

eCDOP reporting form request user guide

We have been alerted to the death of a child and their records suggest that you are a professional who has been working with the child and their family.

Your supervisor should already be aware and be available to support you, if not please make contact with them for any support or help you need and alert them to this eCDOP report request.

In order to complete the form you will need to retrieve your agency case records for the child or other family members. If information is not known, please note this on the form or respond to the form with “child not known” rather than leaving it blank/outstanding.

What do I need to do?

- 1) A request to complete an eCDOP reporting form will be sent to your email address.
- 2) Click on the unique link provided in the email which will take you to the reporting form to complete.
- 3) Fill in the reporting form as much as you can using the tabs along the left hand side of the page.
To note: all boxes with a red star need to be completed even if the information is not known. If the information is not known or not applicable, please mark as ‘Not Known’ or ‘n/a’
- 4) Upload any relevant documents in the documents section.
- 5) Once complete, submit the form as final (Top right)
To note: The form can only be submitted as final once all the boxes are complete.
- 6) If any boxes remain empty, a red box with errors will appear at the top of the page when you try to submit as final. It will indicate what information is missing. Fill in the missing information and submit as final.

Any queries please contact: CDOPCroydon@croydon.gov.uk

Useful links:

- [Croydon Safeguarding Children Partnership Child Deaths](#)
- [Child Death Reporting Form Flowchart](#)
- <https://www.ncmd.info/?s=reporting+form>
- <https://www.gov.uk/government/publications/child-death-review-statutory-and-operational-guidance-england>