APPENDIX 7 SERIOUS INCIDENT NOTIFICATIONS AND THE CHILD SAFEGUARDING PRACTICE REVIEW RAPID REVIEW PROCESS

1. SERIOUS INCIDENT NOTIFICATIONS¹

Where Newcastle City Council knows or suspects that a child has been abused or neglected they must notify the national Child Safeguarding Practice Review Panel (the Panel) if –

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

Serious 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 also includes impairment of physical health.

Newcastle City Council will notify any event that meets the above criteria to the Panel and the Safeguarding Partners within five working days of becoming aware that the incident has occurred and will also notify the Secretary of State and Ofsted where a looked after child has died, whether abuse or not neglect is known or suspected.

Others who have functions relating to children should inform the Safeguarding Partners of any incident which they think should be considered for a child safeguarding practice review. Contact details and notification forms to notify incidents to the Panel are available from https://www.gov.uk/guidance/report-a-serious-child-safeguarding-incident

2. REFERRAL

Agencies should inform the Chairperson of the Newcastle Safeguarding Children Partnership, Case Review Group, of any serious incident which they think should be considered for either a National or Local Child Safeguarding Practice Review, using the *Referral* form.

3. RAPID REVIEW

When notified about an incident the Safeguarding Partners will ensure that a Rapid Review of the case is promptly undertaken.

The Rapid Review will be completed within 15 working days of notification.

4. INITIAL SCOPING, INFORMATION SHARING AND THE SECURING OF RECORDS

All relevant agencies who have (or had) involvement with the subject child or family will be required to contribute to a Rapid Review. An initial scoping of agencies' intervention will, therefore, need to be completed and other relevant information rapidly gathered using the *Initial Scoping and Information Sharing* form.

¹ 16C (1) of the Children Act 2004 (as amended by the Children and Social Work Act 2017)

The purpose of the initial scoping and information sharing is to gather the basic facts about the case, including determining the extent of agency involvement with the child and family. More detailed information will be sought if the Rapid Review concludes the case has the potential to identify national or local learning and a decision is made to recommend a national Child Safeguarding Practice Review, a local Child Safeguarding Practice Review or an alternative learning review.

The *Initial Scoping and Information Sharing* form will be sent out to all relevant agencies within 2 working days of receiving the referral, along with an accompanying letter that briefly outlines the referral and explains the purpose of this initial scoping document.

Agencies should prioritise completion of the form and return it within 5 working days of receiving it to the Safeguarding Partners' business support officer.

All agencies must secure all records/files in relation to the case, so they are not accessible to agency personnel other than through a nominated representative. Where access to the records is required for ongoing case work this must be agreed and monitored by a relevant manager.

5. SETTING THE DATE OF THE RAPID REVIEW MEETING

The Safeguarding Partners business support officer will convene a Rapid Review Meeting and invite key partners who have operational knowledge to attend.

The date of the Rapid Review Meeting will be set as soon as the *Initial Scoping and Information Sharing* form has been sent out. The Rapid Review Meeting will be scheduled between 7 and 13 working days of receiving the referral. This will allow for analysis of the initial information to establish the key events in the child's life and inform the Rapid Review Meeting whilst also allowing enough time to prepare the necessary documents for the Panel.

6. DOCUMENTATION

The following documents will be shared with all those attending the Rapid Review Meeting:

- Newcastle City Council **Serious Incident Notification** form to the Panel
- Completed *Referral* form that initiated the process;
- Copies of the completed *Initial Scoping and Information Sharing* forms from relevant agencies
- Where relevant Child Death Review Rapid Response Meeting minutes

Wherever possible the documentation will be shared with participants in advance of the meeting. However, it is recognised that it may on occasion be necessary to share documentation at the meeting.

7. THE RAPID REVIEW MEETING

The Rapid Review Meeting will:

- Review the facts about the case as presented in the documentation;
- 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 whether to recommend a National or Local Child Safeguarding Practice
 Review. If the decision is not to proceed with a formal Child Safeguarding
 Practice Review, the meeting will also consider whether an alternative form of
 learning review is appropriate. In some cases, the Rapid Review process may
 identify key local learning that can be quickly acted upon, removing the need for
 further review

The *Rapid Review Meeting* form will be completed and agreed at the meeting.

8. CHAIRING THE RAPID REVIEW MEETING

The Rapid Review Meeting will be chaired by a member of the Case Review Group as and when required.

9. SHARING THE OUTCOME OF THE RAPID REVIEW

Within 2 working days of the Rapid Review Meeting, the completed *Rapid Review Meeting* record will be sent to the Panel and the attendees, by the business support officer, together with a covering letter to the Panel.

Other agencies (including the agency who made the referral) will be informed of the outcome of the Rapid Review.

The recommendation of the Rapid Review Meeting will be shared with the Case Review Group chairperson, so if required they can oversee the commission and progress of the review.

10. KEY CONTACTS

Sue Kirkley, Business Manager, 0191 2777426, susan.kirkley@newcastle.gov
Andrea Semple, business support officer, 0191 2116550 andrea.semple@newcastle.gov.uk
National Panel <a href="mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto:Mailto

Overview of the process to decide whether to convene a Local Safeguarding Practice Review or alternative learning review and the associated timescales.

