



Procedure for the Notification and Dissemination of Information Regarding a Child Death (Up to 18 Years of Age)

Version number :	6.0
Consultation Groups	Children Services, CHN, ELFT
Approved by (Sponsor Group)	CHN Children Services Governance group
Ratified by:	CHN Children Services Governance group
Date ratified:	20 th July 2018
Name and Job Title of author:	Sarah Rolfe, Nurse Advisor
Executive Director lead :	Sarah Wilson
Implementation Date :	July 2018
Last Review Date	July 2018
Next Review date:	July 2021

Services	Applicable to
Trustwide	
Mental Health and LD	
Community Health Services	Newham CHS

Version Control

Version	Description of Change(s)	Reason for Change	Author(s)	Date
1.0	Reviewed inconsistencies within the document and ensuring clarity of application for all services.	Clearer guidelines required.	Callista Tepie, Diane Humphries	October '06
2.0	Procedural aspects separated from general policy on other actions required	Clear separation of notification procedure and other support aspects	Callista Tepie	October '06
3.0	<p>Procedure amended to ensure one point of contact for receiving and disseminating notification of a child death (Child Health Admin Team)</p> <p>Procedure restructured to reflect PCT policy framework</p> <p>Addition of temporary appendix dealing with migration of data to RiO Notification form updated</p>	<p>Updated to streamline procedure and to bring in line with PCT policy framework</p> <p>Ensure responsibilities and lines of communication are clear</p> <p>To ensure that essential data is successfully migrated to new information system</p> <p>Ensure procedure in line with London Death Review (2008)</p>	Diane Humphries, Anne Morgan, Nasim Patel, Matilda Alexander and Heather Hunter-Whitehouse	December 2008
4.0	Review and update the document and ensuring clarity of application for all services.	Clearer guidelines required.	Nasim Patel/ Jane Mendes Pereira	September 2014
4.0	Ensuring clarity of notification of Child Death Process	Restructuring of all services with Children and Young People	Nasim Patel/ Jane Mendes Pereira	September 2014
4.0	<p>Procedure to ensure Child Health Admin Team receive and disseminate notification of a child death</p> <p>Procedure restructured to</p>	<p>Updated to streamline procedure and to bring in line with East London NHS foundation Trust policy framework</p> <p>Ensure procedure in line</p>	Nasim Patel/ Jane Mendes Pereira	September 2014

	reflect ELFT Information Governance policy framework	with London Child Protection Procedures (2010)		
5.0	Transition of CDOP function from CCG to LBN	In-line with LBN governance/policy framework	Ene Odeh	January 2016
5.1	Redrafting on page 5, 6,7 & 11 to incorporate comments received	Changing of wording suggested by Ian McKay on page 5 (1.2) (2.1) (2.2) (4.1) (4.2) (4.3) , page 6 (5.2) (5.3), page 7 & page 11 (appendix contact responses)	Nasim Patel	10/3/16
5.2	Minor changes on wording	Typing errors identified by Sarah Rolfe Pages 5, 6 & 7	Nasim Patel	10/3/16
5.3	Policies and procedures to reflect current practice	Page 8, point 10; under references; <ul style="list-style-type: none"> • ELFT network, internet & email usage policy updated from 2013 to 2015 • The Trust policy framework updated from 2011 to 2015 • Working Together to safeguard children updated from 2013 to 2015 • London Child Protection procedure updated from 4th edition 2010 to 5th edition 2015 • Rapid Response procedures 2009/working together to safeguard children updated from 2013 to 2015 		March 2016

Version	Date	Author	Status	Comment
6.0	April 2018	Sarah Rolfe	Ratified	Changes made following the centralisation of the administration team into NELFT and the transfer of the Health Visiting, School Nursing and FNP services to the Local Borough of Newham

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1. Introduction

- 1.1. This procedure identifies the local process of notification of a child death from birth and up to 18 years of age. The dissemination of the information regarding a child death to professionals, in line with the Children Act 2004, Working Together to Safeguard Children 2015 & London Child Protection Procedures 2017.
- 1.2. Working Together to Safeguard Children is currently being reviewed and the government published a response to the consultation in February 2018.
- 1.3. It is acknowledged that the London CDOP system needs to change to meet the demand of new legislation and to address issues identified by system stakeholders. The proposal is that safeguarding and child death review partners to agree, publish and implement new arrangements by the summer of 2019. It is therefore suggested that this procedure is reviewed annually to ensure it is kept up to date with the correct procedures.

Note: the document is saved on the intranet

2. General Principles

- 2.1. This sixth version reviews the document in line with ELFT Policy and procedure for the development, review and control of Trust approved procedure documents (November 2017) and aims to ensure that the notification of a child death is received by Specialist Children and Young People Services, Community Health Newham at elft.childhealth@nhs.net from the Child Death Overview Panel (CDOP) Coordinator within 1 working day in line with the Child Death Notification Process published by the London Borough of Newham (no date on process) and then distributed to all other relevant ELFT services within 24hrs of the notification being received.
- 2.2. This procedure aims to ensure that all professionals are notified within 24 hours of receiving the death notification of the death of a child to avoid inappropriate contact and distress to a bereaved parent/ carer. This procedure will comply with the Child Death Overview Panel regulations as set out in the London Child Protection Procedures (2017).
- 2.3. The procedure is also intended to ensure a standardised process is in place across the East London NHS Foundation Trust, Bart's Health Care Trust, Local Borough of Newham and North East London Foundation Trust CHIS hub.

This procedure will set out clear processes and responsibilities in order to achieve these aims.

3. Definitions

- 3.1 Child - The word child in this document refers to from birth and up to 18 years of age but does not include stillbirths.

4. Responsibilities

- 4.1. It is the responsibility of all services (for example, but not exclusively, Midwifery, Safeguarding, medical staff, Children's Social Care, Community Children's Nursing Service) in receipt of information regarding the death of a child to notify the Single Point of Contact CDOP Coordinator/ CDOP Designated Paediatric Doctor (Dr. Susan Liebeschultz, Newham University Hospital, Barts Health).
- 4.2. If a service within Community Health Newham Children Services receives notification of a child death as a first point of contact as well as informing CDOP they must inform the Operational Manager and Deputy Operation Manager on the generic email address elft.childhealth@nhs.net
- 4.3. The method of contact is via a secure CDOP generic email cdopnewham@nhs.net address using the formal notification Form A sent to the CDOP Co-ordinator. Form A is now on eCDOP electronic system at <https://www.ecdop.co.uk/LondonNewham/Live/public/>
- 4.4. CDOP will then forward the Form A (Death Notification) to NELFT CHIS hub by secure email nem-tr.nelchishub@nhs.net within 24 hours of receipt.
- 4.5. The (Form A) Death Notification is checked by the LBN CHIS team against the Child Health Information System (currently RiO) to ensure that the child is known to a health professional (for example, therapist, health visitor, school nurse, safeguarding team, family nurse practitioner, children's nurse). If the child is registered on RiO it is the responsibility of the LBN CHIS to distribute the Child Death Notification within 24 hours to the Safeguarding Team, Family Nurse Partnership, School Nurses, Health Visitors, Health Visitor in Sickle Cell & Thalassaemia Service, ELFT, Health Visitors in the Child Development Service, ELFT, and LBN Head of Service, Service Manager, Director of Compliance and Transformation and the Executive Director. CDOP notifies other stakeholders including CHN Children Services via generic email addresses.
- 4.6. ELFT Operational Manager / Deputy Operational Manager on receipt of a death notification via elft.childhealth@nhs.net will cascade to all ELFT Children Service's services via the services generic email address as per appendix 2.
- 4.7. LBN CHIS team notifies LBN RiO team at ITTraining.Team@newham.gov.uk. LBN RiO team notifies ELFT RiO team to register the child death on RiO within 24 hours.
- 4.8. If Specialist Children and Young People Services receives a child death notification as the first point of contact, then ELFT Operational Manager or nominated delegate will ensure that RiO is updated to reflect the child death and upload the Form A onto RiO to ensure that there is no delay in the process.
- 4.9. If the child is not known to a health professional within the Children & Young People Service but has a Newham address on Form A or lives out of the borough but attends school in Newham and is not on RiO, LBN CHIS Team must search on the Summary Care Record (SCR) for further clarification, register the child, inform the relevant health care professionals, the CDOP administrator and inform NELFT CHIS hub were the child resides if they only attended school in Newham

5. Procedure for notification of a child death

(See **Appendix 3** for process map)

- 5.1. CDOP will inform all stakeholders, including NELFT CHIS hub, via nhs.net . NELFT CHIS hub will inform LBN CHIS.
- 5.2. On receipt of the information, the LBN CHIS will take the following actions immediately:
 - Confirm the child and family's electronic records against the notification received to ensure there are no errors or possibility of error (e.g. child's full name, date of birth, address, GP, school, details of family members including siblings, including any surname/family names which are not the same as the child's).
 - The Form A Death Notification is checked against the RiO system to ensure that the child is known to health professionals. If the child is registered on RiO, notification becomes the responsibility of LBN CHIS which should distribute the Child Death Notification within 24 hours to professionals as listed in 4.5. CDOP are responsible for informing other stakeholders such as ELFT Children Services. If the child is not known to a health professional within the Children & Young People Service but has a Newham address on Form A or lives out of the borough and attends school in Newham and is not on RiO, LBN CHIS must do a search on Summary Care Record (SCR) for further clarification and register the child. LBN CHIS will inform the appropriate local Child Health Department and health care professionals, including the GP in the area where the child resides.
 - The designated members of staff within LBN CHIS will notify LBN RiO team who will notify ELFT RiO team to register the child's death on RiO to reflect on the National Spine within 24 hours
 - LBN CHIS administrator will record only that 'Form A has been uploaded' on the child's individual record.
 - When the document is uploaded, the author will be the named professional who completed Form A
 - LBN CHIS administrator will record the child death into the Manuel Death Registration Log book.

6. Procedure for the distribution of information to professionals

(See Appendix 3 for process map)

- 6.1 Forward the information using Appendix 1 (password protected) **by** nhs.net as per on the distribution list 2 LBN CHIS team to record all death notifications on RADAR, LBN system.
- 6.2 CDOP, as the first point of contact must notify the family's GP within 24 hours. Depending on the age of the child if it is an unexpected death the CDOP will invite the GP, Health Visitor, School Nurse, CDOP Doctor, Safeguarding, FNP, responsible for the child including the Community Children Nursing Service, Child Development Service, LAC team (depending on child's circumstances) also the London Ambulance Service, Police & Social Care for a Rapid Response meeting within 5 to 7 working days.

6.3 ELFT Operational Manager / Deputy Operation Manager will inform all relevant ELFT Service Leads i.e. Head of Therapies/ Deputy ACD, Consultant Community Paediatrician & Operational Manager for the Child Development Service, Speech & Language Manager, Community Matron, Sickle Cell Service Manager, Lead Nurse for LAC within the Children and Young People's Services to identify whether the child is known to the relevant Services if no information is recorded on RiO.

6.4 ELFT RiO team will register the child's details onto RiO. If an ELFT service receives a death notification directly, the health care professional will make appropriate notes in RiO progress notes to alert anyone else using the record immediately as well as following procedure described above.

6.5 Live Birth followed by an immediate death i.e. drawing a breathe and dying

Action: In receipt of a death notification CDOP must be notified and the Death Notification policy must be followed. This is a process followed by NELFT CHIS hub or LBN CHIS, if they receive notification from a midwifery service.

7. Procedure for action to be taken by professionals receiving the information that a child has died

7.1 Email ELFT Operational Manager / Deputy Operational Manager on elft.childhealth@nhs.net and CDOP at cdopnewham@nhs.net using Form A (appendix 1). Operational Manager / Deputy Operational Manager will inform all ELFT teams with open referral and LBN CHIS on CHIS@newham.gcsx.gov.uk

7.2 A datix must be completed for each child who dies and is known to an ELFT service. If the child is known / under the care of more than 1 ELFT service, only 1 datix report to be initiated.

8. Single Point of contact (Child Death Overview Panel) has two processes in reviewing child deaths

8.1 Sudden Unexpected Death

If a sudden unexpected death occurs the Single Point of Contact/CDOP designated doctor need to be informed within 24 hours for a decision to be made in relation to whether a Rapid Response Meeting should be conveyed.

If there is an unexpected death of a child with Safeguarding concerns any key professional involved in the care of the child should notify the Newham Safeguarding Children's Board and CDOP within 24 hours.

(Refer to Working Together To Safeguard Children (Chapter 5, 2015)

8.2 Form A be legible and will not be edited by the administration staff and will be sent to health care professionals in the original format it was received.

9. Record keeping

9.1 On receipt of the information about a child's death the named health professional should ensure that the information is entered onto RiO, child, siblings and parents, stating child / sibling has died and date

9.2 Where there are children under 5 years of age in the family these details must also be recorded by the health visitor in the RiO record.

9.3 For school age children the School Nurse will ensure that there is an up-to-date information of the siblings current school

10 References

This procedure should be used in conjunction with the following documents:

- 10.1 The Children Act 2004
- 10.2 Working Together to Safeguard Children 2015
- 10.3 London Child Protection Procedures Fifth Edition 2017
- 10.4 Policy and procedure for the development, review and control of Trust approved procedure documents (November 2017)
- 10.5 Rapid Response Procedures – London Rapid Response Procedure 2009/Working Together to Safeguard Children 2015
- 10.6 London Child Death Overview Panel Procedure 2009

Appendix 1

Form A - Notification of Child Death
Form is also available on the eCDOP electronic system
(<https://www.ecdop.co.uk/LondonNewham/Live/public/>)

CDOP Identifier (Unique identifying number)

Notification to be reported to CDOP Manager at: Email:

Tel:

The information on these forms and the security for transferring it to the CDOP Co-ordinator should be clarified and agreed with your local Caldicott guardian.

If there are a number of agencies involved, liaison should take place to agree which agency will submit the Notification.

Child's Details

Full Name of Child		
Any aliases		
DOB / Age	/ / days/months/years	NHS No.
Address		
Postcode		
School/nursery etc		
Date & time of death	/ /	Time
Other significant family members		

Referral details

Date of referral	/ /
Name of referrer	
Agency	
Address	

Tel Number	
Email	

N.B. Page 1 can be removed for the purposes of anonymising the case. Page 2 should be made available with Form B to the child death overview panel.

Details of the death:

Location of death or fatal event (Give address if different from above)			
Death expected?	<input type="checkbox"/>	Expected	<input type="checkbox"/> Unexpected [†]
Reported to Coroner		Y / N / NK / NA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date: / /
			Name:
Reported to Registrar		Y / N / NK / NA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date: / /
			Name:
Has a medical certificate of cause of death been issued?		Y / N / NK / NA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date: / /
Post mortem examination:		Y / N / NK / NA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Date: / /
			Venue:

† An unexpected death is defined as the death of a child which was not anticipated as a significant possibility 24 hours before the death or where there was a similarly unexpected collapse leading to or precipitating the events which led to the death.

Notification Details:

Please outline circumstances leading to notification. Also include if any other review is being undertaken e.g. internal agency review; any action being taken as a result of this death.

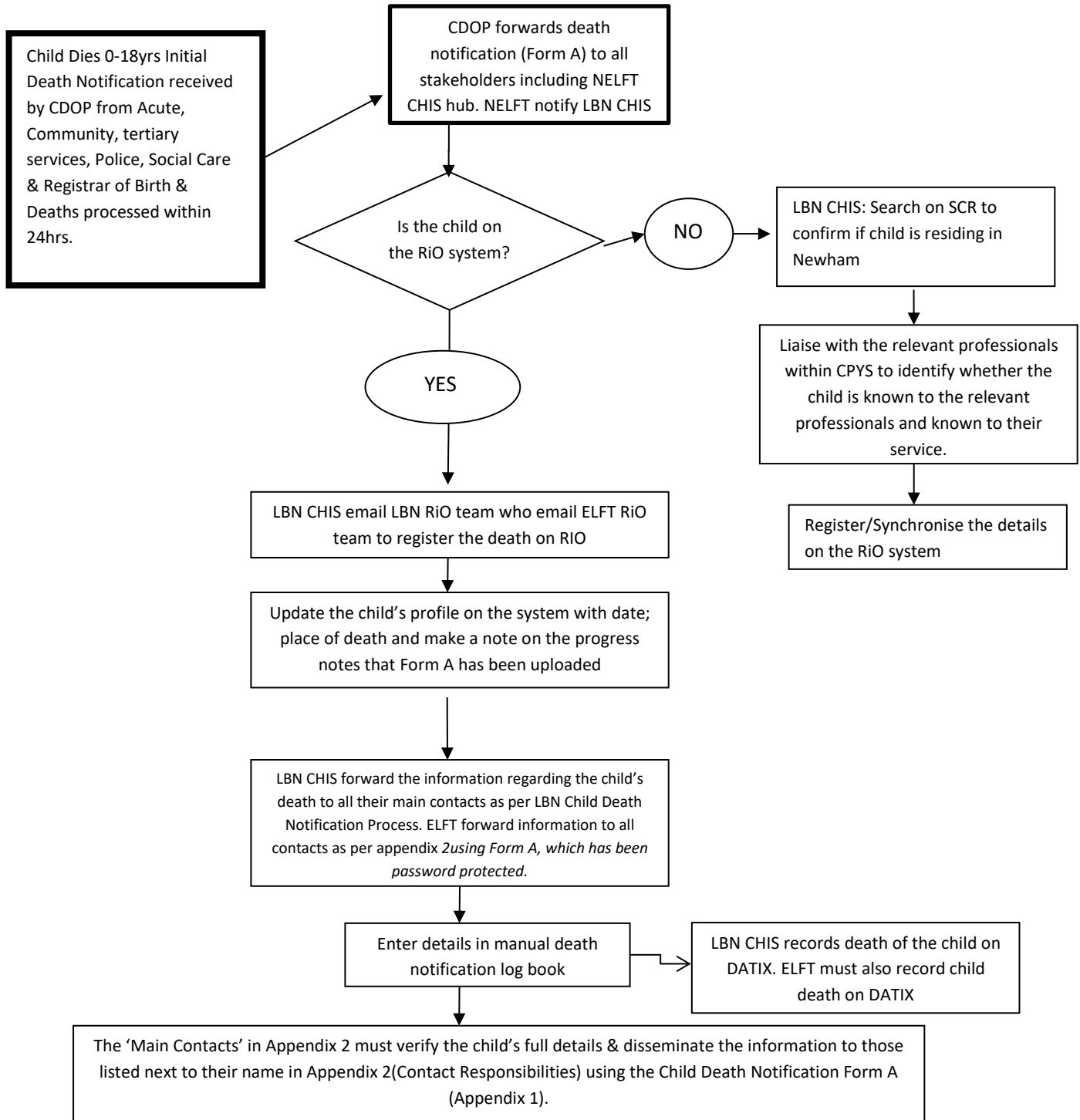
Appendix 2 – Contact Responsibilities

Elft.childhealth@nhs.net will circulate a death notification (Form A) to ELFT Children Services listed below in the main contact list

All services must also follow their internal procedure with regards to circulating this form.

MAIN CONTACT:	WHO WILL INFORM:
Child Development Service Newhamcds@nhs.net Joanne.beckmann@nhs.net C.anyika@nhs.net Saba.khan2@nhs.net	<ul style="list-style-type: none"> • Audiology (West Ham Lane) • All other relevant services not on Child Health list
Community Children Services elt-tr.CCNSNewham@nhs.net Rebecca.daniels@nhs.net	<ul style="list-style-type: none"> • Richard House • Any other professional known to have contact with the family • GP
Occupational Therapy Kay.Sullivan@nhs.net Maria.O'Malley@nhs.net childrenOT@nhs.net	<ul style="list-style-type: none"> • Occupational Therapy Service
Physiotherapy Children.physiotherapy@nhs.net Liz.drayton@nhs.uk	<ul style="list-style-type: none"> • Physiotherapy Service
Speech and Language Therapy Emma.Towilson@nhs.net Nicki.Moroney@nhs.net Elt-tr.SLTAdmin@nhs.net	<ul style="list-style-type: none"> • Speech & Language Service
Sickle Cell & Thalassaemia Services Elt-tr.sickleandthal@nhs.net Sekayi.tangayi@nhs.net	<ul style="list-style-type: none"> • GP • Any other professional known to have contact with the family
LAC service lacnursesnewham@nhs.net d.clark4@nhs.net	<ul style="list-style-type: none"> • GP
LBN CHIS (0 to 19 years' service) CHIS@newham.gcsx.gov.uk	<ul style="list-style-type: none"> •

Appendix 3 – Process Map



Appendix 4 - Consultation Document

Sarah Rolfe
Nurse Advisor
Sarah.rolfe3@nhs.net
East London NHS Foundation Trust
West Ham Lane Centre
84 West Ham Lane
London E15 4PT

Date: May 2018

Dear Colleague,

I have been asked to update the Child Death Notification Procedure on behalf of ELFT Children Services. Your comments on the attached draft document would be appreciated. Please email your comments to me by the 30th May 2018. A copy of this form has been sent to those listed below. If you know of anyone else that should be included in this consultation process, please let me know. Thank you for your input.

Sincerely,

Sarah Rolfe

Consultation list:

Agnes Adentan, Associate Director, Safeguarding Children
Sekayi Tangayi, Haemoglobinopathies Service
Reagender Kang, Nurse Consultant for Vulnerable Children, CCG
Ian McKay, Assistant Director CAMHS and Children Services
Deborah Clark, Lead Nurse for Looked After Children
Joanne Beckman, Consultant Community Paediatrician
Charity Anyika – Child Development Service
Rebecca Daniels, Community Children's Matron – Children's Community Nursing Service
Graeme Lamb, Children Services Clinical Director
Sarah Skeels, Operational Manager
Cecelia Perez, Deputy Operational Manager
Maria O'Malley, OT
Emma Towlson, Speech & Language Therapy
Nicky Moroney, Speech & Language Therapy
Liz Drayton, Physiotherapy
Nicola Needham, CDOP coordinator
Nasim Patel, NELFT CHIS hub
Omowunmi Adebayo, Integrated Team Manager for Health Visiting, LBN

Appendix 5 – Actions/Responsibilities

Action	Responsibility
All Initial Death Notifications forwarded by Key Professionals within 24 hours	CDOP
CDOP to review Death Notification and forward to NELFT CHIS hub and other stakeholders. NELFT forward to LBN CHIS within 24 hrs.	CDOP/NELFT
LBN CHIS Team receives completed Death Notification from CDOP and distributes within 24 hours to LBN services	LBN CHIS
Registration of Death Notification onto RIO within 24hrs. LBN CHIS email LBN RiO team who emails ELFT RiO team	LBN CHIS / LBN RiO Team / ELFT RiO team
Child Death registered on Datix	LBN CHIS
The Death Notification to be shared with key professionals involved with the child - ELFT	Deputy Operational Manager (are we happy with this?)
ELFT CHN Children Services' Leads that reports to be emailed the Death Notification Policy and made aware at Team Meetings, Team Briefs	Operational Manager / Nurse Advisor

Appendix 6 - Implementation Plan

Procedure title: Notification and dissemination of information regarding a child death up to 18 years of age

Lead Director: Sarah Wilson

Procedure Lead: Sarah Rolfe

Sponsor Group: CHN Children Services Governance group

Objective	Action	Lead	Timescale	Progress/Outcome
Disseminate to all staff members within Children, Young People and Women's Service	<ol style="list-style-type: none">1. Ensure old version removed from intranet and new version uploaded2. All service managers to disseminate at locality/team meetings	Sarah Rolfe	2018	
Ensure processes imbedded in day to day practice	<ol style="list-style-type: none">1. CHN Children Services Governance group. to sign off.2. All staff have received an electronic copy of the procedure	Sarah Rolfe Service Managers	2018	

EQUALITY ANALYSIS TEMPLATE

A Template for Undertaking Equality Analysis of New and Existing Policies, Functions,
Service Redesign, Internal Reorganisations or Restructuring Processes

Contents

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Equality Analysis Template

Part 1: Equality Analysis Details	
Title of 'Proposal' (The term proposal covers <i>activities such as such as policy development, policy review, service redesign and internal reorganisation or restructuring processes</i>).	ELFT Procedure for the dissemination of information regarding a child death (up to 18years of age)
Name of directorate	Specialist Services, CHN
Name of manager undertaking the Equality Analysis	Sarah Rolfe
Consultation date/s with staff	2018
Consultation date/s with service users	N/A
Date Equality Analysis Completed	July 2018

Review date
(Review at least once every three years)

July 2021

Part 2: Proposal Details

1) What are the aims of the proposal? Indicate if this is a new proposal or the review of an existing one?

(The term 'proposal' covers *activities such as such as policy development, policy review, service redesign and internal reorganisation or restructuring processes*)

All relevant individuals/professionals are informed of the death of a child within Newham and that a child's death is recorded using a uniformed procedure.

The aim of this review is to provide clear guidelines for the Health Care Professionals to follow in the event of a death and avoiding unnecessary stress and inappropriate contact with a parent after a child's death.

2) Provide a summary of the current activity to which the proposal relates e.g. policy or service structure and provision and the reasons for the changes being proposed? (State if the proposal involves relocating a service to another site; extended service hours; puts staff at risk or involves significant change)

Procedure review due. Ensure all staff aware of procedure and follow directives.

Part 3: Equality Analysis of Staff

Protected Groups <ul style="list-style-type: none"> ▪ Identify the impact or potential impact on each of the following protected groups, with due regard to the three aims of the PSED (public sector equality duty). 	Impact Positive or negative? or no impact?	Please describe the process of your analysis with reference to the following: <ul style="list-style-type: none"> ▪ Results of consultation ▪ Data or research on the protected groups that you have considered ▪ Implications for the protected groups
Age: different age groups	No impact	
Disability: (Consider a range of impairments, including - sensory, mental, physical and learning disability)	No impact	
Sex: men and women	No impact	
Religion or Belief: (including no belief)	No impact	
Sexual Orientation: people who are gay, lesbian, bisexual or heterosexual	No impact	
Race: including ethnicity and nationality	No impact	
Gender Reassignment transgender people	No impact	
Pregnancy and Maternity	No impact	
Marriage and Civil Partnership	No impact	

Part 4: Equality Analysis of Service Users / Patients

Protected Groups (Equality Strands) <ul style="list-style-type: none"> ▪ Identify the impact or potential impact on each of the following protected groups, with due regard to the three aims of the PSED (public sector equality duty). 	Impact Positive or negative? or no impact?	Please describe the process of your analysis with reference to the following: <ul style="list-style-type: none"> ▪ Results of consultation ▪ Data or research on the protected groups that you have considered ▪ Implications for the protected groups
Age: different age groups	No impact	
Disability: (Consider a range of impairments, including - sensory, mental, physical and learning disability)	No impact	
Sex: men and women	No impact	
Religion or Belief: (including no belief)	No impact	
Sexual Orientation: people who are gay, lesbian, bisexual or heterosexual	No impact	
Race: including ethnicity and nationality	No impact	
Gender Reassignment: transgender people	No impact	
Pregnancy and Maternity	No impact	
Marriage and Civil Partnership	No impact	

Part 5: Findings from the Equality Analysis

Use this space provided below to elaborate on your decision based on the findings of the equality analysis

1. **Accept the proposal** - no evidence of discrimination and appropriate opportunities have been taken to advance equality and foster good relations

No evidence of discrimination identified

2. **Adjust the proposal** - take steps to remove barriers to advance equality. It may involve introducing actions to mitigate the potential effect or to look at how to deliver the proposal in a different way. It *is* lawful under Equality Law to treat people differently in some circumstances, for instance developing single sex provision where required

3. **Continue the proposal** - despite adverse effects or taking opportunities to advance equality provided the proposals do not unlawfully discriminate and can be objectively justified. ***(To identify whether a proposal may unlawfully discriminate due regard should be given to discrimination on the basis of the protected characteristics)***

4. **Stop the proposal** – the policy shows unlawful discrimination and adverse effects that cannot be mitigated

Part 6: Equality Analysis Action Plan

Adverse Impact – Staff	Please describe the actions that will be taken to mitigate this impact
None found	

Adverse Impact – Service Users	Please describe the actions that will be taken to mitigate this impact
None found	

What Happens Next?

Once a plan has been put in place to mitigate against adverse impacts, the Equality Analysis should then be signed off by the Director/ Head of Service. Following this, the proposal can then be implemented. It is important to remember that Equality Analysis is not a one off process. It is important therefore, to be alert to emergent equality impacts throughout implementation.

This analysis has been checked and approved by:

Name:

Title:
(Director/ Head of Service)

Date:

Once completed the document should be sent to the Trust's Equality & Diversity Lead to quality check, who will also arrange publication on the Trust's website: Clementine.femiola@eastlondon.nhs.uk. Updated versions of a completed Equality Analysis for major proposals may be subsequently published.

References

http://www.eastlondon.nhs.uk/about_us/equality_and_diversity.asp Equality Information including examples of Equality Analysis, East London Foundation Trust

www.equalityhumanrights.com Equality and Human Rights Commission

www.stonewall.org.uk Lesbian, Gay & Bisexual Information and Research, Stonewall

www.ndti.org.uk; Achieving Age Equality in Local Mental Health Services, National Mental Health Development Unit