

Rapid Review Process - Summary

Breakdown of the Rapid Review Process and the suggested timescales in order to meet the 15 working days target:

Within 1 working day of Serious Incident Notification

- NCASP business manager notifies safeguarding partners and chair of SPRG/SARG via email
- Date set for Rapid Review Meeting (business manager)

Within 2 working days of referral

- Initial Scoping and Information Sharing Template sent to all relevant agencies

Within 5 working days

- Completed Initial Scoping and Information Sharing Template returned by agencies and then shared with those attending the Rapid Review meeting

Between 7 and 13 working days of receiving the referral

- Rapid Review Meeting
- Reviews the facts about the case presented in the documentation
- Agree any immediate action
- Consider the case against the criteria for a Child Safeguarding Practice Review (Children) or Safeguarding Adult Review (Adults)
- Decide whether a CSPR, SAR or other learning review should take place
- Complete the Rapid Review Template (chair of rapid review) and agree the recommendations (safeguarding partners) - copied to Independent Scrutineer for comments

Within 2 days of the Rapid Review meeting

- Rapid Review Template and accompanying letter sent to CSPR Panel (business manager) - *Children's only*
- Agencies (including the agency who made the referral) are informed of the outcome of the Rapid Review

Within 5 days of Rapid Review Meeting

- Chair of SPRG/SARG and Independent Scrutineer informed of the decision of the Rapid Review Meeting (if not already aware), including any proposed model, methodology and timescale for completion