

SAFEGUARDING PRACTICE REVIEW PROCESS

2021

WT2018. Locally, safeguarding partners must make arrangements to identify and review serious child safeguarding cases which, in their view, raise issues of importance in relation to their area. They must commission and oversee the review of those cases, where they consider it appropriate for a review to be undertaken.

Gloucestershire Safeguarding Children Partnership



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DOCUMENT REVISION

Revision	Date	Comment
1.1	23/04/2021	Amended to reflect revised documentation CFC Appendix 1. Combined RR and ALTE CFC report form and revised links to Gloucestershire Child Death Review Process
1.2		

Introduction

Under Working Together 2018 the local Safeguarding Partners must have a process in place to review and respond to Serious Incident Notifications and cases of concern that are referred to the partners for consideration of a Rapid Review and Local Child Safeguarding Practice Review (LCSPR)

WT2018. Locally, safeguarding partners must make arrangements to identify and review serious child safeguarding cases which, in their view, raise issues of importance in relation to their area. They must commission and oversee the review of those cases, where they consider it appropriate for a review to be undertaken.

16C (1) of the Children Act 2004 (as amended by the Children and Social Work Act 2017) states: Where a local authority in England knows or suspects that a child has been abused or neglected, the local authority must notify the Child Safeguarding Practice Review Panel (National Panel) if –
(a) The child dies or is seriously harmed in the local authority's area, or
(b) While normally resident in the local authority's area, the child dies or is seriously harmed outside England.

Serious child safeguarding cases are those in which abuse or neglect of a child is known or suspected and

- the child dies (including suspected suicide) or is seriously harmed in the local authority's area
- while normally resident in the local authority's area, the child dies or is seriously harmed outside England

Safeguarding Practice Review Process

Safeguarding Practice Review activity within the Gloucestershire Safeguarding Children Partnership (GSCP) is generally divided into five aspects.

- 1) Notification** - Safeguarding Partners Notify cases which give rise to a Case For Consideration (CFC) or Serious Incident Notification (SIN) In some circumstances a referral from the Child Death Review process may also instigate a CFC or SIN.
- 2) Rapid Review** - The Quality and Improvement in Practice subgroup (QiiP) triages all CFC submissions to test if it meets threshold to convene a Rapid Review. All SIN are required to proceed to a Rapid Review. The Rapid Review assesses the case and provides a report to the QiiP and the National Child Safeguarding Practice Review Panel (National Panel). The Rapid Review Panel (RRP) will be set up by the GSCP Business Unit on a case by case basis ensuring the right front line professionals are in attendance. RRP will be chaired by an independent Rapid Review Chair appointed by the Business Unit. The Chair will produce the Rapid Review Report (RRR)
- 3) Local Child Safeguarding Practice Review (LCSPR)** – Methodology, Terms of Reference and Scope of the review will be set by the QiiP. An independent Chair may be appointed to oversee and lead the LCSPR and produce a formal report with recommendations.

- 4) **Report Sign Off** - The QiiP meet to review a final report and agree a response plan for submission to the GSCP Management Group. The subgroup will offer final quality assurance, record agency sign off, and submit to the GSCP Executive with a recommendation for sign off and arrangements for publication
- 5) **Publication** – LCSPR Reports and action plans are sent to the National Panel following formal sign off and seven working days prior to publication. (Note Rapid Review Reports do not require Publication)

The overall administration of the process sits with the GSCP Business Unit and the QiiP with Governance oversight from the GSCP Management Group. Overall responsibility sits with the QiiP and its Chair.

A LCSPR update is provided to each of the GSCP Executive meetings by the QiiP Chair to ensure oversight and governance into ongoing reviews, identify trends, determine priorities and co-ordinate activity of all the subgroups to complete necessary development.

GSCP Management Group provides governance for outstanding actions, holding agencies to account for delivery. Progress will form part of the regular updates reported to the GSCP Executive. The Business Unit administers action plan updates and the action tracker; however ownership of the tracker sits with the partners as delegated to the QiiP and its members.

All safeguarding partners must ensure a consistency of membership of the QiiP and any RR or LCSPR panels.

Links with other Statutory Review Processes

Child Death Review (CDR) and Acute Life Threatening Event (ALTE) reviews.

Child deaths and ALTE's are reviewed by the statutory Child Death review Partners the Gloucestershire Clinical Commissioning Group and the Local Authority and managed by the Child Death Overview Panel through the Named Nurse for Child Death employed through GHC and the Designated Doctor for Child Death employed by the CCG supported by the GSCP Business Unit .

In some cases a Child Death Review or ALTE may identify a serious safeguarding concern that may meet the Rapid Review threshold. In such cases the Designated Doctor for Child Death will refer the case to the GSCP Business Unit to consider under the Rapid Review process as either a SIN or CFC.

- **Unexpected Child Death** - An unexpected death is defined as the death of an infant or child which was not anticipated as a significant possibility for example, 24 hours before the death; or where there was an unexpected collapse or incident leading to or precipitating the events which lead to the death. – Unexpected child deaths may meet the threshold for a Rapid Review. The Rapid Review will not replace the statutory CDR responsibilities but where possible joint processes will be followed to avoid duplication. It is expected that information will be shared appropriately to facilitate both statutory duties.
- **Early Neonatal & Neonatal Child Death** **Early Neonatal Death:** when the baby dies within the first week of life (0–6 days) of any cause. **Neonatal Death:** when the baby dies within 28 days of birth of any cause or for the purpose of this process a baby who dies that has not left hospital since birth. Note: Healthcare Safety Investigation Branch, HSIB investigation conducted

separately and in parallel for Early Neonatal Death. – Early Neonatal/Neonatal deaths do not proceed to Rapid Review and are reviewed under the Child Death Review arrangements.

- **Expected Child Death** – A child with a life limiting condition and not expected to survive more than 24 hours. Expected child deaths do not proceed to Rapid Review and are reviewed under the Child Death Review arrangements.
- **Acute Life Threatening Event (ALTE)** – The unexpected collapse of a child where there is no known antecedent condition that might be expected to cause the collapse at that time, or an incident that may have resulted in a death without intervention. The child may, or may not, die immediately or subsequently from the consequences of the precipitating event or collapse. – ALTE cases may meet the threshold for a Rapid Review. The Rapid Review will not replace the statutory CDR responsibilities but where possible joint processes will be followed to avoid duplication. It is expected that information will be shared appropriately to facilitate both statutory duties.

Safeguarding Partners Notify Case for Consideration or Cause For Concern(CFC)

Note: CFC to be submitted in the first Instance to the GSCP Business Unit setting out the details of the case and why it's felt that the Partnership would benefit from undertaking a review. (Appendix 1)

On submission of a CFC the statutory safeguarding partners QiiP members (GCC Childrens Social Care, Clinical Commissioning Group and Constabulary) will receive notification of the case and will be required to review the details. They will consider the need for a Rapid Review and will be required to indicate if they believe the case should become a Rapid Review or not.

On the basis of a split decision the presumption will be to proceed to Rapid Review where the case can be looked at in more detail and afford a fuller discussion.

The GSCP Business Unit will instigate the Rapid Review in line with the process below.

The statutory safeguarding partners QiiP members will be required to inform through their agencies cascade mechanisms the decision to proceed to Rapid Review and why.

Rapid Review Panel (RRP)

Purpose

When a serious incident or a CFC Referral becomes known to the GSCP, the GSCP should undertake a Rapid Review of the case and report their findings to the National Panel within 15 working days.

The aim is to:

- gather the facts about the case, as far as they can be readily established at the time
- discuss whether there is any immediate action needed to ensure children's safety
- consider the potential for identifying improvements to safeguard and promote the welfare of children
- decide what steps they should take next, including whether to commission an LCSPPR
- submit a report to the National Child Safeguarding Practice Review Panel outlining the above

The RRP will consider the submissions provided by agencies and analyse the issues arising from the case identifying relevant points and areas for further learning or changed practice within the safeguarding partnership.

The RRP will make a recommendation on whether a Rapid Review should proceed to a Local Child Safeguarding Practice Review, or not. Setting out in a written report their discussion and final decision on the case.

The QiiP hold the delegated duty to sign off RRP Reports before submission. Sign off must be completed by the representatives of the main partners the Constabulary, Childrens Social Care and Clinical Commissioning Group.

Process

Convened at short notice – Producing a report to the National Panel within 15 working days.

Agencies involved will be asked to submit a Rapid Review Request For information (Appendix 2)

The RRP should be attended by the most relevant professionals who can confidently discuss their agencies involvement with and knows the child or children. As part of the request for information agencies should identify the most appropriate professional in their organisation to attend the RRP. It is recommended that front line staff are invited supported by a manger. This should be done on a case by case basis and not be reliant on one individual or group of individuals. The QiiP should not become the default Rapid Review Panel for all cases.

Rapid Review Process and Timeline			
Working Days (From Notification Of SIN or Case for Consideration)	Statutory or other Requirement	GSCP Action	Lead
1-to 2	Working Together 2018 statutory guidance sets out arrangements, as introduced by the Children and Social Work Act 2017	<p>GSCP is notified of serious incident by Local Authority or Receives a Case for Consideration</p> <p>QiiP Statutory Safeguarding Partners consider threshold for CFC referral, approves or not</p> <p>GSCP Statutory Review Coordinator instigates The Rapid Review process.</p> <p>Identification and commissioning of independent Chair</p> <p>Rapid Review Notification and Paperwork submitted to all partners and relevant agencies identified as having a role in the case advising of referral and request a brief summary of key events and involvement with the child/family</p>	<p>CCG, GCC, Police Reps</p> <p>Statutory Review Coordinator / GSCP Business Manager</p>

3 to 5	GSCP Local Arrangements	All agencies produce and submit a brief summary report of key events and involvement including setting out key questions to be explored in the Rapid Review	All identified agencies
6 to 7	GSCP Local Arrangements	Independent Chair to review submission compiling key event chronology and key lines of enquiry	Independent Chair supported by GSCP Business Unit
8th working day	Working Together 2018 statutory guidance	<p>Convene Rapid Review.</p> <p>Discuss the case to identify</p> <ol style="list-style-type: none"> 1. Partnership or single agency learning 2. Where learning is not identified or further review needed deciding on LCSRP process 3. Identifying national themes <p>All decisions need to be clearly justified in concise terms at the time of the decision - Including identification of any immediate or urgent actions for agencies</p> <p>Email notification to the GSCP Business unit from the National Panel indicating a Serious Incident has been logged and setting out the Panels expected response Date from the SAFEGUARDING PARTNERSHIP. This email is received within two days of a SI being submitted.</p>	<p>Statutory Review Coordinator GSCP Business Unit to organise meeting and to minute discussion.</p> <p>Core Membership:</p> <ol style="list-style-type: none"> 1. GSCP Business Manger 2. Statutory Review Coordinator (Minutes) 3. Nominated front line and manager representatives from statutory partners and relevant agencies
Day	National Requirement	GSCP Action	Lead
9 – 13	Working Together 2018 statutory guidance	Rapid Review Report compiled and submitted to the GSCP Business Unit	Independent Chair
13 to 14	GSCP Local Arrangements	Statutory Partner QiiP members review and sign off report, Business Manager ensures report meets WT2018 requirements.	CCG Rep Constabulary Rep GCC CSC Rep Business Manager
14 – 15	Working Together 2018 statutory guidance	Submission of Rapid Review report to National Panel by GSCP business unit	Statutory Review Coordinator/GSCP Business Manager

Reporting

RRP is required to report its findings and decision to the QiiP for sign off. Due to the timely nature of reporting to the National Panel Sign off will be achieved through delegated responsibility with the

QiiP Chair taking that responsibility with representatives of the three principle safeguarding partners.

Rapid Review reports should summarise the case, set out clearly issues identified and recommendations for learning including potential national recommendations. The RRR will also consider whether a LCSPP is needed and make recommendations to the QiiP and the National Panel.

Where proportionate the GSCP Management Group Chair can sign off Rapid Review Reports prior to submission.

National Panel Annual Report 2018/2019

“In the best rapid reviews, there has been thoroughness that has meant there has been no need for a further local safeguarding practice review and those areas have been able to move quickly to implement the learning across their system. These reviews feature: a concise statement of what has happened; the key questions which emerge from an appraisal of the case; a detailed and sufficient analysis which addresses those key lines of enquiry; and clearly related learning with actions to address any weaknesses”.

Appendix 3 is the outline Rapid Review Report that will be used as the basis of all rapid review reports.

Local Child Safeguarding Practice Reviews

Purpose

To appoint and work with an independent Chair (May be a Chair selected from the partnership dependent on type of review undertaken) in order to facilitate an effective review and the production of a publishable report with mulita agency, recommendations.

Process

A range of review options are open to the CSPR Panel with the methodology and rationale being set by the QiiP following receipt of a Rapid Review report that recommends proceeding to an LCSPP.

Review Option suggestions are set out in Appendix 4. This is not exhaustive and the QiiP will set out the CSPR arrangements on a case by case basis and in line with WT2018.

CSPR’s are required to produce and publish reports following the [Guidance in WT2018](#) (as amended Dec2020)

WT2018 – “Safeguarding partners must ensure that the final report includes:

- a summary of any recommended improvements to be made by persons in the area to safeguard and promote the welfare of children
- an analysis of any systemic or underlying reasons why actions were taken or not in respect of matters covered by the report

Any recommendations should be clear on what is required of the safeguarding partners and relevant agencies collectively and individually, by when, and focussed on improving outcomes for children.

Reviews are about promoting and sharing information about improvements, both within the area and potentially beyond, so safeguarding partners must publish the report, publishing any information about the improvements that should be made following the review that they consider

appropriate to publish. The name of the Chair and involved partners, relevant agencies should be included. Published reports or information must be publicly available for at least one year”.

Sign Off & Governance

Reports and response plans are submitted to the QiiP for editing and QA processes. Through this process QiiP members have a responsibility to ensure that the First Draft report and response plan is shared appropriately within their agency and to obtain agency sign off prior to submission to the GSCP Executive.

It is the responsibility of the QiiP subgroup to ensure the report is ready for publication, that the response plan is being actioned that all agencies have reviewed and signed off the report and response plan and finally that there is a publishing plan in place in which all safeguarding partners agreed on.

All this must be in place prior to submission to the GSCP Executive with a recommendation to Publish.

Publication and imbedding of learning

The GSCP Executive receives final LCSPR Reports, Action Plans and Publication Plans for overview and multi-agency sign off.

The GSCP Business Unit, under direction of the GSCP Executive, coordinate the submission of reports and actions plans to the National Panel publishing reports on the GSCP Website no sooner than seven days after submission to the National Panel.

The GSCP Business Unit will coordinate the publishing of links to the Report, its findings, practice briefings and links to relevant learning material as part of the post review learning multi agency cascade.

The QiiP Subgroup will coordinate the implementation and measuring of impact on all multi agency findings from the Rapid Review/LCSPR process. Reporting to the GSCP Executive via the GSCP Management Group on a regular basis.

All agencies are required to ensure that the learning from Rapid Reviews/LCSPRs is cascaded and imbedded in practice using the Section 11 reporting process to assure the GSCP Executive of progress against individual agency and multi-agency actions during the period.

Gloucestershire Safeguarding Children Partnership



GSCP – Case for Consideration

CONFIDENTIAL

Agencies who have functions relating to children (any person or organisation with statutory or official duties or responsibilities relating to children) should inform the safeguarding partners of any incident which they think should be considered for a Rapid Review or an Acute Life Threatening Event (ALTE) Review.

This form is to be completed by the agency that is raising a case for consideration. This will be where the agency believes that the criteria for holding a Rapid Review or ALTE may have been met.

Serious child safeguarding cases are those in which: abuse or neglect of a child is known or suspected **and** the child has died or been seriously harmed.

Serious harm includes (but is not limited to) serious **and/or** long-term impairment of a child's mental health or intellectual, emotional, social or behavioural development. It should also cover impairment of physical health. This is not an exhaustive list. When making decisions, judgment should be exercised in cases where impairment is likely to be long-term, even if this is not immediately certain. Even if a child recovers, including from a one-off incident, serious harm may still have occurred. (pg85 WT2018)

ALTE - The **unexpected** collapse of a child where there is no known antecedent condition that might be expected to cause the collapse at that time, or an incident that may have resulted in a death without intervention. The child may, or may not, die immediately or subsequently from the consequences of the precipitating event or collapse. ALTE cases may meet the threshold for a Rapid Review. The Rapid Review will not replace the statutory CDR responsibilities but where possible joint processes will be followed to avoid duplication.

This completed form is to be sent to the GSCP Business Unit at GSCE@gloucestershire.gov.uk The GSCP Business Unit will administer the relevant process following which an ALTE Review or a Rapid Review may be called. The final decision to hold a Review rests with the CDOP for ALTE's and the Quality & Improvement In Practice (QIIP) subgroup for a Rapid Review.

The agency putting the case forward for consideration must be available to present the case at the ALTE/Rapid Review meeting.

Is this referral for	ALTE	Rapid Review

Person raising case for consideration	Name / Role	Agency

Family Details

Name(s) and date(s) of birth of child(ren)	Name	Date of Birth	Address/Postcode
Name(s) and date(s) of birth of parents and other significant adults	Name/relationship	Date of Birth	Address/Postcode

Details of Concern

The following details will assist in the decision regards conducting a Review. The below information needs to be written alongside the guidance set out in Working Together 2018 pg. 84 to 95.

Question	To be completed by person making request		
Is it known or suspected that the child has been abused or neglected (Y/N)		Has the child died or been seriously harmed as a result of abuse or neglect? (Y/N)	
Was the incident related to a known antecedent or condition? (Y/ N)		Would the child have died without intervention (Y/N/NA)	

Case Summary (Brief overview of the case and events that led to the need for a review being considered).	
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What harm has come to the child(ren)	
Are there any concerns as to the way in which partner organisations have worked together to safeguard the child(ren)? Please detail 'No agency involvement' where may be a concern	
Any other information relevant to decision about whether or not to instigate a ALTE or Rapid Review?	

Background

Agencies that are known to be involved	Name of worker	Agency	
Is/are the child(ren) currently or previously subject of a Child Protection Plan? Give details	Category	Date CPP started	Date CPP ended
Is/are the child(ren) currently or previously subject of a Education, Health and Care Plan or Child in Need Plan? Give details			

Record of Decision

Date Discussed with QIIP Subgroup		
Decision to recommend for Rapid Review?	Yes	No

Reasons:	
Date of Rapid Review (If Applicable)	

Appendix 2

Quality and Improvement in Practice (QiiP) Subgroup Rapid Review Information Request

Incident LA	Gloucestershire
Responsible LA	Gloucestershire
Does the incident relate to the death of a child	
Child's Last Name	
Child's Forename	
Child's Middle Name	
Age at time of incident	
DOB	
Gender	
Ethnicity	
Nationality	
Parent's Name	
Parent's DOB	
Relationship to Child	
Parent's Name	
Parent's DOB	
Relationship to Child	
Siblings	
Child	
Main cause of incident	
Characteristics of case	
Outline of the case	
Was the child on a CP plan at the time of the incident?	
Was the Child on a CP plan at any time prior to the incident?	
Is the case linked to a complex abuse investigation?	

**Please return this information (Including a 'No Records' return) to GSCE@gloucestershire.gov.uk with 'XXXX' in the subject bar at the top of the email by no later than XXXXXXXX
This is a statutory process.**

Agency Name:	
Name and Role of person completing this summary:	
Name role and contact details of professional nominated to attend the Rapid Review meeting on behalf of the agency:	Name Role Email: Phone Number:
Email:	
Telephone number:	
Summary of agency involvement:	

Appendix 3

GSCP

Rapid Review Report:

This report sets out:

1. Family Background
2. Rapid Review Details
3. Report on Case under Review
4. Other Relevant Information
5. Identified Learning
6. Recommendation
7. Themes of Potential National Interest:
8. Decision to Proceed to LCSPR

1. Family Background

Child's Last Name	
Child's Forename	
Child's Middle Name	
Age at time of incident	
DOB	
Gender	
Ethnicity	
Nationality	
Parent's Name	
Parent's DOB	
Relationship to Child	
Parent's Name	
Parent's DOB	
Relationship to Child	
Siblings	

2. Rapid Review

- Meeting date time and venue

- Attendees

Note: Include Apologies or non-attendance. All agencies will have nominated an attendee when submitting agency information. The nominated attendees should be listed here detailing if they attended or not.

3. Report on Case under Review

- Concise Statement of Case setting out Key Events:
- Key Questions Emerging

- Appraisal of the case

Note: Detailed analysis and with sufficient detail addressing key lines of enquiry and identified learning. Where Rapid Reviews cannot get to the learning consideration and discussion of LCSPR is needed.

4. Other Relevant Information

- Are there any other siblings or children to consider?
- Was the child on a CP plan at the time of the incident?
- Was the Child on a CP plan at any time prior to the incident?
- Is the case linked to a complex abuse investigation?
- Other Immediate Safeguarding Considerations
- Medical Details

5. Identified Learning:

Learning Identified	Single Agency / Multi Agency	Actions

NOTE: Learning should be clearly related to the analysis of the case and actions identified are SMART achieving the most impact on improved practice.

6. Recommendation:

Note: Does this case need to proceed to CSPR or has the Rapid Review provided a thoroughness that means that the partnership can proceed to focus on the implementation of the learning identified? Detail decision/s and rationale

7. Themes of potential national interest:

8. Decision to Proceed to CSPR Yes / No

- **Methodology Agreed**
- **Scope of Review**
- **Agencies Required to Cooperate**
- **Other Requirements for LCSPR**

Report endorsed by:

Quality and Improvement in Practice Subgroup Chair (CCG)

Date _____

Gloucestershire Childrens Social Care Representative (Vice Chair)

Date _____

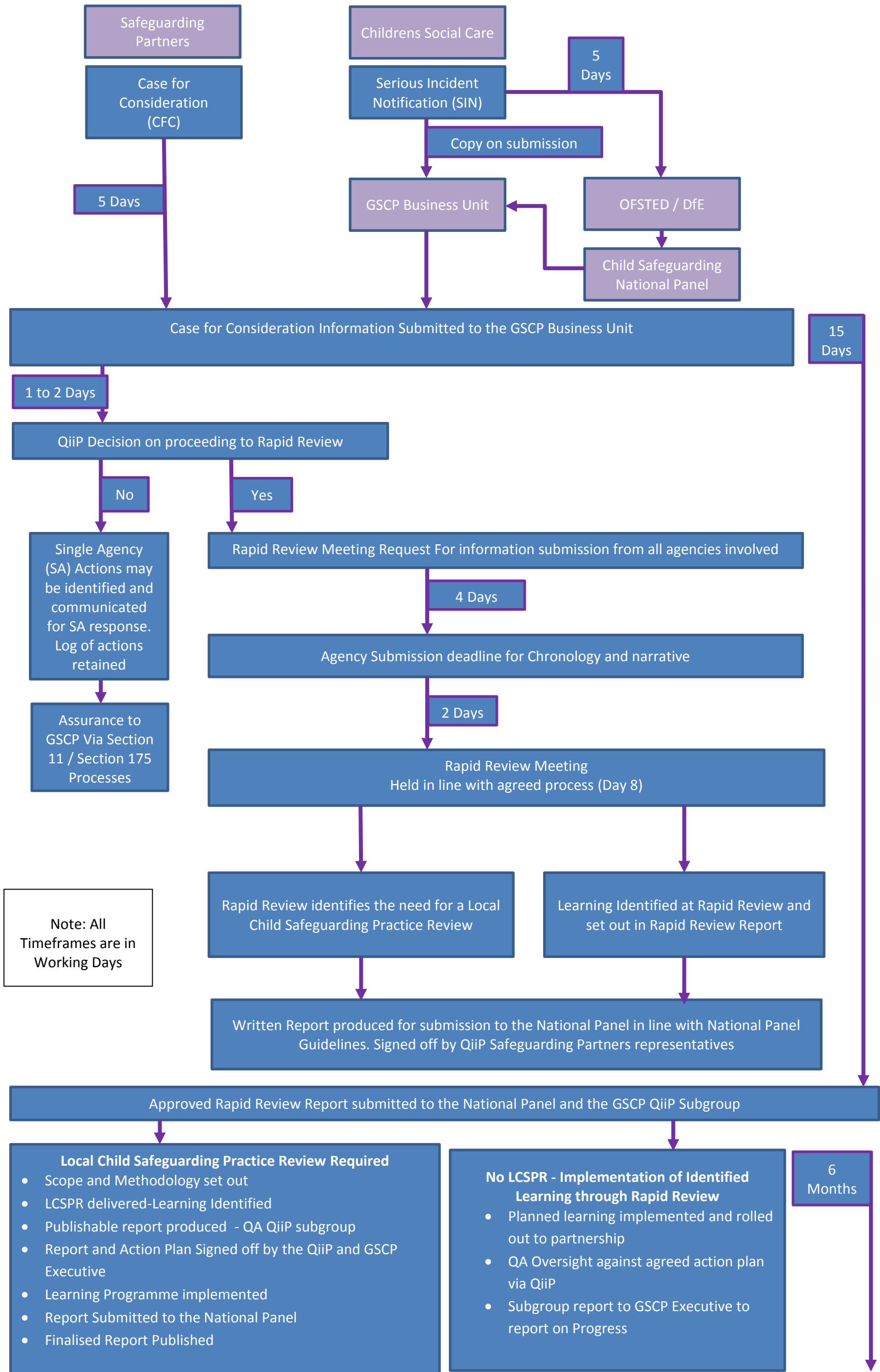
Gloucestershire Constabulary Rapid Review Lead Officer

Date _____

Report Submitted to the National Panel:

Date_____

Safeguarding Review Process Flowchart



Note: All Timeframes are in Working Days