

## SPECIALIST CHILDREN AND YOUNG PEOPLE SERVICES PROCEDURE FOR THE NOTIFICATION AND DISSEMINATION OF INFORMATION REGARDING A CHILD DEATH (UP TO 18 YEARS OF AGE)

Version number :	007
Consultation Groups	Children Services, CHN, ELFT
Approved by (Sponsor Group)	CHN Children Services Governance group
Ratified by:	CHN Children Services Governance group
Date ratified:	November 2018
Name and Job Title of author:	Sarah Rolfe, Nurse Advisor
Executive Director lead :	Sarah Wilson
Implementation Date :	December 2018
Last Review Date	November 2018
Next Review date:	November 20 21

Services	Applicable to
Trustwide	
Mental Health and LD	
Community Health Services	Specialist Children and Young People Services

Version Control

Version	Description of Change(s)	Reason for Change	Author(s)	Date
1	Reviewed inconsistencies within the document and ensuring clarity of application for all services.	Clearer guidelines required.	Callista Tepie, Diane Humphries	October '06
2	Procedural aspects separated from general policy on other actions required	Clear separation of notification procedure and other support aspects	Callista Tepie	October '06
3	<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	Review and update the document and ensuring clarity of application for all services.	Clearer guidelines required.	Nasim Patel/ Jane Mendes Pereira	September 2014
4	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	<p>Procedure to ensure Child Health Admin Team receive and disseminate notification of a child death</p> <p>Procedure restructured to reflect ELFT Information Governance policy framework</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 with London Child Protection Procedures (2010)</p>	Nasim Patel/ Jane Mendes Pereira	September 2014
5	Transition of CDOP function from CCG to LBN	In-line with LBN governance/policy	Ene Odeh	January 2016

		framework		
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"> <li>• ELFT network, internet &amp; email usage policy updated from 2013 to 2015</li> <li>• The Trust policy framework updated from 2011 to 2015</li> <li>• Working Together to safeguard children updated from 2013 to 2015</li> <li>• London Child Protection procedure updated from 4<sup>th</sup> edition 2010 to 5<sup>th</sup> edition 2015</li> <li>• Rapid Response procedures 2009/working together to safeguard children updated from 2013 to 2015</li> </ul>		March 2016

Version	Date	Author	Status	Comment
006	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
007	October 2018	Sarah Rolfe Marion Levine		Procedure has been streamlined to make it easier to follow and adhere to.

**Table of Contents**

	<b>Page number</b>
1. Introduction	6
2. General Principles	6
3. Definitions	6
4. Responsibilities	6
5. Procedure for notification of a child death	8
6. Procedure for the distribution of information to professionals	8
7. References	9
Appendices	
1. Form A - Notification of Child Death	10 - 11
2. Contact Responsibilities for dissemination including email addresses	12
3. Formal notification process map	13
4. Local notification process map	14
5. Consultation Document	15
6. Actions/responsibilities	16
7. Implementation Plan	17
8. Equality Analysis	18

## 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 is 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 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 East London Foundation Trust (ELFT) intranet**

## 2. General Principles

- 2.1. The 7<sup>th</sup> 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](mailto: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. This version has streamlined the document making it easier to follow and adhere to.
- 2.2. This procedure aims to ensure that all professionals are notified within 24 hours following the receipt of a death notification of the death of a child to avoid inappropriate contact and distress to a bereaved parent/ carer, and ensure where appropriate, bereavement support is provided to the family. 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 (appendix 1) is a standardised procedure which is in place across East London NHS Foundation Trust, Bart's Health Care Trust, Local Borough of Newham and North East London Foundation Trust CHIS hub.
- 2.4. 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 infants from birth and young people 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) on receipt of information regarding the death of a child to notify the Single Point of Contact CDOP Coordinator/ CDOP Designated Paediatric Doctor. This includes expected/ unexpected / live birth followed by an immediate death.

- 4.2. The method of contact is via a secure CDOP generic email [cdopnewham@nhs.net](mailto:cdopnewham@nhs.net) address using the formal notification Form A (appendix 1) sent to the CDOP Co-ordinator. Form A is now on eCDOP electronic system at <https://www.ecdop.co.uk/LondonNewham/Live/public/>
- 4.3. CDOP will then forward the Form A (Death Notification) to NELFT CHIS hub by secure email [nem-tr.nelchishub@nhs.net](mailto:nem-tr.nelchishub@nhs.net) within 24 hours of receipt.
- 4.4. 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 Specialist Children and Young People Services via generic email addresses.
- 4.5 Form A must 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.
- 4.6 ELFT Operational Manager / Deputy Operational Manager on receipt of a death notification via [elft.childhealth@nhs.net](mailto:elft.childhealth@nhs.net) will cascade to all ELFT Specialist Children and Young People Services with an open RiO referral via the services generic email address as per appendix 2.
- 4.7 A datix must be completed for each child who dies and is known to an ELFT service. This will be initiated by the Deputy Operational Manager on receipt of the notification. The appropriate service manager will update and close the Datix report as necessary.
- 4.8 LBN CHIS team notifies LBN RiO team at [ITTraining.Team@newham.gov.uk](mailto:ITTraining.Team@newham.gov.uk). LBN RiO team notifies ELFT RiO team to register the child death on RiO within 24 hours.
- 4.9 If a service within Community Health Newham Specialist Children and Young People 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 Operational Manager on the generic email address [elft.childhealth@nhs.net](mailto:elft.childhealth@nhs.net)
- 4.10 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.
- 4.11 If Specialist Children and Young People Services are informed about a child death but require this information to be formally verified because of the source, the Deputy Operational Manager checked RiO for any imminent booked appointments and flag this unverified information to the relevant teams.
- 4.12 If the child is not known to a health professional within Specialist Children and 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 where the child resides if they only attended school in Newham
- 4.13 The Deputy Operational Manager must maintain a log of the Death Notifications which Specialist Children and Young People Services receive and process. A log must also be maintained for the death

notifications received for which there is no open referral to a Specialist Children and Young People Service. This log will be stored on the N drive in Departmental Shared/Children Services/Governance reports.

## 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 . The 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 4.4. CDOP are responsible for informing other stakeholders such as ELFT Specialist Children and Young People 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 manual 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 appendix 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 and all other services involved in the child's care to a Rapid Response meeting within 5 to 7 working days.

6.3 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.



6.4 If an on call manager is made aware of a child death outside normal working hours, the on call manager will follow 6.3 and send Form A to all other ELFT Children and Young People Services involved in the care of the child to the services generic email address (see appendix 2) This is a specific action for out of hours to ensure services avoid making inappropriate contact and distress to a bereaved parent / carer. Within normal working hours 4.6 will be followed.

## **7. References**

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

- 7.1 The Children Act 2004
- 7.2 Working Together to Safeguard Children 2015
- 7.3 London Child Protection Procedures Fifth Edition 2017
- 7.4 Policy and procedure for the development, review and control of Trust approved procedure documents (November 2017)
- 7.5 Rapid Response Procedures – London Rapid Response Procedure 2009/Working Together to Safeguard Children 2015
- 7.6 London Child Death Overview Panel Procedure 2009

**Appendix 1**

**Form A - Notification of Child Death 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 <sup>†</sup>
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.

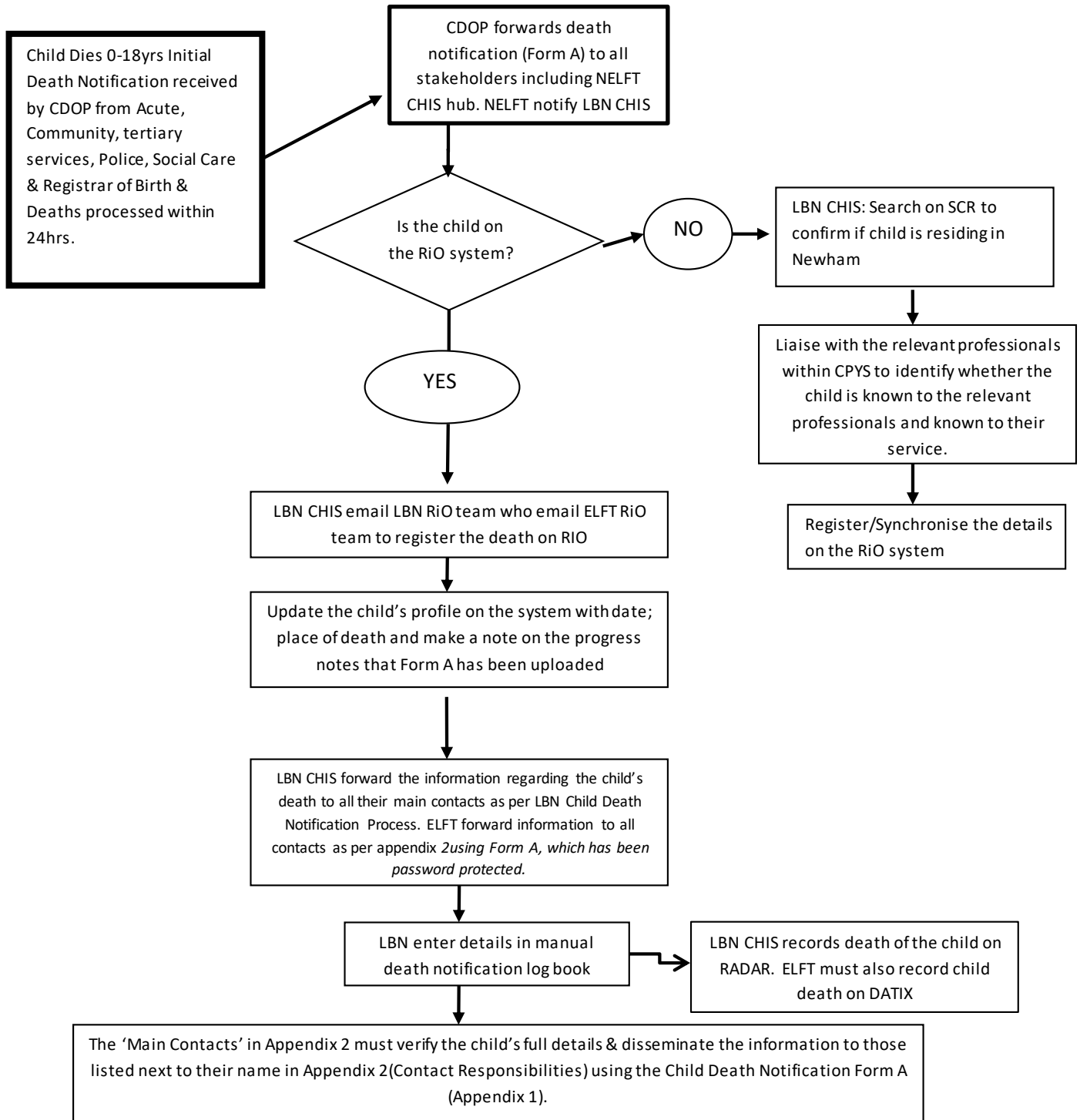
**Appendix 2 – Contact Responsibilities**

[Elft.childhealth@nhs.net](mailto:Elft.childhealth@nhs.net) will circulate a death notification (Form A) to ELFT Children and Young People Services listed below in the contact list if there is an open RiO referral.

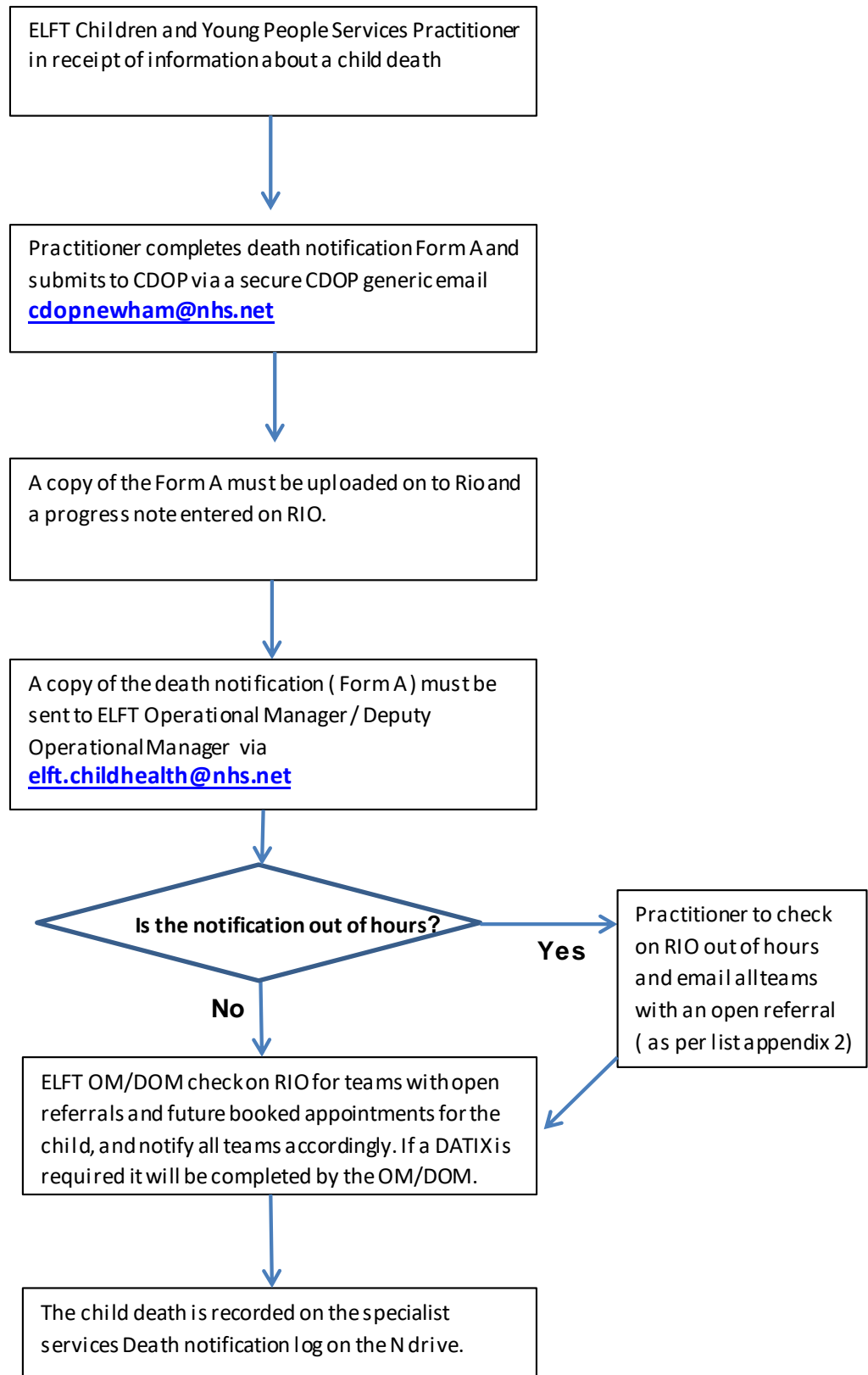
All services must also follow their internal procedure with regards to circulating this form.

MAIN CONTACT:	WHO WILL INFORM:
<b>Child Development Service</b> <a href="mailto:Newhamcds@nhs.net">Newhamcds@nhs.net</a>	<ul style="list-style-type: none"> <li>• Audiology (West Ham Lane)</li> <li>• All other relevant services not on Child Health list</li> </ul>
<b>Community Children Services</b> <a href="mailto:elt-tr.CCNSNewham@nhs.net">elt-tr.CCNSNewham@nhs.net</a>	<ul style="list-style-type: none"> <li>• Richard House</li> <li>• Any other professional known to have contact with the family</li> <li>• GP</li> </ul>
<b>Occupational Therapy</b> <a href="mailto:childrenOT@nhs.net">childrenOT@nhs.net</a>	<ul style="list-style-type: none"> <li>• Occupational Therapy Service</li> </ul>
<b>Physiotherapy</b> <a href="mailto:Children.physiotherapy@nhs.net">Children.physiotherapy@nhs.net</a>	<ul style="list-style-type: none"> <li>• Physiotherapy Service</li> </ul>
<b>Speech and Language Therapy</b> <a href="mailto:Elt-tr.SLTAdmin@nhs.net">Elt-tr.SLTAdmin@nhs.net</a>	<ul style="list-style-type: none"> <li>• Speech &amp; Language Service</li> </ul>
<b>Sickle Cell &amp; Thalassaemia Services</b> <a href="mailto:Elt-tr.sickleandthal@nhs.net">Elt-tr.sickleandthal@nhs.net</a>	<ul style="list-style-type: none"> <li>• GP</li> <li>• Any other professional known to have contact with the family</li> </ul>
<b>LAC service</b> <a href="mailto:lacnursesnewham@nhs.net">lacnursesnewham@nhs.net</a>	<ul style="list-style-type: none"> <li>• GP</li> </ul>
<b>LBN CHIS (0 to 19 years' service)</b> <a href="mailto:CHIS@newham.gcsx.gov.uk">CHIS@newham.gcsx.gov.uk</a>	
<b>Professional leads</b> <a href="mailto:marionlevine@nhs.net">marionlevine@nhs.net</a> <a href="mailto:joanne.beckmann@nhs.net">joanne.beckmann@nhs.net</a> <a href="mailto:sarah.rolfe3@nhs.net">sarah.rolfe3@nhs.net</a>	

**Appendix 3 – Formal notification process map**



Appendix 4 – Local notification process map



**Appendix 5**  
**Consultation Document**

Marion Levine and Sarah Rolfe

[marionlevine@nhs.net](mailto:marionlevine@nhs.net)

[sarah.rolfe3@nhs.net](mailto:sarah.rolfe3@nhs.net)

East London NHS Foundation Trust

West Ham Lane Centre

84 West Ham Lane

London E15 4PT

Date: October 2018

Dear Colleague,

We have taken the opportunity to stream line the Child Death Notification Procedure on behalf of ELFT Specialist Children and Young People Services.

The aim is that this is a procedure for ELFT services to follow and adhere to.

The roles of other agencies are however included to ensure clarity of everyone's responsibilities.

Your comments on the attached draft document would be appreciated. Please email your comments to both of us by the 31<sup>st</sup> October 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 us know. Thank you for your input.

Sincerely,

Marion Levine and Sarah Rolfe

Consultation list:

Sekayi Tangayi, Haemoglobinopathies Service

Ian McKay, Assistant Director CAMHS and Children Services

Deborah Clark, Lead Nurse for Looked After Children

Joanne Beckman, Consultant Community Paediatrician

Sophia Njiri – 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 Towson, Speech & Language Therapy

Nicky Moroney, Speech & Language Therapy

Liz Drayton, Physiotherapy

Agnes Adentan, Associate Director, Safeguarding Children

Jack Squires, Named Professional Safeguarding Children

**Appendix 6**

<b>Action</b>	<b>Responsibility</b>
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 RADAR	LBN CHIS
The Death Notification to be shared with key professionals involved with the child - ELFT	Deputy Operational Manager
Child Death registered on DATIX	Deputy Operational Manager
Child Death to be log in folder on Ndrive	Deputy Operational Manager



## Appendix 7: Implementation Plan Template

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

**Lead Director:** Sarah Wilson

**Procedure Leads:** Marion Levine and 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"><li>1. Ensure old version removed from intranet and new version uploaded</li><li>2. All service managers to disseminate at locality/team meetings</li></ol>	Sarah Rolfe	December 2018	
Ensure processes imbedded in day to day practice	<ol style="list-style-type: none"><li>1. CHN Children Services Governance group to sign off.</li><li>2. All staff have received an electronic copy of the procedure</li></ol>	Sarah Rolfe  Service Managers	November 2018  December 2018	

# **EQUALITY ANALYSIS TEMPLATE**

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

**July 2012**

## Contents

	<b>Page</b>
Part 1 : Equality Analysis Details	1
Part 2: Proposal Details	2
Part 3: Equality Analysis of Staff	3
Part 4: Equality Analysis of Service Users / Patients	4
Part 5: Findings from the Equality Analysis	5
Part 6: Equality Analysis Action Plan	6
What Happens Next?	6
References	7

## Equality Analysis Template

<b>Part 1: Equality Analysis Details</b>	
<b>Title of 'Proposal'</b> (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)
<b>Name of directorate</b>	Specialist Services, CHN
<b>Name of manager undertaking the Equality Analysis</b>	Sarah Rolfe
<b>Consultation date/s with staff</b>	2018
<b>Consultation date/s with service users</b>	N/A
<b>Date Equality Analysis Completed</b>	October 2018

**Review date**  
**(Review at least once every three years)**

2019

## **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.

This procedure has been streamlined to ensure it is fit for purpose for the Specialist Children and Young People Services, Newham and that all staff are able to follow and adhere to the document.

### **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

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

## Part 4: Equality Analysis of Service Users / Patients

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



<b>Part 6: Equality Analysis Action Plan</b>	
<b>Adverse Impact – Staff</b>	Please describe the actions that will be taken to mitigate this impact
None found	

<b>Adverse Impact – Service Users</b>	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](mailto: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](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](http://www.equalityhumanrights.com) Equality and Human Rights Commission

[www.stonewall.org.uk](http://www.stonewall.org.uk) Lesbian, Gay & Bisexual Information and Research, Stonewall

[www.ndti.org.uk](http://www.ndti.org.uk); Achieving Age Equality in Local Mental Health Services, National Mental Health Development Unit