

Appendix Two - LSCB Critical Incident Group Process - Flowchart (V11.04.14)

1. Child Death / Serious Incident

WARRANTS REFERRAL TO LSCB CRITICAL INCIDENT (CIG) SUB GROUP

(*Serious Incident Notification form, completed by Manager Safeguarding Unit, returned to OFSTED / Chair CIG / LSCB Business Manager / Chair LSCB

2. Referral to CIG Generated – Form CIGSCR1 (CIGCON1 page 3) Completed

(CIGSCR1) LSCB Serious Case Review: Request for CIG Consideration Form

3. CIGSCR1 referred to CIG Chair / LSCB Business Manager & LSCB Administrator

(CIGSCR1) form referred to Chair of CIG, LSCB Business Manager and LSCB Administrator.

4. CIG Chair Liaison with LSCB Independent Chair - Commencement of Case Oversight

Liaison between LSCB Independent Chair & CIG Chair upon receipt of CIGSCR1 ensures oversight of case

5. Referral to CIG for Consideration

1. Chair CIG notifies LSCB Business Manager and LSCB Administrator that case to be considered at next CIG
2. LSCB Administrator issues CIG REQUEST FOR INFORMATION (Form CIGINF1) to CIG Members
3. CIG members complete and upload completed CIGINF1 to LSCB secure website to file, date as allocated and advised by LSCB Administrator, within 7 days (or by return if CIG within 7 days).

***CIG members to identify key practitioners (to the date of the incident)**

****CIG members to facilitate practitioner's attendance at relevant CIG meeting for discussion of case to support SCR decision making (LSCB administrator to be advised of attendees prior to the meeting)**

6. Consideration by CIG:

1. Papers for CIG meeting are made available from LSCB secure website.
2. Meeting chaired in accordance with standard CIG agenda for considering Serious Case Reviews (SCR): CIGM1 LSCB CIG SCR CONSIDERATION AGENDA (Part A: Practitioner Review - Part B: Review & CIG Decision)
3. CIG Recommendation(s) noted.

7. Recommendation of CIG Referred to LSCB Independent Chair: SCR / Critical Case Review / MA Concise Review / Individual Agency Review / Review not initiated - using LSCB CIG Case Summary (CIGSUM1)

CIG Chair notifies LSCB Independent Chair of CIG recommendation and rationale for decision

8. LSCB Independent Chair: Challenge / Affirmation of CIG decision

LSCB chair and CIG chair discuss CIG recommendation including rationale. LSCB Chair to review, affirm or challenge CIG recommendation as necessary. LSCB Independent Chair advises CIG Chair / LSCB Business Manager on decision to initiate SCR (Y/N) or other review with rationale for decision. **Outcome recorded: LSCB CIG Case Summary (CIGSUM1)**

9. Notification to National Panel of Experts on SCRs: (Mailbox.SCRPANEL@education.gsi.gov.uk)

Where the LSCB Chair has decided to **initiate an SCR**, the Chair should give the panel: the name(s) of the reviewer(s) appointed to conduct the SCR.

In cases where the LSCB Chair has decided **NOT to initiate an SCR**, the Chair should:

- let the panel know within 14 days and provide a copy of the local authority's Serious Incident Notification if available (if this is not available, please provide brief anonymised details of the case covering the nature of the incident; ages of the children involved; their relationship with any alleged perpetrator(s); agency involvement with the family; and any criminal investigation);
- provide an explanation why the case does not meet the SCR criteria.

LSCB to refer CIG Summary of Case (CIGSUM1) for review by National Panel on receipt of LSCB chair's response to CIG recommendations.