****

**Case Review Process and Guidance**

**Contents**

1. Child Safeguarding Practice Review Panel
2. Local safeguarding partners
3. Serious Child Safeguarding Case notification
4. Local Process for Notification
5. Local safeguarding review
6. Rapid Review
7. Local Procedure for undertaking Rapid Reviews
8. Update to the National Child Safeguarding Practice Review Panel
9. Local Reviews

10.Actions in response to local and national reviews

11.Independent Chair and Scrutiny lead

**Introduction**

This process changes brought about by Working Together to Safeguard Children 2018 guidance represented significant change from previously used processes for undertaking reviews. The guidance sets out the process for national and local reviews. 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 local level with the safeguarding partners which will continue through the BDSCP case Review sub-group. The Child Safeguarding Practice Review Panel operates from 29 June 2018, and will consider all notifications of serious incidents.

The key stages in this process are

1. Serious Child Safeguarding Case notifications
2. Local Safeguarding Review
3. Rapid Review
4. Commissioning a local child safeguarding practice review

**1. Child Safeguarding Practice Review Panel**

The Panel is responsible for identifying and overseeing the review of serious child safeguarding cases which, in its view, raise issues that are complex or of national importance. The Panel must decide whether it is appropriate to commission a national review of a case or cases and will utilise a pool of potential reviewers who can undertake national reviews.

**2. Local safeguarding partners**

Local safeguarding partners must make arrangements to identify and review serious child safeguarding cases which, in their view, raise issues of importance in relation to their area.

A copy of the rapid review should be sent to the Panel who decide on whether it is appropriate to commission a national review of a case or cases. The safeguarding partners are responsible for commissioning and supervising reviewers for local reviews.

**3.Serious Child Safeguarding Case notification**

“Serious Child Safeguarding Cases are those in which:

Abuse or neglect of a child is known or suspected [AND] the child has died or been seriously harmed”

*‘Serious harm’ includes serious or long-term impairment of mental health or intellectual, emotional, social or behavioural development. It should also cover instances of impairment of physical health. This is not an exhaustive list and when making decisions, judgment should be exercised in cases where impairment is likely to be long-term, even if this is not immediately certain.”*

The duty to notify the (National) Children’s Safeguarding Practice Review Panel rests with the Local Authority through Children’s Social Care as per 16C(1) of the Children Act 2004

Where a local authority in England knows or suspects that a child has been abused or neglected, the local authority must notify the Child Safeguarding Practice Review Panel if –

(a) the child dies or is seriously harmed in the local authority’s area, or

(b) while normally resident in the local authority’s area, the child dies or is

seriously harmed outside England.

The **local authority** must report any event that meets the above criteria to the Child Safeguarding Practice Review Panel. They should do so within **five working days** of becoming aware that the incident has occurred.

The local authority should also report the event to Ofsted, Department for Education (DfE), the relevant child death review partners and the relevant safeguarding partners within five working days. Where a looked-after child has died (including cases where abuse or neglect is not known or suspected), the event should also be reported to Ofsted, the safeguarding

partners and the child death review partners.

**4.Local Process for Notification**

Where the police, health or any other partner agency are the first to be aware of the death or serious harm of a child they should notify **Children’s Social Care (CSC) Deputy Director (email is monitored)** and **The Bradford District Safeguarding Children Partnership (BDSCP) Business Unit**. They will also (most likely) need to contact each other as per their normal safeguarding procedures. Notification of a serious incident to the BDSCP Business Unit should be made as soon as possible so that instigation of a Rapid Review process can begin.

**Children’s Social Care**

Where CSC are the first to be aware of the death or serious harm of a child they should contact the BDSCP Business Unit, using the Serious Incident Referral Form and Ofsted using their on-line notification form.

The Local Case Review Panel will comprise representatives from the Integrated Care Board, West Yorkshire Police and the Local Authority; this mirrors the new Safeguarding Children Partnership arrangements. It will be chaired by the BDSCP Case Review Sub-Group Chair. It may be a physical or a virtual meeting.

These partners (Police, Local Authority and ICB) will undertake a scoping of the case and share information, and this will be coordinated by the BDSCP. If necessary any other agency that may hold relevant information will be invited to undertake a similar scoping. The basis for this scoping is to assess if the case meets the definition and specifically around the whether abuse or neglect of a child is known or suspected. It is recognised that information may be limited and not substantiated about the incident and if a Police investigation is on-going there will be limits as to what details can be disclosed. The intention of this scoping is to make an initial assessment based upon the partnership perspective which will be more informed than a single agency perspective. The threshold for a notification is “is known or suspected” which will take into account what information is available.

The chair of the Case Review sub-group will discuss with the 3 partners and make a recommendation to the Strategic Director Children services of the Local Authority.

Details of the case and the decision made to notify the panel will be retained by the BDSCP, along with any rationale.

**5.Local safeguarding review**

When a serious incident becomes known to the safeguarding partners, they must  
consider whether the case meets the criteria for a local review.

When safeguarding partners are deciding when it is appropriate to commission a local review of a case or cases, they must take the following into account:

* 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 which the Child Safeguarding Practice Review Panel have considered  
  and concluded a local review may be more appropriate

Safeguarding partners should also have regard to the following  
circumstances:

* where the safeguarding partners have cause for concern about the 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 clinical commissioning  
  group is involved, including in cases where families have moved around
* where the case may raise issues relating to safeguarding or promoting the  
  welfare of children in institutional settings

The representatives of the Safeguarding partners within the Case review sub-group will undertake this function on behalf of their respective agencies and should ensure that any decisions made are in accordance with their organisations named designated decision maker.

**6.Rapid Review**

The safeguarding partners should promptly undertake a rapid review of the case. The aim of this rapid review is to enable safeguarding partners to:

* Gather the facts about the case, as far as they can be readily established at the time;
* Discuss whether there is any immediate action needed to ensure children’s safety and share any learning appropriately;
* Consider the potential for identifying improvements to safeguard and promote the welfare of children;
* Decide what steps they should take next, including whether or not to undertake a child safeguarding practice review.

The timescales for the rapid review are based upon the Working Together 2018 guidance and any safeguarding partners for the area in which the child is normally resident should decide whether an incident notified to them meets the criteria for an LCSPR. This decision should normally be made within one month of notification of the incident.

As soon as the rapid review is complete, the safeguarding partners should send a copy to the Panel. They should also share with the Panel their decision about whether a local child safeguarding practice review is appropriate, or whether they think the case may raise issues which are complex or of national importance such that a national review may be appropriate.

**7.Local Procedure for undertaking Rapid Reviews**

The BDSCP Business Unit will send out an Information Gathering Tool (Appendix 2) to all partner agencies and any others who are known to have involvement with the case. Partner agencies will be asked to inform the BDSCP Business Unit if they are aware of any other e.g. Third Sector agencies that are or have been also involved with the case so that they may also be able to complete an Information Gathering Tool.

The Information Gathering Tool is intended to gather concise information regarding the agency’s involvement, a brief chronology surrounding the events leading up to the incident and initial thoughts regarding the case’s suitability for a Local or National Children’s Safeguarding Practice Review, a Single Agency Review or a single or multi-agency audit. It would be helpful at this stage for agencies to identify the practitioners involved in this

case in order to make the planning of a Practice Learning Event more efficient should one be required.

Rapid Reviews are intended to provide

* The best provide a robust platform from which to improve practice
* Thoughtful, reflective and good analysis of the case and incident
* Clearly set out next steps
* Clarity about who was involved in the decision-making process.
* Insight from relevant staff across agencies will be crucial to understand what happened and identify wider issues relating to safeguarding children.
* Attempt to explain about why professionals acted as they did and look at professional practice within the organisational context.
* Systems focused and highlight learning in a way that can be embedded consistently and coherently across agencies and the system

**8.Update to the National Child Safeguarding Practice Review Panel**

The following will be sent to the National Child Safeguarding Practice Review Panel, this is our submission of a concise, investigative exercise.

* Rapid Review report and findings
* Decision record of the Local Child Safeguarding Practice Review Panel as to whether a local child safeguarding practice review is appropriate or not
* Whether they think the case may raise issues which are complex or of national importance such that a national review may be appropriate
* As soon as they have determined that a local review will be carried out, they should inform the Panel, Ofsted and DfE, including the name of any reviewer they have commissioned.

On receipt of the information from the rapid review, the Panel must decide whether  
it is appropriate to commission a national review of a case or cases.

The Panel should inform the relevant safeguarding partners promptly following  
receipt of the rapid review, if they consider that:

* a national review is appropriate, setting out the rationale for their decision and next  
  steps
* further information is required to support the Panel’s decision-making (including  
  whether the safeguarding partners have taken a decision as to whether to  
  commission a local review)

If the Panel decides to undertake a national review they should discuss with the  
safeguarding partners the potential scope and methodology of the review and how they  
will engage with them and those involved in the case

**9.Local Reviews**

The safeguarding partners are responsible for commissioning and supervising  
reviewers for local reviews. Reviews will be commissioned by independent and approved authors and will be advertised through the BMDC tendering procedures.

The Case Review sub-group will agree with the reviewer(s) the method by which  
the review should be conducted. 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. All reviews should reflect the child’s perspective and the family context.

The review should be proportionate to the circumstances of the case, focus on  
potential learning, and establish and explain the reasons why the events occurred as they did. The new legislation allows more flexibility in the type of review undertaken but the safeguarding partners should seek to ensure that:

* practitioners are fully involved in reviews and invited to contribute their perspectives without fear of being blamed for actions they took in good faith
* families, including surviving children, are invited to contribute to reviews. This is  
  important for ensuring that the child is at the centre of the process. They should  
  understand how they are going to be involved and their expectations should be  
  managed appropriately and sensitively

The Case Review sub-group will agree the most relevant methodology for the review based upon the circumstances of the case. This will include the more traditional methods of collating and analysing agency information to lessons learned events involving practitioners. Safeguarding partners must ensure that the final report includes:

* a summary of any recommended improvements to be made by persons in the area  
  to safeguard and promote the welfare of children
* an analysis of any systemic or underlying reasons why actions were taken or not in  
  respect of matters covered by the report
* recommendations should be clear on what is required of relevant agencies  
  and others collectively and individually, and by when, and focussed on improving  
  outcomes for children.

The final report will be presented to the BDSCP Partnership Group for comment and sign off prior submission to the National Panel and to the Secretary of State no later than seven working day before the date of publication. Where the safeguarding partners decide only to publish information relating to the improvements to be made following the review, they must also provide a copy of that information to the Panel and the Secretary of State within the same timescale. They should also provide the report, or information about improvements, to Ofsted within the same timescale.

Depending on the nature and complexity of the case, the report should be  
completed and published as soon as possible and no later than six months from the date  
of the decision to initiate a review. Where other proceedings may have an impact on or  
delay publication, for example an on-going criminal investigation, inquest or future  
prosecution, the safeguarding partners should inform the Panel and the Secretary of State  
of the reasons for the delay. Safeguarding partners should also set out for the Panel and  
the Secretary of State the justification for any decision not to publish either the full report  
or information relating to improvements. Safeguarding partners should have regard to any  
comments that the Panel or the Secretary of State may make in respect of publication.

The BSCB has developed a communication strategy for publication and will involve relevant partners and media leads to agree the timeline and agencies that will require briefings, key messages and Q&A and any associated media interviews.

**10.Actions in response to local and national reviews**

The Case Review sub-group will take account of the findings from their own local  
reviews and from all national reviews, with a view to considering how identified  
improvements should be implemented locally, including the way in which organisations  
and agencies work together to safeguard and promote the welfare of children. Learning from reviews will be captured in the form of action plans, either single or multi- agency and oversight and monitoring will be through the Case Review sub-group.

The safeguarding partners should highlight findings from reviews with relevant parties locally and should regularly audit progress on the implementation of recommended  
improvements. Improvement should be sustained through regular monitoring and follow  
up of actions so that the findings from these reviews make a real impact on improving  
outcomes for children.

Within Bradford the BDSCP has developed effective processes to embed learning into practice and learning from reviews should be coordinated through the sub-group structure of BDSCP. This may require changes to safeguarding practice, monitoring of performance and training programmes and awareness raising. The BDSCP will share learning through a number of mediums including newsletter, learning events and training.

The Case review sub-group will progress work with relevant sub-groups and monitor progress to ensure learning is embedded.

**11.Independent Chair and Scrutiny lead**

The changes to procedures as a result of the Working Together 2018 guidance placed the responsibility for reviews with the Safeguarding partners rather than with the BDSCP. The new guidance states the of independent scrutiny is to provide assurance in judging the  
effectiveness of multi-agency arrangements to safeguard and promote the welfare of all  
children in a local area, including arrangements to identify and review serious child  
safeguarding cases.

The independent chair and scrutiny lead will consider the decision making of partners throughout the process, from the decision to notify to the way safeguarding partners take account the findings from their own local reviews and from all national reviews, with a view to considering how identified improvements should be implemented locally, including the way in which organisations and agencies work together to safeguard and promote the welfare of children.

Appendices

**Appendix 1: Serious Incident Process and Case Review Process**

Serious Incident

Notification to Children's Social Care and to BDSCP using Serious Incident notification form. (Day 1)

BDSCP to notify chair of Case Review Sub-group, Police and CCG. Scoping Process undertaken and will include other agencies where required.

**Serious Child Safeguarding Case notification (Day 1-5)**

Safeguarding partners and chair consider if incident meets criteria and make recommendation to LA (Day 5)

Notification Process by LA - Summary of information to be sent to National Safeguarding Practice Review Panel(Day 5)

Information Gathering Tool to be sent to Safeguarding Partners and any other relevant agencies with involvement in the case to inform rapid review.

**Rapid Review (Day 6-15)**

Rapid Review undertaken to consider if a local review will be undertaken and identification of national/complex issues.

Safeguarding partners and chair consider if a local safeguarding review should be undertaken (Day 15)

Rapid Review Report and findings submitted to National Safeguarding Practice Review Panel. (Day 20)

National Safeguarding Practice Review Panel promptly informs SG partners of decision at national review.

Local Safeguarding Review

National Safeguarding Review

Appendix 2



### Referral form to Bradford Safeguarding Children Partnership (BDSCP) for Consideration of a Case Review

*This form should be completed as soon as possible and should convey as much information that is available at the time of completion. If information is unavailable do not delay in making this referral. Additional facts can be collated later.*

Incidents that **must** be notified to the BDSCP.

1. When a child dies (including death by suspected suicide) and abuse or neglect is known or suspected to be a factor in the death
2. When a child dies in police custody, on remand or following sentence, in a Young Offender Institution, a secure training centre or secure children’s home, or was detained under the Mental Capacity Act 2005
3. A child sustains a potentially life threatening injury or serious and permanent impairment of health or development through abuse or neglect
4. A child has been subjected to serious sexual abuse
5. A child has perpetrated a particularly serious offence, either against another child or an adult

Cases where all agencies should consider referring the case to the BDSCP depending on the gravity of the case or the significance of issues it raises.

1. There was clear evidence of a risk of significant harm to a child that was:

* Not recognized by organizations or individuals in contact with the child or perpetrator
* Not shared with others
* Not acted on appropriately

1. A child has been abused or neglected in an institutional setting (school, nursery, children’s centre, Youth Offending Institution, Secure Training Centre, children’s home or Armed Services training establishment)
2. A child was abused or neglected while being looked after by the local authority
3. A child died whilst absent from or run away from home or other care setting
4. One of more agency or professional considers its concerns were not taken sufficiently seriously, or acted on appropriately by another
5. The case indicates that there may be failings in one or more aspects of the local operation of the formal safeguarding children procedures which go beyond the handling of the case
6. The child concerned was the subject of a child protection plan, or had previously been the subject of a child protection plan
7. The case suggests that the TBP may need to change its local protocols or procedures or that protocols or procedures are not being adequately promulgated, understood or acted upon
8. There are indications that the circumstances of the case may have national implications for systems or processes or there are significant public interest or community issues.

*(For further information please refer to ‘Working Together to Safeguard Children – 2018)*

1. **Referrer**

|  |  |
| --- | --- |
| Name: |  |
| Agency & Designation |  |
| Email, address, phone number |  |

**FAMILY COMPOSITION & DETAILS OF INCIDENT LEADING TO REFERRAL**

1. **Child and Family**

|  |  |
| --- | --- |
| Name of Child: |  |
| Date of Birth: |  |
| Date of death (if applicable): |  |
| Date of critical incident: |  |
| Home address: |  |
| Ethnic origin: |  |
| Faith/Religion |  |
| Disability: |  |
| Subject to a CP Plan or previously subject to CP Process |  |
| Whereabouts at time of critical incident |  |
| Carer at time of critical incident |  |

**Family Composition/Significant Others**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Relationship to child | DoB | Address | Legal Status and/or current criminal proceedings | Ethnic Origin |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3. Other agencies Involved:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Agency | Contact Details | Are they still involved? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

4. Additional Information:

|  |
| --- |
| Please outline events and circumstances which has triggered the referral. This is to help establish if the case meets the criteria for a case review and does not need to be a detailed analysis of involvement at this stage. |

Return completed form to: [BDSCP@bradford.gov.uk](mailto:BDSCP@bradford.gov.uk)

**Appendix 3**

****

**Information Gathering Tool for a Serious Incident**

This information gathering tool is to be completed by all agencies who are working with the child, parents/ carers or family subject to a serious incident notification. The information in these forms will assist the BDSCP Local Child Safeguarding Practice Review Panel in considering whether the case meets the criteria for a Local Child Safeguarding Practice Review

|  |  |  |
| --- | --- | --- |
| **Details of Person completing this form** | | |
| **Name** | | **Organisation** |
|  | |  |
| **Date form completed** |  | |

**Brief Information of Facts and Family Composition**

**Child(ren) Subject of Review:**

|  |  |
| --- | --- |
| Name of Child |  |
| Date of Birth |  |
| Home address |  |
| Ethnic Origin |  |
| Faith/Religion |  |
| Disability |  |
| Is the child/young person subject to a child protection plan or has been previously? |  |
| (If so when, for what and for how long?) |  |

**Family Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address | Relationship to Child | Date of Birth | Legal Status | Ethnic Origin |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Date of Incident |  |
| Address of location of incident |  |
| Carer at time of incident if known |  |
| Is this case known to be the subject of a criminal investigation? (If so who is the lead investigator?) |  |
| Is this case known to be the subject of a Coroner’s Inquiry? (If so who is the key contact?) |  |
| Is the child/ young person / parent /family open to your agency as a current case? Please provide details of in what capacity and the name of the lead practitioner . |  |
| Was the child/ young person / parent /family open to your agency as a previous case? Please provide details of in what capacity and the name of the lead practitioner . |  |
| Are there any adult safeguarding concerns and have these been shared via completing a SAR (Safeguarding Adult Referral form)?  If so who is the key contact? |  |

**Other Agencies known to be involved:**

|  |  |  |
| --- | --- | --- |
| Agency | Contact Details: Address, Telephone and E-mail | Reason for involvement  (include whether current or not) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Brief Synopsis of Case:**

|  |
| --- |
| 1. **Initial information provided that has triggered review (including which agency provided this initial information)** |
|  |
| 1. **Provide a summary of your agency’s involvement with the incident that has triggered this review** |
|  |
| 1. **Provide a brief summary of your agency’s previous involvement with the subject child AND the individuals listed in the family composition. This should be key events only and relate to information required to undertake the review not a cut and paste of the record in its entirety** |
|  |
| 1. **Provide a brief analysis of individual or / and agency practice.** (Please identify any outstanding practice or potential learning for identifying improvements to safeguard and promote the welfare of children as well as any remedial action already taken) |
|  |
| 1. **Are there any immediate action needed to ensure children’s safety? ( Please outline actions already taken to address these concerns)** |
|  |
| 1. **Please identify any areas for concern as to the way in which partners have worked together to safeguard the subject child** |
|  |
| 1. **Please include any further relevant information that you wish to bring to the attention of the Rapid Review meeting** |
|  |
| 1. **Please include any information that indicates how the “Voice and/or Lived Experience of the Child” is evidenced in your records.** |
|  |

Please use the chronology table below to outline any key events **around the time of the incident.**

**PLEASE NOTE:** This should only include key events and **DOES NOT** need to be a detailed chronology at this stage.

|  |  |
| --- | --- |
| Date & Time | Event |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Please indicate what type of review you think this case should be at this stage**

**National Child Safeguarding Practice Review (Identifies issues to be dealt with at a national level)**

**Local Child Safeguarding Practice Review (Identifies issues to be dealt with at a local level)**

xx

**Single Agency Review (Identifies issues only for one agency)**

**Single / Multi-Agency Audit (please delete as appropriate) (Identifies only one issue, either for one or multiple agencies)**

**Please return completed form to:** [**BDSCP@bradford.gov.uk**](mailto:BDSCP@bradford.gov.uk)