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**Before the meeting**

This should be read in conjunction with the 7-minute briefing: [When does a critical incident involving a child need a multi-agency immediate response group](#). If you have been requested to attend an IRG meeting it is very important that you make every effort to attend. If you are unable to attend, please send a representative in your place. The representative should be a Team manager or Service Manager, or equivalent. Prior to the meeting you will be provided with the IRG protocol ([Childrens-Immediate-Response-Group-Protocol](#)) which takes you through the process and what to expect at the meeting.

The IRG meetings are convened very quickly, usually within 2 days of the critical incident, and will last around 2 hours. In preparation for the meeting, you will be provided with the subject's name and date of birth.



**Diogelu Gwent**  
**Gwent Safeguarding**

## What to do if I am invited to an Immediate Response Group meeting?



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**Before the meeting**

If you or your agency has worked with this child or anyone affected by the incident then **prior to the meeting** you should identify those closest to the young person who may have been affected but the incident. For example, family, friends, boy/girlfriend, work colleagues, club membership such as football/rugby teams, staff, and anyone else of significance.

Individual agencies should come to the meeting prepared to share the **names, dates of birth and addresses** of all individuals that they have identified as impacted by the critical incident.

**Prior to the meeting**, agency representatives must identify the level of risk and support needs for each individual and if they are aware of any support that is already being provided.

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**Before the meeting**

It would also be helpful to provide a genogram to give clarity when there are complex family circumstances.

Individual agency representatives should consider using the guidance around Circles of Vulnerability [Identifying and responding to suicide clusters](#) to help identify those who are in geographical proximity, social proximity, and psychological proximity to the young person.

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**Self-Care - Health warning**

**At the start of the IRG meeting, detailed information will be shared about the nature of the critical incident that you may find upsetting or distressing.** This can be difficult to think about and talk about. Thinking about it and talking about it will affect us all in different ways, at different times. **It is therefore important that we...**

- **Expect some impact from the discussions – ‘a normal response to abnormal experiences’**
- **Seek support before and after the meeting from your line managers, if needed.**
- **Sudden death in young people can impact anyone, in any profession. For support contact 2wish at [Professional Support - 2 Wish](#)**

**For further advice and guidance on IRG meetings please contact [gwentSAFEguarding@caernphilly.gov.uk](mailto:gwentSAFEguarding@caernphilly.gov.uk)**

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**Examples**

Below are some examples of when an IRG has been convened in Gwent:

- Suicide **attempts** where there will be a wider impact on the community, for example if the child was a member of a local football/rugby club so had a wide circle of friends
- Incidents of suicide attempts at school settings, or in view of the public, such as on bridges where a number of children may have viewed the critical incident.
- Fatal Dog attacks: because of the impact on witnesses, friends, family, neighbours and wider community.

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**After the meeting**

After the initial IRG meeting you may be expected to attend an extraordinary meeting. This multi-agency meeting will look at all children who have been impacted by the critical incident, any risks and support needs that have been identified and plans to support identified needs and mitigate risks. Plans must indicate who is responsible for each action.

Further children at risk may also be identified during the meeting and require an action plan. It is also important that if no further action is deemed necessary, the reasons for this are clearly recorded.

Following on from the initial IRG and the extraordinary meeting, there is likely to be at least one review IRG meeting, at a later date. These review IRG meetings take place to ensure that all the actions identified during the initial meetings have been completed and that the identified support needs/risks have been managed.

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**During the meeting**

During the meeting the Chair will go to each agency to ask for information on those who have been impacted by the critical incident. This can include children and young people who witnessed the incident or who were close to the subject, family members or professionals who have been affected by the incident (Health, Police, Education etc).

During the meeting, you may be asked to follow-up outside of the meeting to consider additional practice measures that are needed to manage the risk to those who have been identified as being impacted. For example, a strategy meeting for a child that has been identified as being affected by the critical incident.