5.Identify level of risk for each individual

6.Determine the need for briefing, counselling and other support

7.Identify and agree person(s) responsible to provide support and timescales for individual tasks

8. Protection of Front Line Services

9. Impact of media and formulate appropriate media response

10.Any target hardening at the location including a patrol strategy

11. Any areas of concern that need escalating by the relevant agency

12. AOB

13. Time, date and venue of next meeting

**Appendix 3 – Information Sharing and UK GDPR**

In ensuring compliance with UK GDPR, the Local Authority will ensure that this guidance is publicly available.

The objective of the Suspected Suicide Rapid Response Group (SRRG) Meeting is to safeguard adults and children, protecting and promoting their health and wellbeing and protecting the rights and freedoms of others. This would also include the support for significant suspected suicide attempts and sudden death of a person 18 - 25.

Whilst meetings are structured through this format to ensure uniformity across the region, those matters relating specifically tosignificant suspected suicide attempts will sit under the auspices of the Wales Safeguarding Procedures 2019.

The Local Authority may engage in peer group mapping in order to comply with its statutory duties to promote the welfare and safety of Adults and Children (under the Children Acts of 1989 and 2004 and the Social Services and Wellbeing Act 2014).

The Suspected suicide Rapid Response Group Meeting will be recorded, and minutes stored on WCCIS/Oracle in line with LA data recording policies. Depending on each specific circumstance, consideration is given on what information should be recorded and shared on each individual.

Government advice, “Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers”, highlights that to effectively share information:

* All practitioners should be confident of the processing conditions, which allow them to store, and share, the information that they need to carry out their safeguarding role. Information which is relevant to safeguarding will often be data which is considered ‘*special category personal data*’ meaning it is sensitive and personal
* Where practitioners need to share ‘*special category personal data’*, they should be aware that the Data Protection Act 2018 includes ‘*safeguarding of children and individuals at risk’* as a condition that allows practitioners to share information without consent.
* Information can be shared legally without consent, if a practitioner is unable to, cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a Child/Adult at risk.
* Relevant personal information can be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional, or mental harm, or if it is protecting their physical, mental, or emotional well-being.

The UK General Data Protection Regulation 2018 (UK GDPR) and the Data Protection Act 2018 replaces the Data Protection Act 1998. The new Data Protection Act and Guidance is regulated and enforced by the Information Commissioner’s office (ICO) but breaches of Data Protection may also lead to proceedings before the Courts.

**Appendix 4 – Template to record minutes**

**Rapid Response Meeting re suspected suicide, significant attempted suicide, (or sudden death of a person under the age of 18 – 25)**



|  |
| --- |
| **WEST GLAMORGAN SAFEGUARDING BOARD****SUSPECTED SUICIDE RAPID RESPONSE GROUP****DATE:****VENUE:** |

**ATTENDEES:**

|  |  |
| --- | --- |
| **NAME** | **DESIGNATION** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**APOLOGIES:**

|  |  |
| --- | --- |
| **NAME** | **DESIGNATION** |
|  |  |
|  |  |
|  |  |

**SUBJECT:**

|  |  |  |
| --- | --- | --- |
| **NAME** | **DOB** | **ADDRESS** |
|  |  |  |

|  |
| --- |
| 1. **WELCOME AND INTRODUCTIONS**
 |
|  |

|  |
| --- |
| 1. **PURPOSE OF THE MEETING**
 |
|  |
| 1. **SIO TO GIVE CIRCUMSTANCE TO THE DEATH or significant attempt (or sudden death of a person 18 – 25)**
 |
|  |
| 1. **EACH AGENCY TO IDENTIFY THE NETWORKS OF THE DECEASED BOTH PEOPLE (FAMILY/COMMUNITY) AND PLACE**
 |
|   |
| 1. **LEVEL OF RISK FOR EACH INDIVIDUAL**
 |
|  |
| 1. **WHAT SUPPORT IS REQUIRED TO MINIMISE RISK OF HARM TO ADULT/CHILD/YP IMPACTED BY THE SUSPECTED SUICIDE or significant attempt (or sudden death of a person 18 - 25)**
 |
|  |
| 1. **WHAT RESPONSE IS REQUIRED AND WHO WILL LEAD ON THE ACTIONS AGREED**
 |
|  |
| 1. **WHAT ARE WE DOING TO SUPPORT THE STAFF INVOLVED?**
 |
|  |
| 1. **IS THERE ANY IMPACT FROM MEDIA/ONLINE FORUMS THAT NEEDS TO BE ADDRESSED?**
 |
|  |
| 1. **IS THERE ANY TARGET HARDENING REQUIREMENT IN RESPECT OF THE LOCATION TO MINIMISE RISK TO OTHERS?**
 |
|  |
| 1. **ANY SPECIFIC ISSUES THAT ARE IDENTIFIED WITHIN THE SERVICE AREA STRUCTURES MUST BE PICKED UP AND ESCALATED TO THE RELEVANT SERVICE AREA EG HEALTH BOARD, LOCAL AUTHORITY OR POLICE**
 |
|  |
| 1. **AOB**
 |
|  |

**ACTION LOG:**

|  |  |  |
| --- | --- | --- |
| **WHAT NEEDS TO BE DONE** | **WHO WILL DO IT** | **BY WHEN** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**DETAILS OF NEXT MEETING:**

|  |  |
| --- | --- |
| **DATE** |  |
| **TIME** |  |
| **VENUE** |  |