

Flowchart 1 – Identification Serious Incident and notification of a serious child safeguarding incident and decision making regarding the undertaking of a child safeguarding practice review

Identification

Serious child safeguarding case is identified by a professional. i.e. abuse or neglect of a child is known or suspected, **and** the child has died or been seriously harmed
The professional discusses this with their safeguarding lead/senior manager who consults with the agency's safeguarding partner representative (if possible)
Agency believes that the definition of a serious child safeguarding incident is met

Notification

As soon as possible after the child's death or incident of serious harm

The professional (with the support of their safeguarding lead/senior manager as appropriate) notifies the Safeguarding Children's Partnership Team using form [SCSI-1 Notification to Safeguarding Partners - Serious Child Safeguarding Incident](#)

Within one working day of receiving the notification

The Safeguarding Children's Partnership Team will inform the safeguarding partners using form [SCSI - 2 Letter to Safeguarding Partners – Notification of Serious Child Safeguarding Incident](#)
The Safeguarding Children's Partnership Team will inform the safeguarding partners' representatives (the Child Safeguarding Practice Review Group - SRG) using form [SCSI - 3 Letter to SRG – Serious Child Safeguarding Incident](#)

Within five working days of receiving the notification

If it is agreed by the Safeguarding partners that the criteria are met the local authority will notify the Child Safeguarding Practice Review Panel (the Panel) via the [notification to Ofsted page on Gov.uk](#)

Decision making

Within 11 working days of receiving the notification

Safeguarding partners hold a rapid review of the case to determine whether the case meets the criteria for a local or national review

See Flowchart 2 for the rapid review process

Within 15 working days of receiving the notification

Signed decision-making proforma is sent to the National Panel via the safeguarding Children Partnership Team

Local SRG is appropriate

National Review is appropriate

No review to be undertaken

Safeguarding partners will inform the Panel, Ofsted and DfE including the name of any reviewer they have commissioned

The safeguarding partners will discuss with the Panel the potential scope and methodology of the review and how they will communicate and support staff to engage with the reviewer

NB. The National Panel will either confirm the decision of the safeguarding partners or make alternative recommendations. At the point of receiving the recommendations, the Panel decision pathway should be followed

Flowchart 2 – The Rapid Review Process

Working Day One

The Safeguarding Children’s Partnership Team will notify the safeguarding partners and the SRG of the notification via email within one working day using form [SCSI - 2 Letter to Safeguarding Partners – Notification of Serious Child Safeguarding Incident](#)

A rapid review meeting will be scheduled for the afternoon **11 working days** after notification by the Safeguarding Children’s Partnership Team to enable the SRG to consider the information and make a recommendation to the safeguarding partners

The Safeguarding Children’s Partnership Team will arrange with secretaries the time and date of the safeguarding partners **telephone conference taking place on day 14**

Working Day Two

The Safeguarding Children’s Partnership Team sends:

- [SCSI - 3 Letter to SRG – Serious Child Safeguarding Incident](#) to group members
- [SCSI - 4 – Rapid Review letter](#) to safeguarding partners
- [SCSI - 5 - Agency Information for Rapid Review](#) to the manager of all agencies who are working with the child/family (or have worked with them in the previous 12 months) and in addition agencies who have been involved with the suspected perpetrator within the previous 12 months. **Agencies will be given a 5 working day deadline to return the completed template.** A letter accompanies this [SCSI – 6 – Rapid Review](#)
- The Safeguarding Children’s Partnership Team will follow up all emails by a telephone call to the agency to confirm receipt of the email and confirm expectation to complete and return the Agency Information for Rapid Review by the required date

Working Days Three - Seven

Agencies return the completed ‘agency information for a rapid review’ document to the Safeguarding Children’s Partnership Team **day seven**

NB: if by working day 7 the Safeguarding Children’s Partnership Team have not received a response from an agency, telephone contact will be made to ensure the report is available by the end of the day

Working Day Eight

The Safeguarding Children’s Partnership Team collates all agencies rapid reviews and nil returns on the [SCSI – 7 – Rapid Review Report](#) for the SRG. This should be sent as early as possible on working day 8 to give the SRG time to read the reports

Working Days Nine - Ten

SRG read the Rapid Review Report

Working Day Eleven

Rapid review meeting is held by the SRG. The Safeguarding Children Partnership team will facilitate this meeting. Within the meeting the SRG will complete the decision making proforma and agree the final version [SRG – 8 - Recommendation to Safeguarding Partners and their Decision Record](#)

Flowchart 2 - The Rapid Review Process - Continued

Working Day Twelve

The Safeguarding Children Partnership Team send the completed decision record [SRG – 8 - Recommendation to Safeguarding Partners and their Decision Record](#) to the safeguarding partners for the partners to agree a response/decision. A letter accompanies the decision record

Working Day Thirteen

The safeguarding partners review the information on the decision making proforma

Working Day Fourteen

The safeguarding partners hold a telephone conference or meeting to discuss their agreed response to the SRG decision record. This is facilitated by the Safeguarding Children's Partnership Team. The safeguarding partners summarise their agreed response/decision and sign the [SRG – 8 - Recommendation to Safeguarding Partners and their Decision Record](#)

Working Day Fifteen

The Safeguarding Children's Partnership Team send the [CSPRG – 8 - Recommendation to Safeguarding Partners and their Decision Record](#) signed by the safeguarding partners to the Panel. This is accompanied by [Letter - 9 - Decision of the Rapid Review of a Serious Child Safeguarding Incident](#)

Flowchart 3 - Local Child Safeguarding Practice Review Procedure

Standard CSPRs should be completed within a 6 month time period

Decision made for a local CSPR

The safeguarding partners commission a reviewer sourced through the CSPRG. The CSPRG will also agree the methodology, scope and terms of reference of the review.

Details of the reviewer are provided to the Panel during notification

If during the course of the local CSPR new information comes to light which suggest a national review may be appropriate this view should be shared with the panel

The CSPRG will review the progress and quality of the local CSPR at the relevant intervals requesting information in writing from the reviewer. The CSPRG will also capture ongoing learning about improvements needed and take corrective action. The safeguarding partners will be updated on the progress and agree to any learning being disseminated during the CSPR

The Final Report will include:

- A summary of any recommended improvements to be made in the area to safeguard and promote the welfare of children
- An analysis of any systemic or underlying reason why actions were taken or not taken in respect of matters covered by the report.

The final report will be endorsed by the safeguarding partners

The final signed report is sent, via the Safeguarding Children Partnership Team to

- the National Panel
- the Secretary of the State
- Ofsted

no later than seven working days before publication on the SAFER NEL website

The CSPRG will devise an action plan in response to the recommendations within the final report. The action plan will be regularly reviewed, and the implementation of recommended improvements overseen by either the Safeguarding Improvement and Intelligence Group (SAIG) agreed by the safeguarding partners. The SRG will also communicate the findings and identified improvements to relevant parties

The safeguarding partners may decide to request that an independent scrutiny officer complete an audit/assurance event to ensure improvements are embedded into multi-agency practice

The Action Plan will be finally signed off by the safeguarding partners at the Safeguarding Children Partnership Board

Flowchart 4 - Multi Agency Local Learning Review Procedure

Where an agency identifies a case, which will benefit from a multi-agency local learning review as it raises issues of importance for the local area (good practice/poor practice or where there has been a “near miss” event). This should be discussed with a senior manager responsible for safeguarding within their organisations who then discusses the case with one of the three safeguarding partner representatives/ SCP Manager.

If agencies senior manager, believes that a multi- agency local learning review (LLR) should be undertaken they should notify the safeguarding partners via the SCP team using [LLR – 1 Local Learning Review - Notification to Safeguarding Partners](#)

The three safeguarding partners’ representatives police, CCG, LA (core members of the safeguarding review group) discuss the case and make a decision on whether to complete a multi- agency local learning review or consider whether to follow the pathway for consideration of a local child safeguarding practice review or neither

If the decision is to consider a local child safeguarding practice review go to **Flow chart 3**

If a decision is made for a multi-agency local learning review, the SRG will notify the three safeguarding partners SCP team using [LLR - 2 Letter to Safeguarding Partners – Notification of Local Learning Review](#). The three safeguarding partners (Darren Wildbore, Joanne Hewson, Jan Haxby) will agree a response/decision.

Should the three safeguarding partners agree for a LLR to be undertaken, the SRG will agree the methodology, reviewer, scope and terms of reference for the review. This will be endorsed by the three safeguarding partners

The SRG will review the progress and quality of the multi-agency LLR at the relevant intervals requesting information in writing from the reviewer. The SRG will also capture ongoing learning about improvements needed and take corrective action. The three safeguarding partners will be updated on the progress and agree to any learning being disseminated during the multi-agency LLR

The final report will include:

- A summary of any recommended improvements to be made to safeguard and promote the welfare of children
- An analysis of any systemic or underlying reason why actions were taken or not in respect of matters covered by the report

The three safeguarding partners may decide to request that an independent scrutiny officer complete an audit/assurance event to ensure improvements are embedded into multi-agency practice

The SRG will devise an action plan in response to the recommendations within the final report. The action plan will be regularly reviewed and the implementation of recommended improvements overseen by either the SRG/SAIG as agreed by the three safeguarding partners. The SRG will also communicate the findings and identified improvements to relevant parties

The Action Plan will be finally signed off by safeguarding partners at the SCP Board