



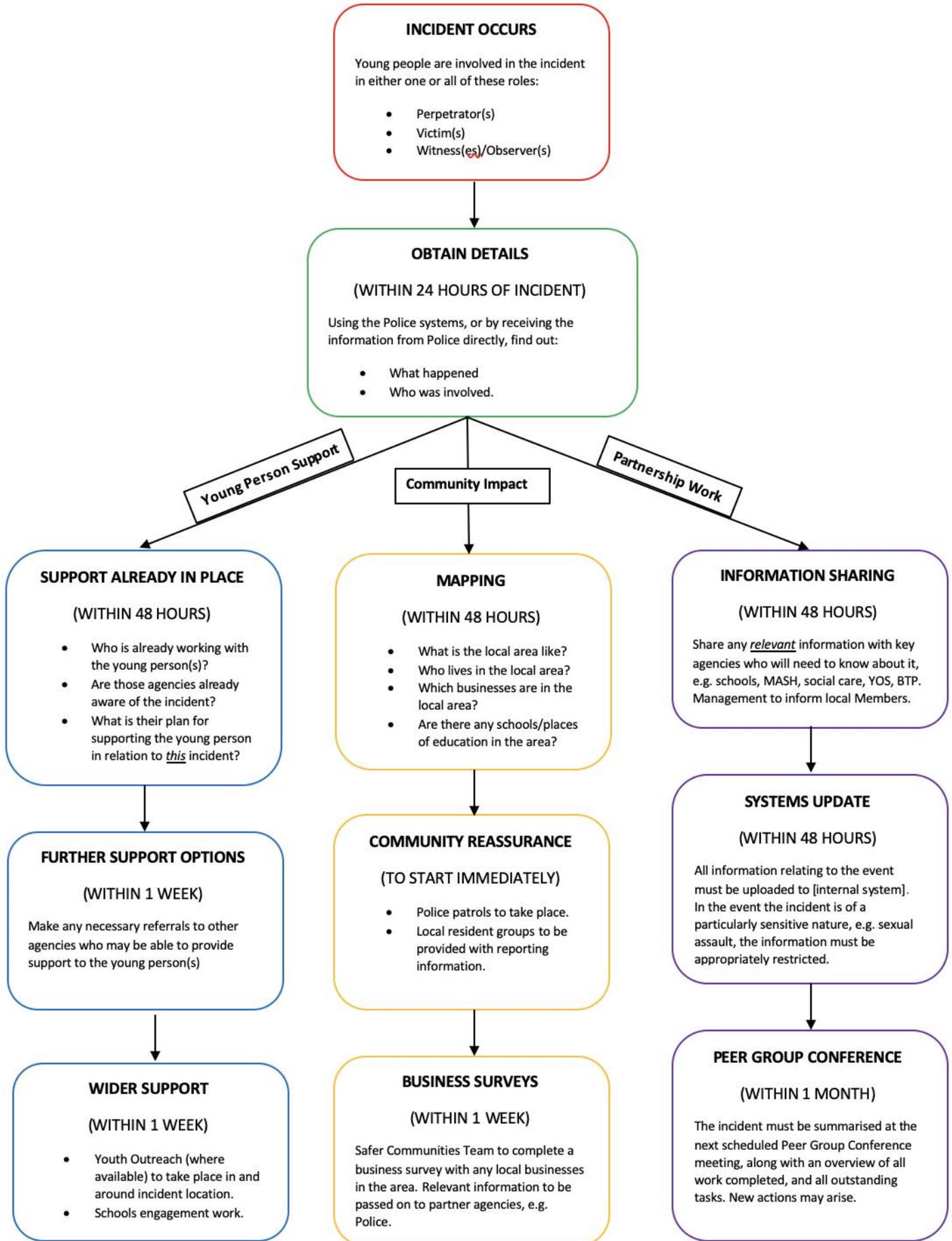
## **Adur & Worthing Councils Safer Communities Partnership**

### *Responding to serious incidents involving young people*

Adur & Worthing Councils' Safer Communities Team has developed a 'Trigger Plan' and 'Problem Solving Template' to ensure that, when a serious incident occurs in a public location involving young people, they can promptly react as a partnership.

These two documents, combined here, set out the expectations of the work that needs to be completed when such an incident occurs, and gives timeframes to ensure timely, relevant and helpful responses. This document is completed within the Safer Communities Team but can be shared with partner agencies where appropriate. Find out more about this type of work, including the 'Peer Group Conference' set up by Adur & Worthing's Contextual Safeguarding Coordinator, in a podcast included in this [Spotlight Feature](#).

# Trigger Plan



## Problem Solving Template

<b>INCIDENT DETAILS</b> <ul style="list-style-type: none"><li>• Date of incident:</li><li>• Time of incident:</li><li>• Location of incident:</li><li>• Names of those involved:</li></ul> <b>Brief Summary of Events</b>			
<b>YOUNG PERSON SUPPORT</b>	<b>Support Already in Place</b> <ul style="list-style-type: none"><li>• Who is already working with the young person(s)?</li><li>• Are those agencies already aware of the incident?</li><li>• What are these agencies plans for supporting the young person(s) in relation to this incident?</li></ul>	<b>Further Support Options</b> <ul style="list-style-type: none"><li>• Are any other referrals needed for the young person(s)?</li><li>• If so, who will make the referrals and when will they be completed?</li></ul>	<b>Wider Support</b> <ul style="list-style-type: none"><li>• Can Youth Outreach be used in this area?</li><li>• Do the schools require any input from agencies?</li></ul>

<b>COMMUNITY IMPACT</b>	<b>Mapping</b> <ul style="list-style-type: none"> <li>● What is the local area like?</li> <li>● Who lives in the local area?</li> <li>● Which businesses are in the local area?</li> <li>● Are there any schools/places of education in the area?</li> </ul>	<b>Community Reassurance</b> <ul style="list-style-type: none"> <li>● Have Police patrols taken place?</li> <li>● Which local residents groups are active in the area? Have they been provided with reporting information? Can they support agencies in any way?</li> </ul>	<b>Business Surveys</b> <ul style="list-style-type: none"> <li>● Has a business survey been completed?</li> <li>● Which businesses were approached?</li> <li>● Provide a summary of findings.</li> </ul>
<b>PARTNERSHIP WORK</b>	<b>Information Sharing</b> <ul style="list-style-type: none"> <li>● Who needs to know about the incident?</li> <li>● Who have you told about the incident and why?</li> </ul>	<b>Systems Update</b> <p>All information relating to this incident must be uploaded to [internal system] or the appropriate equivalent. In the event the incident is of a particularly sensitive nature, e.g. sexual assault, the information must be appropriately restricted.</p>	<b>Peer Group Conference (PGC)</b> <ul style="list-style-type: none"> <li>● On what date was this discussed at the PGC?</li> <li>● Were any new actions agreed? If so, what were they?</li> </ul>
Date completed:			
Completed by:			
Manager review:			