A group of people with a child

Description automatically generatedA child's silhouettes and text

Description automatically generated with medium confidence

NSCP AND GSCP LEARNING AND IMPROVEMENT

REVIEWING PACK

**CONTAINING:**

[**Part One**](#_PART_ONE:)**:** Serious Child Safeguarding Incident Notifications and Child Safeguarding Practice Rapid Review Pathway

# [**Part Two**](#_PART_TWO:)**:** Notification of a Death of a Child in Care or Care Leaver

[**Part Three**](#_PART_THREE:)**:** Options for Learning

[**Part Four**](#_PART_FOUR:_SUPPORTING)**:** Supporting Documents

[**Part Five**](#_PART_FIVE:_Glossary)**:** Glossary of Abbreviations

This practice guidance should be read by Safeguarding Partners, and all agencies involved in the Multi-Agency Safeguarding Arrangements (MASA).

The guidance is aimed at those involved in undertaking or contributing to Local Child Safeguarding Practice Reviews, such as:

* Independent Lead Reviewers
* Review Team members
* Those providing information reports on behalf of their organisation
* Those responsible for quality assuring and embedding the learning from the review process.

This framework and guidance have been endorsed by the safeguarding partners and will be reviewed and updated to reflect changes in national guidance and emerging good practice.

|  |  |  |
| --- | --- | --- |
| **Version Control** | **Date** | **Approval** |
| Version 1 | 17/05/2024 | NSCP and GSCP Executives |

# PART ONE:

## SERIOUS CHILD SAFEGUARDING INCIDENT NOTIFICATIONS

|  |
| --- |
| “*The purpose of serious child safeguarding reviews, at local and national level is to identify improvements that can be made to safeguard and promote the welfare of children.*  *Reviews should seek to prevent or reduce the risk of recurrence of similar incidents. They are not conducted to hold individuals, organisations, or agencies to account.*  *The responsibility for how the system learns the lessons from serious child safeguarding incidents lies at a national level with the Child Safeguarding Practice Review Panel (the panel) and at a local level with the safeguarding partners*”.  Working Together 2023 |

### Determination of a Serious Child Safeguarding Incident

### A Serious Child Safeguarding Incident [[1]](#footnote-1)(SCSI) occurs when:

1. abuse or neglect of a child is known or suspected.

*and*

1. the child dies or is seriously harmed in the Local Authority’s area or is  
   normally resident in the Local Authority’s area but harmed outside England.

|  |
| --- |
| **What is abuse or neglect?**  Working Together to Safeguard Children 2023 defines **abuse** as:  *“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.”*  Further detail can be accessed: [Glossary: Abuse (workingtogetheronline.co.uk)](https://www.workingtogetheronline.co.uk/glossary/abuse.html)  Working Together to Safeguard Children 2023 defines **neglect** as:  *“The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.”*  Further detail can be accessed: [Glossary: Neglect (workingtogetheronline.co.uk)](https://www.workingtogetheronline.co.uk/glossary/neglect.html) |

See also [Child\_Safeguarding\_Practice\_Review\_panel\_guidance\_for\_safeguarding\_partners (1).pdf](file:///\\vmsanusers6\Users\annaharrison\Current%20work\Review%20Pathway\Child_Safeguarding_Practice_Review_panel_guidance_for_safeguarding_partners%20(1).pdf)

|  |
| --- |
| **What does serious harm mean?**  Working Together to Safeguard Children 2023 defines serious harm as that which:  “*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, judgement 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”.*  In addition to the definition within Working Together 2023 additional definitions of serious harm include:  “*Serious harm” means death or serious personal injury, whether physical or psychological (Section 224, Criminal Justice Act 2003)* |

The Local Authority has a duty to notify the National Child Safeguarding Review Panel (National Panel) **within 5 working day**s of becoming aware of an incident that meets the criteria for an SCSI.

The Local Authority has a separate duty to notify the Secretary of State and Ofsted where a looked after child has died, and the death of any care leaver up to and including the age of 24. The death of a care leaver or a child in care does not require a rapid review or local child safeguarding practice review. However, local partners may wish to undertake a local child safeguarding practice review in circumstances where the criteria are not met, if it is identified there, is local learning.

In addition, the local Safeguarding Children Partnership (SCP) has a duty to identify and review serious child safeguarding cases, which, in their view, raise issues of importance in relation to the local area.

**Referral Pathway**

If any practitioner has information which they feel may meet criteria for a Serious Child Safeguarding Incident (SCSI) they should discuss whether circumstances meet the criteria with their organisation’s Designated Safeguarding Lead (DSL) - or Line Manger in absence of DSL - no more than 48hrs after becoming aware of the incident.

If the organisation's DSL agrees, they should arrange for a prompt referral to be made using the [**CSPR Referral Form A**](#_FORM_A:) to the relevant Business Manager:

* For Newcastle: [safeguardingboards@newcastle.gov.uk](file:///\\ad\dfs\home\home2\84430\My%20Documents\NSCP\safeguardingboards@newcastle.gov.uk)
* For Gateshead: [SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK](mailto:SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK)

On receipt of the referral the Safeguarding Partnership Business Manager will notify statutory partners and convene the Local Case Review Group (LCRG) to review the referral and determine next steps using [**Form B**](#_FORM_B:) as the meeting agenda.

**Notification Decision Making:**

LCRG members from each statutory partner must convene to review the information in the referral and supporting and/or relevant information available to partners **within 2 days of receipt of referral**.

The LCRG Chair will ensure the rationale for any decision making is recorded using [**Form C**](#_FORM_C:)

LCRG Membership:

|  |  |
| --- | --- |
| GSCP | NSCP |
| Deputy Strategic Director, Children’s Social Care and Lifelong Learning, Gateshead Council – **Chair of Gateshead LCRG**  Designated Nurse for Children’s Safeguarding, Northeast, and North Cumbria (ICB)  Detective Chief Inspector Safeguarding, Northumbria Police  Business Manager, GSCP | Lead Assistant Director: Children’s Social Care & Early Help, Newcastle City Council- **Chair of Newcastle LCRG**  Designated Nurse for Children’s Safeguarding, Northeast, and North Cumbria (ICB)  Detective Chief Inspector Safeguarding, Northumbria Police  Business Manager, NSCP |

**Where Notification and Rapid Review are proposed the group will identify:**

* Information that supports the determination
* Agree the draft notification to the National Panel
* Consider whether relevant family members should be notified of a notification to the National Panel or contact deferred, and who is lead for family engagement (particularly relevant if criminal investigations are underway).
* Identification of key organisations for Initial Scoping Information and involvement in a Rapid Review
* Identification of core questions for all organisations for an Initial Rapid Review meeting using [**Form D**](#_FORM_D:)

In cases where the LCRG group determine that the criteria for an SCSI is met the LCRG Chair will organise the submission of the determination and supporting information, to the local authority Delegated Safeguarding Partner (DSP). The Business Manager will notify the Partnership Chair, remaining statutory partner DSPs and the Independent Scrutineer.

The statutory partner DSP’s agreement and proposed next steps must be received prior to any further action.

In cases where all DSPs agrees with the determination by the LCRG, the Business Manager will complete the Child Safeguarding Incident Notification using the online Child safeguarding incident notification system and update the LCRG and named leads.

Though the responsibility to notify rests on the local authority, it is for all three safeguarding partners to agree which incidents should be notified in their local area. Where there is disagreement, the local dispute resolution process followed.

The referring Designated Safeguarding Lead and/or practitioner will be informed of the outcome of the decision at the earliest opportunity.

**Rapid Review:**

The safeguarding partners are required to undertake a rapid review of the case and submit the rapid review to the Panel within **15 working days** of notification to the National Panel by the local authority.

The Chair of the LCRG will lead the Rapid Review. The Business Manager is responsible for the co-ordination of the schedule and preparation of documentation, supported by the Partnership Business Team.

See [Schedule for Stages of 15-day Rapid Review](#_Schedule_for_Stages) for Rapid Review pathway and timescales.

|  |
| --- |
| The purpose of the Rapid Review is to:  * *Gather the facts about the case, as far as they can be readily established at the time by contacting local organisations and asking them to produce a brief overview report.* * *Discuss whether there is any immediate action required to ensure children’s safety and share any learning appropriately.* * *Consider the potential for identifying improvements to safeguard and promote the welfare of children.* * *Decide what steps should be taken next, including whether to undertake a child safeguarding practice review.*   Working Together 2023 |

### **Initial Scoping:**

All relevant organisations who have (or had) involvement with the child (children) or family will be required to contribute to a Rapid Review. The purpose of the initial scoping and information sharing is to gather the specific facts about the case, including determining the extent of organisation involvement with the child (children) and family.

Organisations should appoint managers with the required expertise to lead involvement in the Rapid Review and secure any relevant records/files in a secure place and keep a copy of the reports they submit to the Rapid Review Process as they may be required to provide more detailed information if a national or local safeguarding practice review is subsequently commissioned.

The Business Manager will circulate the request for Rapid Review Information Sharing and Scoping Report [**Form D**](#_FORM_D:) as agreed by the LCRG, **within two days** of receipt of notification to the national panel.

Organisations should prioritise completion of the [**Form D**](#_FORM_D:) and return **within five working days** of receipt to:

For Newcastle:[safeguardingboards@newcastle.gov.uk](mailto:safeguardingboards@newcastle.gov.uk)

For Gateshead: [SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK](mailto:SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK)

The Business Manager will prepare a combined document in advance of the Initial Rapid Review Meeting. The information will be shared securely by the Business Manager with identified organisation leads involved in the meeting through [**Form E**](#_FORM_E)

### **Initial Rapid Review Meeting:**

LCRG Members and relevant organisation leads will meet to conduct the Initial Rapid Review **between seven and thirteen working days** from notification to the National Panel. The LCRG Chair will lead the meeting, supported by the Business Manager.

The following documents will be shared with all those involved in the meeting:

* Any referral to that initiated the procedure. [**Form A**](#_FORM_A:)
* Serious Incident Notification [**Form C**](#_FORM_C:)
* Copies of the combined Rapid Review [**Form E**](#_FORM_E)
* Other relevant information (e.g. Child Death Review Rapid Response Meeting minutes)

The meeting will convene using [**Form F**](#_FORM_F) as the agenda template and [**Form G**](#_FORM_G) as the template for recording the meeting and decisions. The meeting will:

* Review actions taken since the notification and identify, agree, and progress any additional action required to ensure the safety of children and young people.
* Identify any immediate procedural and/or practice issues that need strengthening as a priority and progress appropriate action.
* Outline a concise summary of the facts, so far as they can be ascertained, about the serious incident and relevant context. This should give sufficient detail to underpin the analysis but does not require lengthy detailed chronologies of organisation involvement that can obscure the pertinent facts.
* Analyse the information and determine whether to recommend a National or Local Child Safeguarding Review. In some cases, the Rapid Review may identify key local learning that can be quickly acted upon, removing the need for any further review. Options for further reviews are outlined on [**Form G**.](#_FORM_G)

Where relevant, further information and/or clarification will be sought from organisations. Further meetings can be held in support of developing a final draft review document, this may be particularly relevant in complex cases.

After the final Rapid Review meeting the Business Manager and LCRG Chair will prepare [**Form G**](#_FORM_G) for submission to the National Panel, and this will be shared with review group for consultation. The [Form G](#_FORM_G) will be submitted by the Business Manager to the DSPs (including Partnership Chair), and Independent Scrutineer for agreement prior to submission to the Panel.

### **Submission of Rapid Review to National Panel:**

When the [**Form G**](#_FORM_G) has been endorsed by the DSPs, the Business Manager will arrange the submission to the [National Panel](mailto:(mailbox.nationalreviewpanel@education.gov.uk))[[2]](#footnote-2) If the DSPs recommendation is to progress with a further learning review the Chair of the LCRG will begin instigate the next steps (see [Part Two](#_PART_TWO:)).

**Response from National Panel:**

Upon receipt of the National Panel’s response, the Business Manager will notify the Chair of the LCRG, together with the DSP’s, Partnership Chair and Independent Scrutineer who will review the Panel response and determine next steps. A meeting of the LCRG will take place. The Group will use [**Form H**](#_FORM_H:) (agenda) and [**Form I**](#_FORM_I:) (record of the meeting) to review the response and outline next steps. The LCRG will submit [**Form I**](#_FORM_I:) (record of the meeting) to the LCRG for further action and oversight which will include a response to the National Panel as required.

In cases where further learning activity is identified, please refer to [**Part Two**](#_PART_TWO:) of this pathway.

In concluding a Rapid Review, the outcome of the review will be communicated to:

* The family via the lead organisation (in line with plan agreed at Rapid Review)
* The original referrer
* Organisations involved in the Rapid Review Meeting(s)
* The Chair of the Learning and Improvement Subgroup

**Dispute Resolution:**

The Business Manager will ensure that the DSPs have oversight of all communication and responses to and from the National Panel and have oversight of any learning activity in relation to recommendations.

The LCRG Chair and/or Business Manager will promptly utilise the partnership escalation procedure to raise areas of dispute and/or organisational response or involvement with the DSPs.

**Schedule for Stages of 15-day Rapid Review**

|  |  |  |
| --- | --- | --- |
| **Day**  *(Subject to Change)* | **Date** | **Action** |
| **Pre-Planning** | **Within five working days of referral** | Upon receipt of Referral ([**FORM A**](#_FORM_A:)) and/or alert by LCRG Member to the Business Manager.  LCRG Chair notified and meeting of LCRG Members takes place ([**FORM B**](#_FORM_B:)).  LCRG Members agree and record decision making ([**FORM C**](#_FORM_C:)) including:   * Draft Notification to National Panel * Plan for family engagement and lead organisation. * Identification of key organisations to be involved in Rapid Review * Identify core questions for Rapid Review Form**(**[**FORM D**](#_FORM_D:)**)**   Business Manager submits to statutory partner DSPs for authorisation and where relevant completes submission. Copies are shared with the Partnership Chair and Independent Scrutineer. |

## Phase One: Initial Phase (Assessment)

| **Day** | **Date** | **Action** |
| --- | --- | --- |
| **Day 1** |  | Business Manager notifies the National Panel and circulates to DSPs, Partnership Chair, Independent Scrutineer, and LCRG a copy of the Notification.  Business Manager circulates accompanying letter to organisations and request for Rapid Review Information Sharing and Scoping Report **(**[**FORM D**](#_FORM_D:)**)** to identified organisations for completion with deadline.  **(Additional participants must only be invited by Business Manager as agreed by the LCRG Chair)** |
| **Day 2 – 5** |  | LCRG Members and additional SCP partner leads responsible for gathering organisation information return [**FORM D**](#_FORM_D:) to:  For Newcastle: [safeguardingboards@newcastle.gov.uk](mailto:safeguardingboards@newcastle.gov.uk)  For Gateshead: [safeguardingBoardsBusinessUnit@Gateshead.Gov.uk](mailto:safeguardingBoardsBusinessUnit@Gateshead.Gov.uk) |
| **Day 5** |  | Collation of information from LCRG Members and any additional SCP partner leads by Business Manager |
| **Day 6** |  | Business Manager to securely share collated Agency Rapid Review Forms [**(FORM E**](#_FORM_E)**)** to LCRG Chair and Members and any additional identified participants for information prior to Rapid Review Meeting |

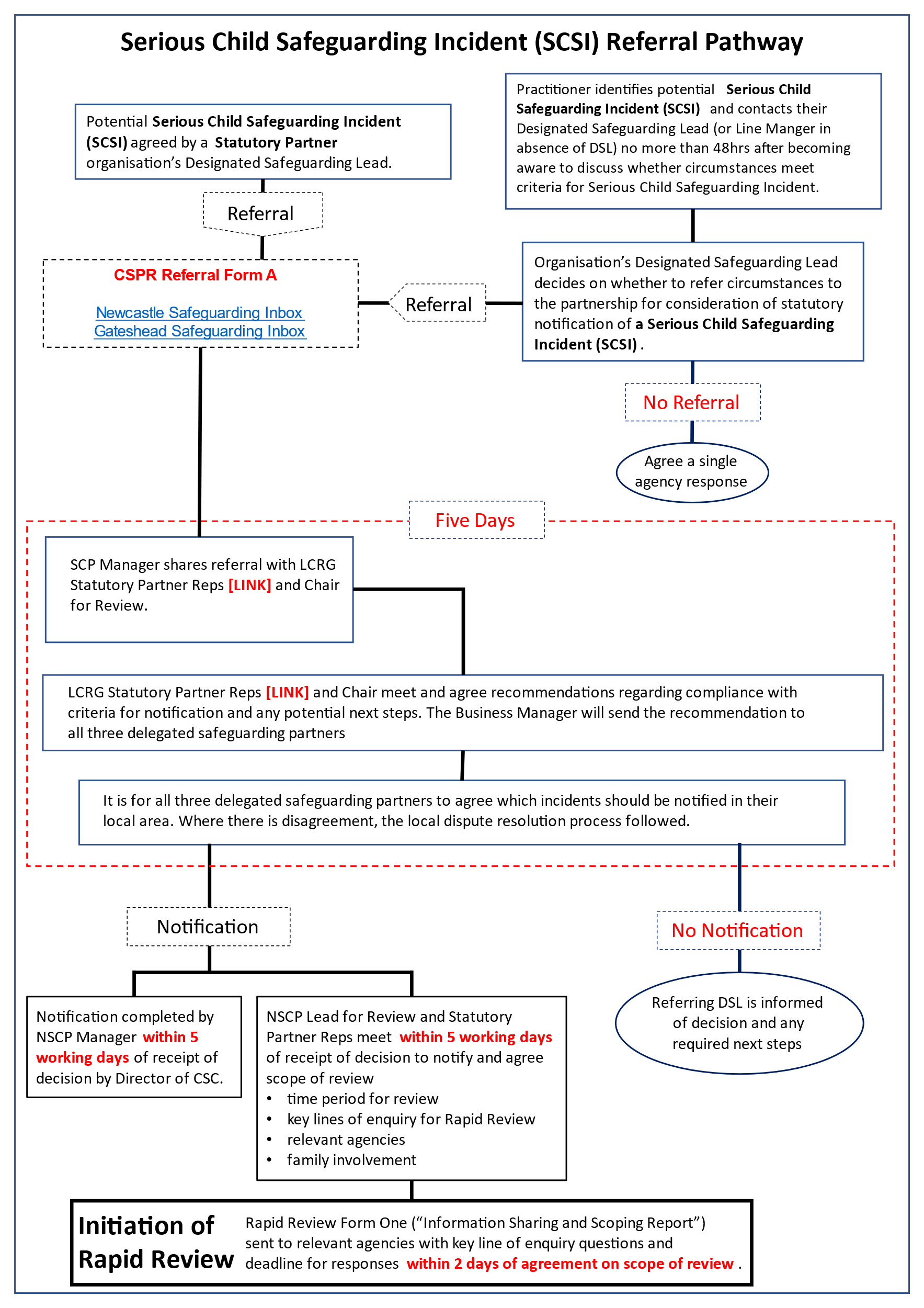
## Phase Two: Rapid Review (Rapid Review Meeting)

|  |  |  |
| --- | --- | --- |
| **Day** | **Date** | **Action** |
| **Day 7** |  | Rapid Review Meeting takes place using [**FORM F**](#_FORM_F) as agenda.  Rapid Review Meeting Group –  Will include LCRG Members and identified SCP partner leads who represent their organisation at the Rapid Review Meeting  **(Additional participants must only be invited by the Business Manager– as agreed by the LCRG Chair).**  **Other professionals may be co-opted if required.**  **Rapid Review meeting to discuss and identify lead manager as contact point with family and consider notification and involvement of family.** |
| **Day 7 – 9** |  | Post Rapid Review meeting –  LCRG Chair/Business Manager and other agreed parties to develop the draft Rapid Review and Recommendations. |
| **Day 9** |  | The Business Manager securely shares draft Rapid Review Report ([**FORM G**](#_FORM_G)**)** following Initial Rapid Review Meeting to the group for comments and amendments. |
| **Day 10** |  | A further Rapid Review Meeting will be organised (if required) – for example complex case or further clarification needed.  Rapid Review Meeting Group –  Will include LCRG Members who represent their organisation at the Rapid Review Meeting.  **(Additional participants must only be invited by the Business Manager – as agreed by the LCRG Chair).**  **Other professionals may be co-opted if required.** |
| **Day 11 – 13** |  | The LCRG Chair and Business Manager will finalise Draft Rapid Review Report and Recommendations |
| **Day 13 – 14** |  | The Business Manager will submit to DSPs for endorsement. Copies will be shared with the Partnership Chair and Independent Scrutineer. |
| **Day 15** |  | On authorisation by the DSP statutory leads the Business Manager will submit the Rapid Review to the Child Safeguarding Review National Panel and notify the LCRG Chair. |
| **Day 1 – 15** |  | The LCRG Chair or Business Manager will promptly utilise the partnership escalation procedure to raise areas of dispute and/or organisational response or involvement with the DSPs. |

## Phase Three: Post Response from National Panel

| **Day** | **Date** | **Action** |
| --- | --- | --- |
| **Post Response** |  | Child Safeguarding Review National Panel response received by Business Manager and circulated to DSPs, Partnership Chair, Independent Scrutineer and LCRG Chair to determine next steps. A meeting of the LCRG will take place. The Group will use [**Form H**](#_FORM_H:) (agenda) and [**Form I**](#_FORM_I:) (record of the meeting) to review the response and outline next steps.  In concluding a Rapid Review, the outcome of the review will be communicated to   * The family * The original referrer * Organisations involved in the Rapid Review pathway. * The Chair of the Learning and Improvement Subgroup |

**FLOWCHART FOR PART ONE**



# PART TWO:

# NOTIFICATION OF DEATH OF A CHILD IN CARE OR CARE LEAVER

Working Together 2023 identifies that “the Local Authority must notify the Secretary of State for Education and Ofsted of the death of a looked after child”.

Working Together 2023 sets out that from January 2024 “the local authority **should** alsonotify the Secretary of State for Education, and Ofsted of the death of a care leaver up to and including the age of 24”. Notifications for care leaver deaths allows the Department for Education (DfE) to understand and learn more about what happened so they can make better informed policy decisions to prevent future deaths.

The Child Safeguarding Practice Review Panel receive the notifications but do not undertake a review as their remit relates to children’s serious incidents up to and including children up to and including the age of 17 years. The notification of the death of a child in care or care leaver will not itself necessitate a Rapid Review (see [Part One](#_PART_ONE:)) or Local Child Safeguarding Practice Review (see [Part Three](#_PART_THREE:)). Ofsted will also be notified of the death of a care leaver through the notification system.

**Care Leaver Definition:**

|  |
| --- |
| A care leaver is anyone aged up to their 25th birthday that meets both of the following criteria:   * is no longer looked-after * has been looked after for at least 13 weeks which began after they reached the age of 14 and ended after they reached the age of 16.   Working Together 2023 |

Care leavers are entitled to support from their Personal Adviser up to their 25th birthday. Local authorities are required to keep in touch with all care leavers up the point they reach age 21; and to make their best efforts to contact all care leavers aged 21 to 24 annually to remind them that they remain eligible for support. If a young person chooses not to take up support between 21 to 24 years of age, the local authority might no longer be aware of a care leaver’s whereabouts or circumstances (and therefore their death). This is why the requirement for a notification is not mandatory.

Whilst the requirement to make notifications of the death of a child in care or care leaver rests with the Local Authority, the notification form asks if the child / care leaver is known to the Local Authority Children’s Social Care, ICB Services, and the Police.

As such, to provide a proportionate notification, it is important that each of the three statutory partner agencies explore their records to identify any relevant information and discuss this collectively. This will ensure that information that may prevent future deaths is shared in line with national requirements. Further, this will inform decisions about any local learning opportunities and/or the need to strengthen practice guidance. The notification information requested for the death of a child in care or care leaver is less than for a Serious Child Incident Notification.

**Notification Pathway:**

The aim of the notification pathway is to support effective information sharing and decision making about notifications and any subsequent actions.

Upon discovering a young person has died, the Local Authority’s Children in Care and Care Leavers Service will clarify if the young person meets the legal definition of a child in care or care leaver.

If they *do not,* notification under this guidance will not be required.

The death of a child in care or care leaver does not require a rapid review or local child safeguarding practice review. However, **if the young person is under 18 years of age a notification may still be required should this meet the criteria for a Serious Child Incident Notification** (see [Part One](#_PART_ONE:)).

Once the Local Authority has confirmed the young person was a child in care or care leaver and meets the criteria for notification a [**Form A**](#_FORM_A:) will be submitted by the Local Authority to the relevant Business Manager.

* For Newcastle: [safeguardingboards@newcastle.gov.uk](file:///\\ad\dfs\home\home2\84430\My%20Documents\NSCP\safeguardingboards@newcastle.gov.uk)
* For Gateshead: [SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK](mailto:SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK)

Upon receipt of a referral the Business Manager will notify LCRG members who will be asked to consider the information shared on the referral.

**LCRG Membership:**

|  |  |
| --- | --- |
| **GSCP** | **NSCP** |
| Deputy Strategic Director, Children’s Social Care and Lifelong Learning, Gateshead Council – **Chair of Gateshead LCRG**  Designated Nurse for Children’s Safeguarding, Northeast, and North Cumbria (ICB)  Detective Chief Inspector Safeguarding, Northumbria Police  Business Manager, GSCP | Lead Assistant Director: Children’s Social Care & Early Help, Newcastle City Council- **Chair of Newcastle LCRG**  Designated Nurse for Children’s Safeguarding, Northeast, and North Cumbria (ICB)  Detective Chief Inspector Safeguarding, Northumbria Police  Business Manager, NSCP |

LCRG members may be asked to gather information [**FORM B**](#_FORM_B:) in support of the notification and arrangements will be made for the LCRG members to meet **within 5 days**. Where it is identified that the young person is over 18 years of age, Local Authority Adult Social Care representatives and the ICB Designated Nurse for Adult Safeguarding will also be invited to gather information [**FORM B**](#_FORM_B:) and to attend the LCRG Meeting. Other SCP leads may be invited to the meeting if they have information of relevance relating to the young person.

The LCRG meeting will take place and relevant information will be shared. LCRG members will decide if any additional action is required beyond Notification. **Within 2 days** of the meeting, each organisation will submit any further relevant information to be included in the Notification.

The Business Manager will prepare the draft Notification and share this with all relevant agencies for agreement. All organisations are required to respond **within 2 days** of the draft Notification being shared.

The Business Manager will organise submission of the Notification **within 2 days** of organisations agreeing the notification.

The LCRG Chair and Business Manager will identify the need for any further meetings /actions, and these will be planned from this point to support any identified learning and improvement plan.

Where the young person is over 18 years of age, decisions regarding learning activity will be decided with, and possibly led by, adult services.

**Notification of a Death of a Child in Care or Care Leaver:**

A screenshot of a diagram

Description automatically generated

# PART THREE:

# OPTIONS FOR LEARNING

In cases where a Rapid Review has been undertaken the learning activity will have been identified (see [Part One](#_PART_ONE:)). Upon conclusion of a Rapid Review, the Local Case Review Group (LCRG) may identify that all learning from the case has been identified and they may recommend that no further learning activity is required. In such cases, any agreed learning will be acted upon and disseminated in a timely manner across the partnership.

Not every case referred to the safeguarding partnership will lead to a Rapid Review as these are only held for cases that are identified as meeting the criteria or where there are lessons to be learned in respect of partner safeguarding practice. In such cases, the LCRG consisting of the three statutory partners, will consider all referrals and determine next steps.

**LCRG Membership:**

|  |  |
| --- | --- |
| GSCP | NSCP |
| Deputy Strategic Director, Children’s Social Care and Lifelong Learning, Gateshead Council – **Chair of Gateshead LCRG**  Designated Nurse for Children’s Safeguarding, Northeast, and North Cumbria (ICB)  Detective Chief Inspector Safeguarding, Northumbria Police  Business Manager, GSCP | Lead Assistant Director: Children’s Social Care & Early Help, Newcastle City Council- **Chair of Newcastle LCRG**  Designated Nurse for Children’s Safeguarding, Northeast, and North Cumbria (ICB)  Detective Chief Inspector Safeguarding, Northumbria Police  Business Manager, NSCP |

**Referral Pathway:**

Please refer to [Part One](#_PART_ONE:) of this pathway for referrals that may meet the criteria for a Serious Safeguarding Incident.

For cases that are below the level for notification to the Panel as a serious incident, practitioners can submit referrals to the relevant Business Manager using the [**FORM A**](#_FORM_A:) following agreement with their Designated Safeguarding Lead (DSL) / Manager. Practitioners and Managers can discuss cases with a LCRG member prior to doing so if they are uncertain whether it is appropriate to submit the referral.

Upon receipt of a referral the Business Manager will notify the LCRG members and convene a meeting of the LCRG where they will consider the information shared on the referral and decide whether a full review should be undertaken. In some cases, it may determine there are no immediate concerns, in which case the referral will be reviewed at the next Joint Case Review Group (JCRG).

The LCRG will consider alternative learning audit and assurance activity and in some cases, it may be appropriate to take no further action.

There may be occasions where a referral is received, and it is identified there is no requirement to conduct any learning review of the case. For example, there will be on occasions where the child and family were not known to services within a safeguarding context and there exists no information that indicates that services should have been involved. In these cases, there would be no safeguarding practice to review and learn from.

Where the issue relates to single organisation learning then the organisation may be asked to take forward an appropriate audit and report back their findings.

The most appropriate learning requirements will be determined based on the individual needs and proportionate for the learning involved. If there is a decision to review the case in full, this will be endorsed by the DSPs and the Business Manager will collect information from all agencies involved with the family via the [**FORM B**](#_FORM_B:) which will include specific questions relevant to case learning. Once obtained, this information is combined and shared with the LCRG ahead of the full review of the case.

All referrals and ongoing learning activity from reviews will be monitored by the JCRG to ensure the learning process is timely and lessons learnt are cascaded across the partnership via the local Safeguarding Partnership Learning and Improvement Group.

Key learning activity that can be undertaken by the partnership includes:

* Local Child Safeguarding Practice Reviews
* Multi Agency Learning Reviews
* Single Agency Learning Reviews
* Audit Activity
* Bespoke Learning Events
* Development of Learning Material

For further details, please refer to the local partnership learning framework.

* For Newcastle
* [For Gateshead](https://trixcms.trixonline.co.uk/api/assets/nesubregion/6056b3f3-2713-4d6f-91e4-372c28c75080/gscp-learning-methodologies.pdf)

The local partnership escalation process can be utilised by any organisation to raise issues or concerns relating to specific cases managed through this pathway. In the first instance, concerns should be raised with the Business Manager/LCRG Chair.

* For Newcastle: [safeguardingboards@newcastle.gov.uk](file:///\\ad\dfs\home\home2\84430\My%20Documents\NSCP\safeguardingboards@newcastle.gov.uk)
* For Gateshead: [SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK](mailto:SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK)

**Local Child Safeguarding Practice Review (LCSPR):**

The partnership is required to identify improvements that can be made to safeguard and promote the welfare of children. Learning is relevant locally but can have wider importance.

Reviews should seek to prevent or reduce the risk of recurrent of similar incidents. They are not conducted to hold individuals, organisations, or agencies to account.

|  |
| --- |
| Safeguarding partners must:   * Identify serious child safeguarding cases that raise issues of importance in relation to their area. * Commission and oversee the review of those cases if they consider review appropriate.   The criteria safeguarding partners must take into account include whether the case:   * Highlights or may highlight improvements needed to safeguard and promote the welfare of children, including where those improvements have been previously identified. * Highlights or may highlight recurrent themes in the safeguarding and promotion of the welfare of children. * Highlights or may highlight concerns regarding two or more organisations or agencies working together effectively to safeguard and promote the welfare of children. * Is one the panel has considered and has concluded a local review may be more appropriate.   Working Together 2023 |

In decision making as to the requirement of an LCSPR, the LCRG will also have regard to the following circumstances:

* Where the safeguarding partners have cause for concern about actions of a single agency
* Where there has been no agency involvement, and this gives the safeguarding partners cause for concern.
* Where more than one local authority, police area, or ICB is involved, including in cases where families have moved around.
* Where cases may raise issues relating to safeguarding or promoting the welfare of children in institutional settings

Meeting the criteria does not mean that safeguarding partners must automatically carry out a local LCSPR. The LCRGG will consider whether the learning identified is already known about and whether changes in practice have already been highlighted and actioned, in which case it may be recommended that it is not necessary to carry out a review. Conversely some cases may not meet the definition of a “serious child safeguarding case” but nevertheless raise issues of importance to the local area, for example, a good practice learning opportunity, or where there has been a “near-miss” incident, in which case the LCRG may choose to recommend an LCSPR is undertaken.

All decisions on whether to undertake an LCSPR review will be made transparently and recorded within the LCRG meeting records and agreed by the DSPs. The decisions will be communicated appropriately with wider partners, including with involved families.

Working Together 2023 offers clear guidance on expectations and timescales for reviews. The expectation is that learning is available no later than 6 months after the decision to initiate a review. This is to ensure that all learning remains relevant to current practice. Therefore, the LSRG will endeavour to produce a concluded review within 6 months.

There may be challenges to this, such as ongoing criminal proceedings or coronial processes. **In such cases the LCRG Chair will seek the advice of and involvement of the Senior Investigating Officer (SIO) for the Police and/or Coronial leads in decision making.** Any steps will be taken to share information and continue the review as far as is possible without undermining other processes nor limiting the review. Any early identified actions will be agreed and commenced without delay where service and multi-agency practice can be improved**.**

**Conducting The Review:**

The LCRG will undertake an LCSPR on behalf of the DSPs and have delegated authority to oversee the progress of a review.

Once a decision has been made to conduct a review, the LCRG Chair and members of the LCRG are responsible for agreeing the scope of the review and preparing a Terms of reference (TOR) which should be proportionate to the circumstances of the case. The TOR may need to be revisited by the LCRG Chair and Group as the review progresses and as new information is identified. As part of the TOR, the LCRG Chair will co-opt lead individuals and/or organisations to be involved in the LCSPR Review. The TOR will outline the designated lead to undertake direct work with child and/or family members and outline the plan for child and/or family involvement in the LCSPR.

In line with Working Together 2023 the LCRG will consider the need for an Independent Chair for an LCSPR. This will depend on the complexity of the case, the review model identified, and methodology selected, together with other local considerations. Where the LCRG determine there is a requirement to appoint an Independent Chair/Author to the review, this will be referred to the statutory DSPs for consideration. If an Independent Chair/Author is required by the DSPs, the Business Manager will discuss with and seek advice from the National Panel (in line with Working Together 2023 requirements). In such cases the LCRG will recommend an Independent Chair/Author to the DSP Executive Group and will consider:

|  |
| --- |
| In all cases they should consider whether the reviewer has:   * Professional knowledge, understanding and practice relevant to local child safeguarding practice reviews, including the ability to engage with practitioners, children, and families. * Knowledge and understanding of research relevant to children’s safeguarding issues. * Ability to recognise the complex circumstances in which practitioners work together to safeguard children. * The ability to understand practice from the viewpoint of the individuals, organisations or agencies involved at the time rather than using hindsight. * The ability to communicate findings effectively. * Any real or perceived conflict of interest   [Working Together 2023](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2#full-publication-update-history) |

Where there is no requirement for an Independent Chair/Author, there may be occasions when the LCRG Chair is unable to Chair an LCSPR (for example where they have had direct involvement in the management of the case. In such circumstances an LCSPR Chair will be identified and appointed to lead the review, agreed by the statutory DSPs.

**Where there are ongoing criminal or coronial procedures, the Police Senior Investigating Officer (SIO) and/or Coroner’s Office will be invited to be represented at LCSPR meetings.**

A Communications lead will also be appointed from one of the three statutory partner organisations. Where required, the LCRG can seek legal advice from the Local Authority Legal Team.

**Methodology:**

The LCRG will agree with the reviewers the method by which the review will be conducted, considering the principles of the systems methodology. The methodology should provide a way of looking at and analysing frontline practice as well as organisational structures and learning. The methodology should be able to reach recommendations that will improve outcomes for children.

The LCRG Chair will establish an agreed timetable for the review meetings in accordance with the required timescales of the review and set specific parameters, including timescales for completion of case information, practitioner, and family involvement.

The LCRG Chair will maintain contact with the Business Manager to ensure a co-ordinated response across all parallel review and investigative processes are effective. Regular updates will be sought and obtained from all organisations involved in the review.

Where there is an on-going criminal investigation, the LCRG Chair will ensure that early and regular contact is made with the Senior Investigating Officer (SIO) to ensure appropriate processes are followed. This relates particularly to any proposed contact with family members, practitioners and managers or any other individuals who may be a potential witness or could be involved in the investigative process.

|  |
| --- |
| For an LCSPR to be effective, and in line with the above guidance the review will be conducted in such a way that:   * Recognises the complex circumstances in which professionals work together to safeguard children. * Seeks to understand precisely who did what and the underlying reasons that led individuals and organisations to act as they did. * Seeks to understand practice from the viewpoint of the individuals and organisations involved at the time rather than using hindsight. * Is transparent about the way data is collected and analysed. * Makes use of relevant research and case evidence to inform the findings.   Working Together 2023 |

**Involvement of Children and Families, Friends, and Other Support Networks:**

It is important that any review should reflect both the child’s perspective and the family context.

Children and families can offer a unique perspective into how the delivery of services, support and involvement of organisations were viewed and responded to. It is essential that the review group can listen to family experiences and perspectives and their contribution is considered and used to shape future practice.

Family members could include:

* The Child or Young Person
* Siblings
* Carers
* Grandparents
* Other significant family members and/or friends identified from the Family Association Network/Genogram

As a minimum, the LCRG should consider the following action:

* Appointment of a lead organisation/manager who will act as the family link to the review.
* Notification of the rapid and case review process, what that means for them and how they can access support, including any impact of media coverage.
* Support measures that can be put in place to ensure that they are supported throughout the review process.
* Agree with those to be involved, their views and wishes in relation to what is the most appropriate way for their involvement (for example meeting with the reviewer, in writing, through a known and trusted practitioner, sharing views through a third party or other means identified with the review panel)
* Involvement in feedback in relation to the learning identified during the review.
* Share the report content and findings (not retention of copies at this stage) for comment prior to publication, and, where possible any relevant comments should be considered and incorporated in the final version. Where this is not possible discussions should take place to explain why.
* Ensure they are informed and prepared for any publication of the report.

**Final Report:**

The LCRG will moderate the work of an LCSPR as the review progresses. The LCRG will work with the author to develop an action plan which considers the wider learning improvement framework. It is the responsibility of the LCRG to identify and agree how practice challenges or recommendations from the LCSPR will be responded to and what action is needed by individual agencies or from a multi-agency perspective.

The final report brings together the learning and themes identified from the review and will analyse and comment on the effectiveness of practice and the systems used to promote the welfare of the child.

|  |
| --- |
| The final report should include:   * a summary of any recommended improvements to be made by individuals or organisations in the area to safeguard and promote the welfare of children. * an analysis of any systemic or underlying reasons actions were taken or not taken in respect of matters covered by the report.   Any recommendations should make clear what is required of relevant agencies and others both collectively and individually, and by when, and focused on improving outcomes for children.  Working Together 2023 |

**Action Plans:**

A draft action plan should be included as part of the final report and should include:

* Timeline for publication of the report and where possible a date identified.
* Action taken to share findings of the report with family members.
* Action taken to brief practitioners who contributed to the review and learning event.
* How lessons learnt will be shared, practice impact and outcomes for children and young people and wider partnership organisations

Once agreed the draft final report and action plan will be presented to by the LCSP Chair to the DSP Executive Group.

The findings from any LCSPR and action plan should be reported in the partnership annual report and what action has been taken or intended to be taken in relation to those findings. Where there is a decision to not implement an action then the reason for this should be stated.

**Media/Communication and Publication:**

Working Together 2023 identifies the need to promote and share information about improvements, both within the area and beyond.

The LCRG will consider the appropriateness of publication, in line with Working Together guidance and make recommendations to the DSP Executive Group. The impact and views of publication on children, family members, practitioners and others closely affected by the case will be considered in the decision making together with ensuring that reports.

In some cases, the DSP Executive Group may determine it is not appropriate to publish the full LCSPR report (for example in cases that may have unique features that by publishing would identify individuals involved in the case). In such cases a full review will take place to identify the extent of any information that can be published. Where the decision is made not to publish the report or information relating to improvements, the Business Manager will submit DSP rationale to the Panel and Secretary of State. Due regard will be given to any comments shared by the Panel or Secretary of State in respect of publication.

The Business Manager will submit a full copy of an LCSPR to the National Panel and Secretary of State no later than seven working days before any date of publication. Where a decision is made to publish only improvements to be made, following the review, the Business Manager will submit the information to the National Panel and Secretary of State within the same timescale. The Business Manager will also ensure a copy of such will also be provided to Ofsted.

In most cases the final report should be completed within six months from the date of the decision to initiate a review. However, this will depend on the nature and complexity of the case, and, whether there are ongoing criminal and/or coronial investigations. The Business Manager will keep the Panel and Secretary of State updated with any delays.

All media and communication issues will be co-ordinated by the named communication lead for the LCSPR.

**Other Learning Activity by the CRG:**

The LCRG consider cases referred for notification to the Panel, co-ordinate and undertake Rapid Reviews, decide on any next steps which include whether to undertake an LCSPR and whether the review may have national importance.

The LCRG will also consider cases referred by partner agencies and make recommendations on whether those cases meet the criteria for a multi-agency review, single agency review other learning activity, or, whether no review is required.

The JCRG are responsible for ensuring that reports highlighting the learning from other national, regional, and local safeguarding reviews are considered, learning produced and disseminated across the partnership. There are several types of case review and investigation that involve or can involve children and young people, and these include:

* Safeguarding Adult Review (SAR)
* Domestic Homicide Review (DHR)
* Mental Health Homicide Review (MHHR)
* Youth Justice Board (YJS) Serious Incident Notification and Review
* Multi Agency Public Protection Arrangement (MAPPA) Serious Further Offence Review
* Safeguarding and Serious Incident Investigations
* Judicial Reviews
* Criminal Investigation and Justice Processes
* Coroner Inquests
* Section 47 Child Protection Investigations
* Organisation Complaints

It is important to identify any other processes that are running in parallel or being considered. Important principles include insuring adherence to any separate statutory requirements, ensuring appropriate expertise and knowledge, reduction of duplication, maximising effectiveness and learning and minimising the impact on those affected by the case. It is the responsibility of the LCRG Chair to ensure contact is made with Chairs of any parallel process.

The JCRG will regularly audit progress on the implementation of recommended improvements through regular monitoring and follow up actions so that the reviews make a real impact on improving outcomes for children.

The JCRG will provide quarterly reports of discussions and outcomes to the DSP Executive Group and ensure that the DSPs are appraised of progress and outcomes of all relevant learning.

The JCRG and LCRG TOR can be accessed [**here**](https://trixcms.trixonline.co.uk/api/assets/nesubregion/22f503c6-5737-4989-8d87-1e98a2f559f7/joint-local-case-review-group-tor.may24.pdf):

**National Reviews:**

The national panel is responsible for identifying and overseeing the review of serious child safeguarding cases which, in its opinion, raise issues that are complex or of national importance.

|  |
| --- |
| The criteria the panel must take into account include whether the case:   * Highlights or may highlight improvements needed to safeguard and promote the welfare of children, including where those improvements have been previously identified. * Raises or may raise issues requiring legislative change or changes to guidance issued under or further to any enactment. * Highlights or may highlight recurrent themes in the safeguarding and promotion of the welfare of children.   The panel should also have regard to:   * Circumstances where significant harm or death to a child educated otherwise than at school. * Circumstances where a child is seriously harmed or dies while in the care of a local authority, or while on (or recently removed from) a child protection plan. * Circumstances where the case may raise issues relating to safeguarding or promoting the welfare of children in institutional settings. * Cases which involve a range of types of abuse   The panel can also consider a range of other evidence including inspection, other reports, and research. They may also consider whether a case identifies issues that are complex or of national importance. |

Working Together 2023 offers greater flexibility to safeguarding partners to consider how learning is best generated within the safeguarding arrangement. External scrutiny is offered by the National Panel through the submission of Rapid Review reports.

# PART FOUR: SUPPORTING DOCUMENTS

**SUITE OF DOCUMENTS CONTAINING:**

* [**FORM A: Referral Form for a Child Safeguarding Practice Review**](#_FORM_A:)
* [**FORM B: Initial Case Review Group Meeting Agenda**](#_FORM_B:)
* [**FORM C**](#_FORM_C:)**: Notification of Serious Incident Information for DCS Decision Making**
* [**FORM D**](#_FORM_D:)**: Accompanying Letter to Organisations and Request for Rapid Review Information Sharing and Scoping Report**
* [**FORM E**](#_FORM_E)**: Accompanying Letter to Organisations. Combined Agency Rapid Review Forms to be included.**
* [**FORM F**](#_FORM_F)**: Rapid Review Meeting Agenda**
* [**FORM G**](#_FORM_G)**: Rapid Review Meeting Report**
* [**FORM H**](#_FORM_H:)**: Case Review Group – Response from National Panel Agenda**
* [**FORM I**](#_FORM_I:)**: Case Review Group – Response from National Panel Meeting**

[A group of people with a child

Description automatically generated](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gatesheadsafeguarding.org.uk%2F&data=05%7C01%7Cannaharrisoncwl%40gateshead.gov.uk%7C1863fe60fa6c4eb40ae508db18e485a5%7C09fbb97943174d219cb6e58811169cd8%7C0%7C0%7C638131141988738346%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4BbafX%2FA9t2ROonmi6bc4eBsEEPGHAlB4hjbPw52ijw%3D&reserved=0)**A child's silhouettes and text

Description automatically generated with medium confidence**

## FORM A:

**Referral Form for a Child Safeguarding Practice Review/**

**Notification of Death of Care Leaver/**

**Request for consideration of other case learning**

This form should be used to make the Safeguarding Partners[[3]](#footnote-3) for Newcastle and Gateshead aware of a Serious Child Safeguarding Case. [Working Together (2023)](https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf) provides clear direction and criteria about when child safeguarding practice reviews should be conducted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria for Serious Child Safeguarding Incident Notification:** | **Death of a Care Leaver:** | **Death of a Child in Care** | **Request for consideration of other case learning:** |
| **Serious Child**  **Safeguarding Incident Notifications are made when:**   * 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[[4]](#footnote-4).  **PLEASE TICK RELEVANT BOX BELOW** | LAs should notify the Secretary of State for Education and Ofsted if a care leaver dies.  A care leaver is anyone aged up to their 25th birthday that meets both of the following criteria:   * is no longer looked-after * has been looked after for at least 13 weeks which began after they reached the age of 14 and ended after they reached the age of 16.   Working Together 2023  **PLEASE TICK RELEVANT BOX BELOW** | LAs are required to notify the Secretary of State for Education and Ofsted if any child in care dies.  Unless abuse or neglect is known or suspected to have contributed **directly** to the death, these cases do not need a rapid review.  Working Together 2023  **PLEASE TICK RELEVANT BOX BELOW** | For cases that are below the level for notification to the Panel as a serious incident, practitioners can submit referrals to the relevant Business Manager using this form following agreement with their Designated Safeguarding Lead (DSL) / Manager.  This can include the death of a child in care or care leaver in circumstances where the criteria for a SIN does not apply, but where they may be learning.  Practitioners and Managers can discuss cases with a LCRG member prior to doing so if they are uncertain whether it is appropriate to submit the referral.  **PLEASE TICK RELEVANT BOX BELOW** |

**Are you submitting this referral in relation to a referral for consideration of a Serious Child Safeguarding Incident Notification? Yes / No**

*If* ***yes****, this form needs to made* ***within 2 working days*** *after the serious incident occurs but only following a discussion with a nominated manager or safeguarding advisor in your agency.*

**Are you submitting this referral to notify the death of a Child in Care or a Care Leaver? Yes/No**

*The form should be submitted at the earliest opportunity.*

**Are you submitting this referral for consideration of other case learning? Yes/No**

*The form should be submitted at the earliest opportunity following a discussion with a nominated manager or safeguarding advisor in your agency.*

**REFERRER:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Agency and Designation/ Title** | **Contact Details (address, telephone number and email address)** |
|  |  |  |

**Designated Safeguarding Lead (DSL) / Manager with whom you have discussed the case and who has agreed to making this referral.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Agency and Designation/ Title** | **Contact Details (address, telephone number and email address)** |
|  |  |  |

|  |  |
| --- | --- |
| **Date of Referral to Safeguarding Children Partnership** |  |

**Section 1: The Child and Family**

**1.1 Child’s Details**

|  |  |
| --- | --- |
| **Name of Child:** |  |
| **Date of Birth:** |  |
| **Home Address:** |  |
| **Gender:** |  |
| **Ethnic Origin:** |  |
| **Faith/Religion:** |  |
| **Disability – please specify any diagnosis or what additional needs the child has** |  |
| **Does the child have any special educational needs (SEND) and/or a Education, Health, Care Plan? If yes please state what the additional educational needs are?** |  |
| **Is the child in Education, Employment or Training – please state which one or state not in education, employment, or training?** |  |
| **What education or early years provision was the child attending at the time of the incident?**  **Address if possible:** |  |
| **First Language:** |  |
| **Is the child/young person a child in care?** |  |
| **Is the child/young person subject to a Child Protection Plan or has been previously?**  **Is the child/young person on a pre-birth plan at the time of the incident or previously?**  **Is the child/young person on a child in need plan at the time of the incident or previously?**  **If yes, who is the Lead Practitioner?** |  |
| **Legal Status of child:** |  |
| **Is this an unaccompanied asylum-seeking child?** |  |
| **Reason for referral – please choose one:** | Death  Serious Harm:   * Abuse * Neglect * Other   Enter details for ‘Other’: |
| **Date of Serious Incident (if applicable):**  (If there is no one date, this should be date of the event that triggered the notification) |  |
| **Date of Death (if applicable):** |  |
| **Address/Location of Incident:** |  |
| **Where was the child staying at the time of the incident?**  **Address at time of incident if possible:** |  |
| **Provide the name(s) of the parent(s)/guardian(s) who had the main parental responsibility for the child at the time of incident and their relationship to child:** |  |
| **Is this case known to be the subject of a Criminal Investigation?**  **If yes, who is the Lead Investigator?** |  |
| **Is this case known to be the subject of a Coroner’s Inquiry?**  **If yes, who is the key contact?** |  |

**1.2 Details of Family Members and any Significant Others**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address** | **Relationship to Child** | **Date of Birth** | **Legal Status** | **Ethnic Origin/First Language** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Disability – please specify any diagnosis or what additional needs that any family member has. This would include any special educational needs (SEND) and/or an Education, Health and Care Plan and the reasons for this.** |
|  |

|  |
| --- |
| **What action has been undertaken to safeguard and protect the child subject of this referral and any other children/young people?** |
|  |

**1.3 Other agencies known to be involved with the child and family**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency** | **Contact Details (address, telephone number and email address)** | **Reason for Involvement** | **Current (Yes/No)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 2: Case Background**

***Please note:*** *The information you provide will be used to help establish whether the case meets the criteria for a Child Safeguarding Practice Review, or other type of learning review.*

|  |
| --- |
| **Please provide a brief outline of the child and family circumstances and the incident that triggered this referral.**  Include details of:   * when and where the incident took place * the event leading up to the incident * the names of the people involved, including any staff members * why the incident happened * any other details that you think are important |
|  |

|  |
| --- |
| **Please outline why you are making this referral.** |
|  |

**Please use the chronology table below to outline any events leading up to the incident – (*Note: THIS SHOULD BE KEY EVENTS AND NOT A DETAILED CHRONOLOGY*)**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Event** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Please add any additional information you think may be relevant and may assist decision-making.** |
|  |

|  |
| --- |
| **Please send your completed form to:**  [safeguardingboards@newcastle.gov.uk](mailto:safeguardingboards@newcastle.gov.uk) /  [SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK](file:///\\\\ad\\dfs\\home\\home2\\84430\\My%20Documents\\NSCP\\safeguardingboards@newcastle.gov.uk) |

[A group of people with a child

Description automatically generated](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gatesheadsafeguarding.org.uk%2F&data=05%7C01%7Cannaharrisoncwl%40gateshead.gov.uk%7C1863fe60fa6c4eb40ae508db18e485a5%7C09fbb97943174d219cb6e58811169cd8%7C0%7C0%7C638131141988738346%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4BbafX%2FA9t2ROonmi6bc4eBsEEPGHAlB4hjbPw52ijw%3D&reserved=0)**A child's silhouettes and text

Description automatically generated with medium confidence**

## FORM B:

**Initial Case Review Group Meeting Agenda**

**Date**:

**Venue:**

| **No** | **Agenda Item** | **Lead** | **Enc** |
| --- | --- | --- | --- |
| **1.** | **Introductions and Apologies** | Safeguarding Partnership Business Manager |  |
| **2.** | **Purpose of Initial CRG Meeting**   * Discussion regarding referral to GSCP / NSCP | Insert name of Case Review Group Chair |  |
| **3.** | **Update on the child and their family**   * Pen picture of the child/children * Pen picture of other key family members * Where are the children now and are they safe? * What contact has happened with the family? | Insert details of 3 Statutory Agency Leads |  |
| **4.** | **Identification of Parallel processes**   * Child protection enquiry * Care proceedings * Criminal proceedings * Post-mortem * Coronial process * Child death review process * Cross boundary issues * Alternative statutory review e.g., Safeguarding Adult Review/Domestic Homicide review etc | * CSC/Police * CSC * Police * Police * Police * ICB/CSC * ALL * ALL |  |
| **5.** | **Discussion regarding Recommendation for Notification to National Panel – (DCS, CSC)**   * Information that supports the determination – Notification Of Serious Incident Information For DCS Decision Making **(**[**FORM C**](#_FORM_C:)**)** * Agree the draft notification to the National Panel * Consider whether relevant family members should be notified of a notification to the National Panel or contact deferred, and who is lead for family engagement (particularly relevant if criminal investigations are underway). * Identification of key organisations for Initial Scoping Information and involvement in a Rapid Review * Identification of core questions or Key Lines of Enquiry for all organisations for an Initial Rapid Review meeting **(**[**FORM D**](#_FORM_D:)**)** * Agree timetable for Rapid Review |  |  |
| **6.** | **Next steps** |  |  |
| **7.** | **Any Other Business** |  |  |

[A group of people with a child

Description automatically generated](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gatesheadsafeguarding.org.uk%2F&data=05%7C01%7Cannaharrisoncwl%40gateshead.gov.uk%7C1863fe60fa6c4eb40ae508db18e485a5%7C09fbb97943174d219cb6e58811169cd8%7C0%7C0%7C638131141988738346%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4BbafX%2FA9t2ROonmi6bc4eBsEEPGHAlB4hjbPw52ijw%3D&reserved=0)**A child's silhouettes and text

Description automatically generated with medium confidence**

## FORM C:

**Notification of Serious Incident Information for DCS Decision Making**

Section 1.0 Initial Case Review Group Meeting:

|  |  |
| --- | --- |
| Date Meeting held |  |
| Time of Meeting |  |
| Venue of Meeting |  |

Section 1.1 Attendees at Initial Case Review Group Meeting:

|  |  |
| --- | --- |
| **Name** | **Agency/Organisation** |
| *Insert names and initials* | Local Authority, Children’s Social Care |
|  | Northumbria Police |
|  | North East and North Cumbria Integrated Care Board |
|  | Safeguarding Children Partnership Business Manager |

**Section 3: Child and Family Information:**

|  |  |
| --- | --- |
| **Name** |  |
| **DOB** |  |
| **Age** |  |
| **Did this child have a disability?** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **First Language** |  |
| **Legal status** |  |
| **Has the child been on child protection plan and details of current status?** |  |
| **Parent/Guardian information** |  |
| **Others Relevant People Identified** |  |
| **Address** |  |
| **Education or early years provision they were attending** |  |
| **Was the child known to any agencies?** |  |
| **Agency details** |  |

**Section 2 About the Incident:**

|  |  |
| --- | --- |
| Date of incident  (If there is no one date, this should be date of the event that triggered the notification) |  |
| Local Authority where the incident took place |  |
| Responsible Local Authority  (If this is different from the notifying local authority because the child is looked after by that authority, or normally lives in their area) |  |
| Number of children involved |  |
| Has any child died as a result of the incident |  |
| What are the characteristics of the incident? |  |
| **Update on the child and their family - outline known information regarding any relevant information on lead up to and date of incident (including initial analysis of multi-agency working):** | |
| **Outline multi agency actions that have been taken subsequently:** | |
| **Identification of Parallel Processes:** | |
| **Should family members be notified if a notification to the National Panel is made or contact deferred, and who is nominated lead for family engagement (particularly relevant if criminal investigations are underway).** | |
| **List organisations required for Initial Scoping Information and involvement in Rapid Review:** | |
| **What is the agreed Timeframe for information relating to the case and list of core questions identified to form Key Lines of Enquiry for all and/or specific organisations:** | |
| **Draft Rapid Review Form Completed. YES/NO** | |

**Section 4: Analysis and Decision Making:**

|  |  |
| --- | --- |
| **Is the criteria to make a SCSI Notification met?** |  |
| **Rationale for the recommendation to the DCS** |  |
| **Is this recommendation unanimous?** |  |
| **Is there any disagreement to this recommendation? Any disagreement must be specific with the details of each attendees’ view of the recommendation and their rationale.** |  |
| **Completed Draft Notification Attached** | **YES/NO** |

**Section 5: DCS Decision Making:**

|  |  |
| --- | --- |
| **Does the DCS agree with the recommendation?** |  |
| **If the DCS does not agree with the recommendation the DCS’s rationale should be recorded here (*including any additional discussions with Executive Leads and outcomes)*** |  |
| **Date of DCS decision** |  |

[A group of people with a child

Description automatically generated](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gatesheadsafeguarding.org.uk%2F&data=05%7C01%7Cannaharrisoncwl%40gateshead.gov.uk%7C1863fe60fa6c4eb40ae508db18e485a5%7C09fbb97943174d219cb6e58811169cd8%7C0%7C0%7C638131141988738346%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4BbafX%2FA9t2ROonmi6bc4eBsEEPGHAlB4hjbPw52ijw%3D&reserved=0)**A child's silhouettes and text

Description automatically generated with medium confidence**

## FORM D:

**Accompanying Letter to Organisations**

**Rapid Review Information Sharing and Scoping Report**

**SENSITIVE/RESTRICTED DOCUMENT WHEN COMPLETED**

**Must Not be Shared Further without written agreement of SCP Business Unit**

***INSERT DATE***

Dear Colleague,

**RE:** **Request for Rapid Review Information Sharing and Scoping Report**

[Working Together (2023)](https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf) provides clear direction and criteria about when child safeguarding practice reviews should be conducted.

In line with these procedures and our Safeguarding Children Partnership procedures, the Local Authority has notified the National Review Panel of a case that meets the criteria to be notified to the National Review Panel as a serious incident.

The Safeguarding Partners representatives of the Case Review Group (CRG) have met and undertaken initial scoping and commenced the 15-day rapid review process in relation to the case subject of notification.

Our Rapid Review Procedure can be accessed via the below hyperlink:

Insert hyperlink to procedure on website

The Rapid Review is held to gather the facts of the case, identify any further action needed to safeguard any children, consider if there is the potential to identify any learning and decide what next steps are needed including if a child safeguarding practice review is needed.

To inform an initial Rapid Review Meeting, it important to gather the key facts about the case and determine the extent of agency involvement with the child/children and family. This will help the statutory safeguarding partners to decide whether to progress a formal child safeguarding practice review and to determine the most appropriate method to disseminate any learning from this case.

We are required to hold the initial Rapid Review Meeting and agree the way forward within **15 working days** of becoming aware of the incident. The attached initial scoping and information sharing form must be returned to us **within 5 working days of receipt** (insert deadline for return).

The report template sets out how and when you are required to submit your report and contains guidance to support you in preparing for the initial Rapid Review meeting. It is important to reflect on why events may have happened, strength of practice, areas for development, and, to understand the perspective of the practitioners involved with the child/children and family when preparing your report. Your report should be concise to support the production of a focussed report to be shared with the National Panel. Please do not attach additional documentation, all relevant information must be included in the template and this must include information about the child and all relevant individual’s characteristics such as gender, ethnicity, and disability etc.

Your agency report should determine the level of involvement with the child and family and provide an overview of any key significant events and the dates of involvement. Organisations should also report on any areas of multi-agency practice that may highlight future learning either because it worked well or because it caused concern

In addition, you are asked to consider taking the following action:

* Ensure no further updates are made to any records or files that you have in relation to this child and any family members who are set out in the template
* Complete the attached report template in relation to all relevant family members you have worked with and return it as set out in the attached letter. This should include identification of any parallel process you are also undertaking such as criminal investigation or internal single agency review processes
* Inform any practitioners that have worked with the family that a Rapid Review meeting is being held and offer any necessary support to them

You will be informed about the outcome of the Rapid Review as soon as is possible.

We would like to thank you in advance for your cooperation and support in this matter. If you have any questions regarding this letter or the report, please contact XXXXXXX on [safeguardingboards@newcastle.gov.uk](mailto:safeguardingboards@newcastle.gov.uk) / [SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK](mailto:SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK)

Regards

Statutory Executive Leads for Gateshead / Newcastle Safeguarding Children Partnership

[A group of people with a child

Description automatically generated](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gatesheadsafeguarding.org.uk%2F&data=05%7C01%7Cannaharrisoncwl%40gateshead.gov.uk%7C1863fe60fa6c4eb40ae508db18e485a5%7C09fbb97943174d219cb6e58811169cd8%7C0%7C0%7C638131141988738346%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4BbafX%2FA9t2ROonmi6bc4eBsEEPGHAlB4hjbPw52ijw%3D&reserved=0)**A child's silhouettes and text

Description automatically generated with medium confidence**

**Rapid Review Information Sharing and Scoping Report**

**SENSITIVE/RESTRICTED DOCUMENT WHEN COMPLETED**

**Must Not be Shared Further without written agreement of SCP Business Unit**

* Guidance to assist in completion of this report template is contained within this report template. If you have not been involved with the child/children or family, please confirm that by email to the address below
* Please return your form to - [SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK](file:///\\ad\dfs\home\home2\84430\My%20Documents\NSCP\safeguardingboards@newcastle.gov.uk) / [safeguardingboards@newcastle.gov.uk](mailto:safeguardingboards@newcastle.gov.uk)

**Section 1. Contact details of individual / agency completing this form:**

|  |  |  |
| --- | --- | --- |
| **NAME** | **AGENCY & DESIGNATION/TITLE** | **CONTACT DETAILS – Telephone number and e-mail address** |
|  |  |  |

**Section 2. Background Information *(This is completed before this form is sent out by the Business Unit)***

|  |
| --- |
| **Summary of Case:** |
| WILL BE COMPLETED BY BUSINESS UNIT PRIOR TO DISSEMINATION |

|  |
| --- |
| **Relevant time period for Rapid Review:** *(Good practice suggests that the time period examined should be limited. However, please include any significant information from outside this time period if it may be relevant e.g., any previous child protection plans, if parents no longer care for one of their children etc)* |
| TO BE AGREED BY THE RELEVANT CASE REVIEW GROUP PRIOR TO CIRCULATION |

**Section 3: Details of the Child’s Family**

*This should be completed BEFORE the form is sent out.*

**All agencies are asked to check whether the details below match information held on their systems. Please advise of any anomalies and where there is missing information around issues such as gender, race etc please complete this for the child and all relevant family**

|  |  |
| --- | --- |
| **SUBJECT CHILD:**  **Also known as:**  **National health number:** | *As much detail as possible should be included by the Partnership Support prior to circulation and agencies are asked to check all information is correct and add any information that is missing that they have* |
| **D.O.B:** |  |
| **D.O.D:** |  |
| **Home Address:**  **Previous addresses:** |  |
| **Ethnicity** |  |
| **Gender** |  |
| **Language** |  |
| **Disability including any diagnosis or what additional needs the child has** |  |
| **Does the child have any special educational needs (SEND) and/or a Education, Health, Care Plan? If yes please state what the additional educational needs are?** |  |
| **Is the child in Education, Employment or Training – please state which one or state not in education, employment, or training?** |  |

|  |  |
| --- | --- |
| **MOTHER:**  **Also known as:** |  |
| **D.O.B:** |  |
| **Home address:**  **Previous addresses:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or what additional needs** |  |

|  |  |
| --- | --- |
| **FATHER:**  **Also known as:** |  |
| **D.O.B:** |  |
| **Home address:**  **Previous addresses:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs** |  |

|  |  |
| --- | --- |
| **SIBLINGS:**  **Also known as:** |  |
| **D.O.B:** |  |
| **Home address:**  **Previous addresses:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs the child has** |  |
| **Does the child have any special educational needs (SEND) and/or a Education, Health, Care Plan? If yes please state what the additional educational needs are?** |  |
| **Is the child in Education, Employment or Training – please state which one or state not in education, employment, or training?** |  |

|  |  |
| --- | --- |
| **SIBLINGS:**  **Also known as:** |  |
| **D.O.B:** |  |
| **Home address:**  **Previous addresses:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs the child has** |  |
| **Does the child have any special educational needs (SEND) and/or a Education, Health, Care Plan? If yes please state what the additional educational needs are?** |  |
| **Is the child in Education, Employment or Training – please state which one or state not in education, employment, or training?** |  |

|  |  |
| --- | --- |
| **SIBLINGS:**  **Also known as:** |  |
| **D.O.B:** |  |
| **Home address:**  **Previous addresses:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs the child has** |  |
| **Does the child have any special educational needs (SEND) and/or a Education, Health, Care Plan? If yes please state what the additional educational needs are?** |  |
| **Is the child in Education, Employment or Training – please state which one or state not in education, employment, or training?** |  |

|  |  |
| --- | --- |
| **SIGNIFICANT ADULTS / OTHERS:** |  |
| **Home address:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
|  |  |
|  |  |
| **SIGNIFICANT ADULTS / OTHERS:** |  |
| **Home address:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs** |  |
|  |  |
| **SIGNIFICANT ADULTS / OTHERS:** |  |
| **Home address:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs** |  |

**Section 4 – Key Lines of Enquiry/Case Specific and/or Organisation Specific Questions:**

|  |
| --- |
| **4.1** |
|  |
| **4.2** |
|  |
| **4.3** |
|  |
| **4.4** |
|  |
| **4.5** |
|  |

**Section 5: Organisation Information and Involvement**

|  |
| --- |
| * 1. **Provide a summary of your organisation’s involvement with the child/children AND any other key individuals listed in the family details or wider family.** |
|  |
| **5.2 Please provide a chronology of key significant events, actions and**  **outcomes relating to the time frame identified.** |
|  |
| * 1. **Brief analysis of individual or / and agency practice.** |
|  |
| * 1. **Please identify any areas of good practice, areas for development and potential learning** |
|  |
| * 1. **Are you aware of the involvement of any other agencies? If yes, please give details.** |
|  |
| * 1. **Please include any further relevant information that you wish to share with the Rapid Review Meeting.** |
|  |

**Section 6: Submission of this Form**

**Please send your completed form to** [SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK](mailto:safeguardingboards@newcastle.gov.uk) / [safeguardingboards@newcastle.gov.uk](mailto:safeguardingboards@newcastle.gov.uk)

**A multi-agency Rapid Review Meeting will be undertaken, and you will be informed of the outcome.**

[A group of people with a child

Description automatically generated](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gatesheadsafeguarding.org.uk%2F&data=05%7C01%7Cannaharrisoncwl%40gateshead.gov.uk%7C1863fe60fa6c4eb40ae508db18e485a5%7C09fbb97943174d219cb6e58811169cd8%7C0%7C0%7C638131141988738346%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4BbafX%2FA9t2ROonmi6bc4eBsEEPGHAlB4hjbPw52ijw%3D&reserved=0)**A child's silhouettes and text

Description automatically generated with medium confidence**

## FORM E

**Accompanying Letter to Organisations**

**Rapid Review Meeting Information Pack – Combined Agency**

**SENSITIVE/RESTRICTED DOCUMENT WHEN COMPLETED**

**Must Not be Shared Further without written agreement of SCP Business Unit**

Dear Colleague,

RE: Insert child’s name and identifier that child is known as for the purposes of this review

Please find enclosed the reports for the Rapid Review meeting for the above-named child. I can confirm that the meeting will take place on XXXXXXXX and you are attending in your role as a co-opted member of the Safeguarding Children Partnership Local Case Review Group.

The Rapid Review is held to gather the facts of the case, identify any further action needed to safeguard any children, consider if there is the potential to identify any learning and decide what next steps are needed including if a child safeguarding practice review is needed. For further information our Rapid Review Procedure can be accessed via the below hyperlink:

Insert hyperlink to procedure on website

I would like to thank you in advance for your cooperation and support in this matter. If you have any questions regarding this letter or the reports, please contact the Business Unit

[SafeguardingBoardsBusinessUnit@Gateshead.Gov.UK](file:///\\ad\dfs\home\home2\84430\My%20Documents\NSCP\safeguardingboards@newcastle.gov.uk)/ [safeguardingboards@newcastle.gov.uk](mailto:safeguardingboards@newcastle.gov.uk)

Regards

Insert signature

XXXXX

**Case Review Group Chair**

[A group of people with a child

Description automatically generated](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gatesheadsafeguarding.org.uk%2F&data=05%7C01%7Cannaharrisoncwl%40gateshead.gov.uk%7C1863fe60fa6c4eb40ae508db18e485a5%7C09fbb97943174d219cb6e58811169cd8%7C0%7C0%7C638131141988738346%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4BbafX%2FA9t2ROonmi6bc4eBsEEPGHAlB4hjbPw52ijw%3D&reserved=0)**A child's silhouettes and text

Description automatically generated with medium confidence**

## FORM F

**RAPID REVIEW MEETING AGENDA**

**Date**:

**Venue:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Agenda Item** | **Lead** | **Enc** |
| **1.** | **Introductions and Apologies** |  |  |
| **2.** | **Purpose of Rapid Review Meeting**   * Discussion regarding Referral, Notification to National Panel |  |  |
| **3.** | **Update on Parallel processes** *(edit as required)*   * Child protection enquiry * Care proceedings * Criminal proceedings * Post-mortem * Coronial process * Child death review process * Cross boundary issues * Alternative statutory review e.g., Safeguarding Adult Review/Domestic Homicide review etc |  |  |
| **4.** | **Completion of the Rapid Review Template** |  |  |
| **5.** | **Recommendations to Executive Leads** |  |  |
| **6.** | **Next steps** |  |  |
| **7.** | **Any Other Business** |  |  |

[A group of people with a child

Description automatically generated](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gatesheadsafeguarding.org.uk%2F&data=05%7C01%7Cannaharrisoncwl%40gateshead.gov.uk%7C1863fe60fa6c4eb40ae508db18e485a5%7C09fbb97943174d219cb6e58811169cd8%7C0%7C0%7C638131141988738346%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4BbafX%2FA9t2ROonmi6bc4eBsEEPGHAlB4hjbPw52ijw%3D&reserved=0)**A child's silhouettes and text

Description automatically generated with medium confidence**

## FORM G

Rapid Review Meeting Record

Purpose of the Rapid Review

In accordance with Working Together 2023, the purpose of the Rapid Review is to enable

safeguarding partners to:

* Gather the facts about the case, as far as can be readily established.
* Discuss whether there is any immediate action needed to ensure children’s safety and share any learning appropriately.
* Consider the potential for identifying improvements to safeguard and promote the welfare of children.
* Decide what steps to take next, including whether to undertake a child safeguarding practice review.

Background Information

Name of Child: INSERT PSEUDONYM

Date of Rapid Review

List of Participants in the Rapid Review:

*(To be quorate at least one representative from each of the safeguarding partners needs to be present – i.e., a representative from the CCG, Police and Local Authority)*

|  |  |
| --- | --- |
| **Name** | **Agency/Organisation** |
|  | Local Authority, Children’s Social Care |
| *Insert names and initials* | Northumbria Police |
|  | Newcastle Gateshead Integrated Care Board |
|  |  |
|  |  |
|  |  |

**Also Attended:**

|  |  |
| --- | --- |
| **Name** | **Agency/Organisation** |
|  |  |
|  |  |

**Invited but not Present:**

|  |  |
| --- | --- |
| **Name** | **Agency/Organisation** |
|  |  |
|  |  |
|  |  |

Section One – Child and Family Details

* 1. **Details of Family Members and Significant Others:**

|  |  |
| --- | --- |
| **SUBJECT CHILD:**  **Also known as:**  **National health number:** | *As much detail as possible should be included by the Partnership Support prior to circulation and agencies are asked to check all information is correct and add any information that is missing that they have* |
| **D.O.B:** |  |
| **D.O.D:** |  |
| **Home Address:**  **Previous addresses:** |  |
| **Ethnicity** |  |
| **Gender** |  |
| **Language** |  |
| **Disability including any diagnosis or what additional needs the child has** |  |
| **Does the child have any special educational needs (SEND) and/or a Education, Health, Care Plan? If yes please state what the additional educational needs are?** |  |
| **Is the child in Education, Employment or Training – please state which one or state not in education, employment, or training?** |  |

|  |  |
| --- | --- |
| **MOTHER:**  **Also known as:** |  |
| **D.O.B:** |  |
| **Home address:**  **Previous addresses:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or what additional needs** |  |

|  |  |
| --- | --- |
| **FATHER:**  **Also known as:** |  |
| **D.O.B:** |  |
| **Home address:**  **Previous addresses:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs** |  |

|  |  |
| --- | --- |
| **SIBLINGS:**  **Also known as:** |  |
| **D.O.B:** |  |
| **Home address:**  **Previous addresses:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs the child has** |  |
| **Does the child have any special educational needs (SEND) and/or a Education, Health, Care Plan? If yes please state what the additional educational needs are?** |  |
| **Is the child in Education, Employment or Training – please state which one or state not in education, employment, or training?** |  |

|  |  |
| --- | --- |
| **SIBLINGS:**  **Also known as:** |  |
| **D.O.B:** |  |
| **Home address:**  **Previous addresses:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs the child has** |  |
| **Does the child have any special educational needs (SEND) and/or a Education, Health, Care Plan? If yes please state what the additional educational needs are?** |  |
| **Is the child in Education, Employment or Training – please state which one or state not in education, employment, or training?** |  |

|  |  |
| --- | --- |
| **SIBLINGS:**  **Also known as:** |  |
| **D.O.B:** |  |
| **Home address:**  **Previous addresses:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs the child has** |  |
| **Does the child have any special educational needs (SEND) and/or a Education, Health, Care Plan? If yes please state what the additional educational needs are?** |  |
| **Is the child in Education, Employment or Training – please state which one or state not in education, employment, or training?** |  |

|  |  |
| --- | --- |
| **SIGNIFICANT ADULTS / OTHERS:** |  |
| **Home address:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
|  |  |
|  |  |
| **SIGNIFICANT ADULTS / OTHERS:** |  |
| **Home address:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs** |  |
|  |  |
| **SIGNIFICANT ADULTS / OTHERS:** |  |
| **Home address:** |  |
| **Gender** |  |
| **Ethnicity** |  |
| **Language** |  |
| **Disability including any diagnosis or additional needs** |  |

Section Two – Case Details

**2.1 Communication with the Child/Parent/Carers:**

|  |  |  |
| --- | --- | --- |
| Have the child/parents/carers been informed of the notification to the Child Safeguarding Review National Panel and this will result in a rapid review? | **Yes** | **No** |
| If yes, by whom, when and to what extent? |  | |
| If no, what is the reason for not informing child/parents/carers? |  | |
| Is there a requirement to seek information at this point from child/parents/carers? |  | |
| Is there any relevant information that the child/parents/carers have requested to be included? |  | |

**2.2 Agencies known to be involved with the Case:**

|  |  |
| --- | --- |
| Child’s GP’s Name |  |
| Practice Name |  |
| Parent/Carer GP’s Name |  |
| Practice Name |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gateshead / Newcastle Council Children’s Social Care |  | Gateshead / Newcastle Council Early Help Service | |  |
| Northumbria Police |  | Education (school/college/nursery)  *\*Please detail below* | |  |
| Add Other Key Services |  | Gateshead / Newcastle Council Youth Justice Service | |  |
| Add Other Key Services |  | Probation | |  |
| Add Other Key Services |  | Add Other Key Services | |  |
| Other (please specify): | | Other (please specify): | | |
|  | | |  | |

**2.3 Characteristics of Case:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Domestic Abuse |  | Alcohol Abuse |  | Drug Abuse |  |
| Parental mental health |  | Child’s Mental Health |  | Non-accidental head injury |  |
| Sexual abuse |  | Parent in care |  | Parent is care leaver |  |
| More than one child abused |  | Child of teenage pregnancy |  | Serious illness |  |
| Emotional abuse |  | Recent neglect |  | Long standing neglect |  |
| Physical abuse |  | Exploitation |  | Non-Accidental Injury |  |
| Contextual safeguarding |  | Fabricated illness |  | Learning disabilities |  |
| Cultural aspects |  | First language |  | Diversity aspects |  |

**2.4 Incident:**

|  |  |  |
| --- | --- | --- |
| Is abuse or neglect known or suspected | **Yes** | **No** |
| Has the child died or been seriously harmed | **Yes** | **No** |

**2.5 Case Summary:**

|  |
| --- |
| **Documentation available to the Rapid Review:** |
| The Rapid Review considered information from the following to inform their decision making: |
| **Brief Outline of Circumstances:** |
| **KEY INFORMATION OF RELEVANCE:**  **Presenting Concern:**  **Current Position:**  **Professional Involvement with the Family:**  **Relevant Information Identified Post Presenting Concern:** |

**2.6 - Rapid Review Discussion, Case Analysis, Identification of Strengths, and Areas for Development**

|  |
| --- |
| **Record of Rapid Review discussion and case analysis against the criteria for statutory review processes.** |
| *To include following:*  **The learning from the case and what can be done to improve practice, including learning that has already been identified and progressed**  **Single agency learning**  **Multi-agency learning**  **The process and effectiveness of the Rapid Review Process**  **Recommendations already implemented and acted on**  **Recommendations that are to be acted on**  **Quality Assurance and measuring the impact of the learning on practice** |

Section Three – Case Details

**3.1 - Learning Review Criteria:**

|  |  |
| --- | --- |
| **i National Safeguarding Practice Review**  **a child suffers a serious injury or death, and abuse or neglect is known or suspected, and** | |
| the case highlights or may highlight on a national level improvement needed to safeguard and promote the welfare of children, including where those improvements have been previously identified |  |
| the case raises or may raise issues requiring legislative change or changes to guidance issued under or further to any enactment |  |
| the case highlights or may highlight recurrent themes on a national level in the safeguarding and promotion of the welfare of children |  |

|  |  |
| --- | --- |
| **ii Local Safeguarding Practice Review**  **a child suffers a serious injury or death, and abuse or neglect is known or suspected, and** | |
| the case highlights or may highlight improvements needed on a local level to safeguard and promote the welfare of children, including where those improvements have been previously identified |  |
| the case highlights or may highlight recurrent themes on a local level in the safeguarding and promotion of the welfare of children |  |
| the case highlights or may highlight concerns regarding two or more agencies working together effectively to safeguard and promote the welfare of children |  |
| the case has been considered by the Child Safeguarding Practice Review Panel and they have concluded that a local review may be more appropriate |  |

|  |  |
| --- | --- |
| **iii Multi-agency Learning Review recommended if any criteria below met** | |
| Has the child, or is the child likely to, have sustained serious and permanent impairment of their health or development as a result of abuse or neglect? |  |
| Has the child been subject to a Team around the Family (TAF) Plan or Child in Need (CIN) Plan or Child Protection (CP) Plan or is a Child in Care and there is cause for concern as to the way services have worked together to protect them? |  |
| Has a child committed a serious physical or sexual assault against another child or an adult? |  |
| Has the child been a victim of a serious physical or sexual assault, including organised sexual abuse, grooming, or trafficking? |  |
| Is it likely that a review will elicit learning to improve multi-agency arrangements to safeguard and promote the welfare of children and young people |  |

|  |  |
| --- | --- |
| **iv Single/Dual agency Review recommended if any criteria below met** | |
| Has a child been abused or neglected within an institutional setting, e.g., school, nursery, Young Offenders Institution, children’s home, foster care etc.? |  |
| Has a coroner’s inquest highlighted new issues with the child’s death that warrant further consideration? |  |
| Has a parent/carer been murdered, and they have caring responsibilities for a child under 18? |  |
| Is it likely that a review will elicit learning to improve an agency’s arrangements to safeguard and promote the welfare of children and young people |  |

|  |  |
| --- | --- |
| **v No Review required but any local learning will be identified** | |
| None of the criteria in any of the above has been met |  |

**3.2 - Recommendation and Rationale:**

|  |
| --- |
| Recommendation and Rationale: |
| Date |

|  |
| --- |
| **CASE REVIEW GROUP** |
| Rapid reviews for the Safeguarding Children Partnership (SCP) are undertaken by the SCP Case Review Group (CRG). The CRG includes representation from the three statutory partners; SCP Business Manager and is supported by Business Admin Support. All review decisions are approved by the SCP Executive Leads and scrutinised and assured by the SCP Independent Scrutineer. |

Section Four – Executive Group Review

|  |
| --- |
| Recommendation agreed by the three SCP Safeguarding Partners,   * Director of Children’s Services – Gateshead Council / Newcastle City Council * Director of Nursing (North), North East & North Cumbria Integrated Care Board * D/Chief Superintendent Safeguarding – Northumbria Police |
| Insert signatures  Date: |

|  |
| --- |
| Recommendation supported by the SCP Independent Scrutineer |
| Insert signature  Date: |

[A group of people with a child

Description automatically generated](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gatesheadsafeguarding.org.uk%2F&data=05%7C01%7Cannaharrisoncwl%40gateshead.gov.uk%7C1863fe60fa6c4eb40ae508db18e485a5%7C09fbb97943174d219cb6e58811169cd8%7C0%7C0%7C638131141988738346%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4BbafX%2FA9t2ROonmi6bc4eBsEEPGHAlB4hjbPw52ijw%3D&reserved=0)**A child's silhouettes and text

Description automatically generated with medium confidence**

## FORM H:

Case Review Group - Response from National Panel Agenda

**Date**:

**Venue:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Agenda Item** | **Lead** | **Enc** |
| **1.** | **Introductions and Apologies** |  |  |
| **2.** | **Feedback from the Safeguarding Child Review National Panel** |  |  |
| **3.** | **Response to the Safeguarding Child Review National Panel**   * Identification of learning requirements * Recommendations to Executive and Joint Case Review Group to progress including family engagement – Complete the Response From National Panel Meeting Template ([Form I](#_FORM_I:)) |  |  |
| **4.** | **Update on Parallel processes**     * Child protection enquiry * Care proceedings * Criminal proceedings * Post-mortem * Coronial process * Child death review process |  |  |
| **5.** | **Next Steps** |  |  |
| **6.** | **Any Other Business** |  |  |

[A group of people with a child

Description automatically generated](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gatesheadsafeguarding.org.uk%2F&data=05%7C01%7Cannaharrisoncwl%40gateshead.gov.uk%7C1863fe60fa6c4eb40ae508db18e485a5%7C09fbb97943174d219cb6e58811169cd8%7C0%7C0%7C638131141988738346%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4BbafX%2FA9t2ROonmi6bc4eBsEEPGHAlB4hjbPw52ijw%3D&reserved=0)**A child's silhouettes and text

Description automatically generated with medium confidence**

## FORM I:

Case Review Group - Response from National Panel Meeting

|  |  |
| --- | --- |
| **Child and Family Information** | |
| **Name of child** |  |
| **Identifier for the child** |  |

Section 1.0 Response from the National Panel Feedback Meeting

|  |  |
| --- | --- |
| Date Meeting held |  |
| Time of Meeting |  |
| Venue of Meeting |  |

Section 1.1 Attendees at Meeting:

|  |  |
| --- | --- |
| **Name** | **Agency/Organisation** |
| *Insert names* | Local Authority, Children’s Social Care |
|  | Northumbria Police |
|  | Newcastle Gateshead Integrated Care Board |
|  | Safeguarding Partnership Business Manager |

|  |  |
| --- | --- |
| **Section 2. National Panel Views on Rapid Review** | |
| **Did the National Panel agree with the Rapid Review decision?** |  |
| **If yes, what was the feedback on the quality of the Rapid Review?** | |
|  | |
| **If the Panel did not agree with the Rapid Review decision detail their opinion and the rationale for this view** | |
|  | |
| **Detail any actions that have been taken on behalf of the SCP to respond to the National Panel feedback where appropriate.** | |
|  | |
| **Detail what action the SCP needs to take now?** | |
|  | |

|  |  |
| --- | --- |
| **Is there any disagreement to this recommendation? Any disagreement must be specific with the details of each attendees’ view of the recommendation and their rationale.** |  |

|  |  |
| --- | --- |
| **Do the Executive Leads and the Independent Scrutineer (?) agree with the recommendation from the Case Review Group?** |  |
| **If any of the Executive Leads or the Independent Scrutineer (?) do not agree with the recommendation the rationale should be recorded here** |  |
| **Date of final decision** |  |

# PART FIVE: Glossary of Abbreviations

|  |  |  |
| --- | --- | --- |
| **C** | |  |
| CRG | | Case Review Group |
| CSPR | | Child Safeguarding Practice Review |
| CSPRP | | Child Safeguarding Practice Review Panel |
| **D** | |  |
| DfE | | Department for Education |
| DHR | | Domestic Homicide Review |
| DSL | | Designated Safeguarding Lead (in a single agency) |
| DSP | | Delegated Safeguarding Partner (role on the Safeguarding Children Partnership) |
| **G** | |  |
| GSCP | | Gateshead Safeguarding Children Partnership |
| **J** | |  |
| JCRG | | Joint Case Review Group |
| **L** | |  |
| LCRG | | Local Case Review Group |
| LCSPR | | Local Child Safeguarding Practice Review |
| **M** | |  |
| MAPPA | | Multi Agency Public Protection Arrangement |
| MASA | | Multi-Agency Safeguarding Arrangements |
| MHHR | | Mental Health Homicide Review |
| **N** | |  |
| National Panel | | National Child Safeguarding Review Panel |
| NSCP | | Newcastle Safeguarding Children Partnership |
| **S** | |  |
| SAR | | Safeguarding Adult Review |
| SCP | | Safeguarding Children Partnership |
| SCSI | | Serious Child Safeguarding Incident |
| SIO | | Senior Investigating Officer |
| SIN | | Serious Incident Notification |
| **T** | |  |
| TAF | | Team Around the Family |
| TOR | | Terms Of Reference |
| **Y** |  | |
| YJB | | Youth Justice Board |

1. Working Together to Safeguard Children 2023 (See P.132 para 329) [↑](#footnote-ref-1)
2. *mailbox.nationalreviewpanel@education.gov.uk* [↑](#footnote-ref-2)
3. The Safeguarding Partners are Gateshead Council / Newcastle City Council, Northumbria Police and Newcastle Gateshead Integrated Care Board. [↑](#footnote-ref-3)
4. Child perpetrators may also be the subject of a review, if the definition of ‘serious child safeguarding case’ is met [↑](#footnote-ref-4)