

## Kirklees Serious Incident, Rapid Review Process and Safeguarding Practice Review Process

### What is a Serious Incident that requires KSCP Notification?

A **notifiable incident** is an incident involving the care of a child which meets any of the following criteria:

- A child has died (including cases of suspected suicide), and abuse or neglect is known **or suspected**.
- A child has been 'seriously harmed' and abuse or neglect is known **or suspected**
- A looked after child has died (including cases where abuse or neglect **is not known or suspected**); or
- A child in a regulated setting or service has died (including cases where abuse or neglect **is not known or suspected**)

'**Seriously harmed**' in the context of the above includes, but is not limited to, cases where the child has sustained, as a result of abuse or neglect, any or all of the following:

- A potentially life-threatening injury.
- Serious and/or likely long-term impairment of physical or mental health or physical, intellectual, emotional, social or behavioural development.
- This definition is not exhaustive. In addition, even if a child recovers, this does not mean that serious harm cannot have occurred. The KSCP will ensure that its considerations on whether serious harm has occurred are informed by available research evidence.

### The aim of the Serious Incident Notification to Ofsted/National Panel and subsequent 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.
- **for the Local Authority to decide** and communicate to KSCP Business Unit on cases where notification to Ofsted and the National Panel is required. **(Representatives from Police and Health support this decision making)**
- 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.

**Serious Child Safeguarding Incident occurs – [KSCP Serious Incident Notification form](#) requires completing and submitting**

<p><b>Step 1</b> <b>Day 1 -5</b></p>	<p>Serious incident notification form received into the KSCP Business Unit via the eCase review system from the Local Authority <b>OR any other agency</b> that has completed the notification.</p>
<p><b>Step 2</b> <b>Day 1 – 5</b></p>	<p>The KSCP Business Unit will send the Serious Incident notification to the Front Door for oversight from the Service Director Family Support and Child Protection</p>
<p><b>Step 3</b> <b>Day 1 – 5</b></p>	<p>KSCP Business Unit will coordinate a virtual meeting between the delegated Safeguarding Partners (LA, WYP and Health) and Independent Scrutineer (where possible and within given timescales) for discussion and agreement that the Serious Incident notification meets the criteria for notification to Ofsted / the National Panel. The delegated to partners to share a summary of their agency involvement with the family via the information gathering tool prior to the decision-making meeting. KSCP Business Manager to be present at this meeting to receive outcome decision. In any situations where the Safeguarding delegated partners do not agree with next steps – the Scrutineer shall provide input and consideration shall be given to escalation to the 3 Exec Safeguarding Partners.</p>
<p><b>Step 4</b> <b>Day 1 -5</b></p>	<p>Outcome decision communicated to KSCP Business Manager at the virtual meeting re: notification to Ofsted. If agreed, this will be completed by the SPR co-ordinator within the Business Unit.</p>
<p><b>Step 5</b> <b>Day 1 – 7</b></p>	<p>The KSCP business unit will request Information from partners and relevant agencies via eCase review and collate the information on return into a chronology in readiness for the Rapid Review Meeting. Support will be provided to the KSCP Business unit by the 3 key partners to identify relevant agencies / partners that are required to provide information.</p>
<p><b>Step 6</b> <b>Day 7 – 14</b></p>	<p>KSCP Business Unit will arrange a Rapid Review panel meeting between day 7 – 14. Meeting to have taken place by day 14. The Local Authority, West Yorkshire Police, the Health and Care Partnership and the Independent Scrutineer, Legal representative and any other relevant professional / agency as identified will form the members of the Rapid Review Panel.</p> <p>Key points of the meeting:</p> <ul style="list-style-type: none"> <li>- Review, clarify, consider and discuss the information gathered</li> <li>- Review the steps taken to protect children and the status of the child</li> <li>- Establish what parallel processes are in place or need to be initiated</li> <li>- Identify any immediate learning</li> <li>- Consider engagement with family and support for involved practitioners</li> </ul>

	<ul style="list-style-type: none"> <li>- Make recommendations on next steps</li> <li>- Agree the terms of reference for the review where the criteria is met</li> </ul> <p>Minutes will be taken by KSCP Business Unit, using the Rapid Review template.</p>
<b>Step 7 Day 7 – 14</b>	<p>The Rapid Review Panel meeting will be Chaired by the Independent Scrutineer or one of the 3 key partners and will:</p> <ul style="list-style-type: none"> <li>• Determine whether the criteria for a review is met and what type of review will be undertaken</li> <li>• facilitate the gathering of information required for the Rapid Review template with support from the KSCP Business Unit undertaking the minutes</li> <li>• outline any further information that is required</li> </ul>
<b>Step 8 Day 7 – 14</b>	<p>The Independent Scrutineer will review the recommendations and any findings from the Rapid Review meeting and submit in writing (using the Rapid Review Template) to the National Panel the decision and findings made, simultaneously informing the three Executive Partners.</p> <p>If a Practice Learning Review is required the Independent Scrutineer (or nominated author) will bring together a Report and hold a Practice Learning Event supported by the three key partners.</p>
<b>Within 15 working days of submission</b>	<p>The National Panel will communicate their decision to the KSCP, including any further information or clarification they require from the KSCP.</p>
<b>Within 10 working days of receipt of NP response</b>	<p>Upon receipt of the response from National Panel, the KSCP Business unit will arrange a meeting with the 3 key partners to discuss their response where deemed necessary along with agreeing who and how the response will be disseminated to the CSPP subgroup and KSCP Exec and wider partners.</p>

## What is a Local Child Safeguarding Practice Review?

It is a multi-agency review of a 'case' or 'cases' where further review is deemed necessary as part of the decision making reached at the Rapid Review.

The criteria for a local child safeguarding practice review must take into account the following points:

- If it highlights improvements are needed to safeguard and promote the welfare of children
- If it highlights recurrent themes in the safeguarding and promotion of the welfare of children
- If it highlights concerns regarding two or more organisations/agencies working together effectively
- If it is one which the National Panel have considered and concluded a local review may be more appropriate

To note: Meeting the above criteria does not mean that KSCP must automatically carry out a local child safeguarding practice review – it is for the 'key partners' to consider at the Rapid Review and determine whether a local review will support improvements to practice

Decision on whether to undertake a review will have been transparently communicated to wider KSCP Partners and the National Panel following the Rapid Review meeting.

### What is the purpose and function of child safeguarding practice reviews?

The purpose of reviews at both local and national level, is to identify improvements to be made to safeguard and promote the welfare of children. Reviews are an opportunity to understand relevant local learning and influence how practitioners work together. It is also an opportunity to influence government and policy makers and understand whether there are any systemic issues and what policy or practice needs to change to assist improvements. Reviews are critical to the system being dynamic and self-improving.

Any review undertaken is not about looking for or apportioning blame. Reviews should always be an open and transparent opportunity to learn from practice, to improve multi-agency working and outcomes for children.

In Kirklees the KSCP have a Child Safeguarding Practice Review sub group (CSPR). This group oversees all arrangements for reviews and associated practitioner learning events, with support from KSCP Business Unit. The group comprises of senior representatives from children's social work, education, health, police, public health, the Business Manager of the KSCP and other relevant partner agencies as outlined in the sub-group's ToR.

Final reports are agreed in this group then progressed to the Executive KSCP group for final agreement and decision making regarding publication. The template used to support progression to the Executive KSCP group for sign off can be viewed at the end of this document.

<b>Step 9 By Day 24</b>	<p>Chronology requests are sent to partners involved in the case through eCase review via the Business unit. This request will support the gathering of information for the period set out in the Terms of Reference of the review (of which was set during the Rapid Review meeting). The business unit will indicate what family members the information requests relate to (ie, siblings, parents) Upon receipt of all the information the Business Unit will collate the chronologies. The initial planning meeting will be convened with the author, business unit and relevant professionals to plan how to progress with engaging key family members (see point of note below)</p>
<b>Step 10 By Day 36</b>	<p>The collated chronology and completed Rapid Review template will be sent to the nominated author who will read the information, write the initial draft report highlighting key episodes and prepare any further questions for the Practitioner Learning Event</p>
<b>Step 11 By Day 60</b>	<p>Practitioner Learning Event: this is supported by the nominated author / Independent Scrutineer and 3 key delegated safeguarding partners.</p>
<b>Step 12 By Day 60</b>	<p>Author to finalise the draft report to include outcomes from the practitioner Learning event and submit to Business unit. Business Unit to share with CSPR chair and CSPR co-ordinator</p>
<b>Step 13 By Day 71</b>	<p>First draft of report to be shared with CSPR subgroup for comments and amendments. Any comments to be returned to the Business unit within 2 weeks.</p>
<b>Step 14 By Day 82</b>	<p>Business unit to send report with amendments to the author for a final draft report to be completed and returned within 2 weeks for final sign off from CSPR subgroup. Business unit to obtain media statement in preparation for presentation to Executive Group and complete the template (see below) for case sign off discussions at the KSCP Exec group.</p>
<b>Step 15 By Day 83</b>	<p>Executive group sign off and agree publication</p>
<b>Step 16 By Day 89</b>	<p>Contact to be made with family regarding the publication of review.</p>
<b>Step 17 By Day 97</b>	<p>Business Unit notify National Panel and Secretary of State informing of intention to publish in 7 working days</p>
<b>Step 18 By 6 months</b>	<p>Publication</p>

### Points of note: Serious Incidents

- It is the responsibility of all partnership colleagues (across any agency) to complete a Serious Incident eCase Form if they have concerns that an incident has occurred that meets the threshold for partnership notification and consideration – this form should be completed within 24 hours of the incident being known.
- Where the outcome decision following consideration of a Serious Incident Notification (SIN) is not to proceed with a Rapid Review – it will be notified to the CSPR sub-group for transparency and inclusion on the Children's Case Matrix. CSPR members are responsible for disseminating this information into their own organisations.
- For cases that proceed to the National Panel, following confirmation that they agree with the Partnership decision making any subsequent recommended review or action that was agreed at the rapid review will be tracked by the CSPR sub-group. This group will on behalf of the KSCP maintain oversight over the case until completion of all identified actions.
- Days relate to working days
- For CSC colleagues: The Serious incident eCase notification form is different to your internal Significant Incident form.

### Points of note: Safeguarding Practice Reviews

#### **Initial planning meeting with Author (Step 9)**

The initial planning meeting with the author, Business unit and professionals who have knowledge of the family dynamics will discuss the family involvement and agree an approach that will sensitively manage their expectations and ensure they understand the process, in this meeting a professional will also be identified who would be best placed to manage the impact of the publication on surviving children, family members, practitioners and others closely affected by the case.

Family members, including surviving children, to be informed of the review by the identified professional and invited to contribute unless there is a strong reason not to do so. Personal contact should be made whenever possible by the identified professional who can provide the family with a letter and/or leaflet to explain and introduce the process.

Family engagement will normally be led by the author along with the support of the identified professional so that the family's views can be included alongside the analysis of professional practice.

It is recognised that family members may decide not to take part in the review. All reasons for non-involvement of family members (for example, parallel investigations or the choice of the individual) will be documented in the final report.

### **Final draft signed off by Child Safeguarding Practice Review subgroup (Step 13)**

Once the draft review is complete it will be sent to the CSPR Sub-Group to be considered, amended and approved. It will be sent at least 3 weeks before the Sub-Group meeting. The Sub-Group will only have one opportunity to comment so it is imperative that all members read and make all their amendments or comments known at the Sub-Group meeting. If members give their apologies for the meeting they can give their comments electronically. Members that have no comments to make should submit a response to the business unit to reflect this view. This will ensure the Business Unit has confidence that all members have read and considered the draft review.

### **Media statement for relevant cases due to be published (Step 14).**

When any review is published there is a potential for it to attract media attention. An assumption should be made that every review will attract some level of media attention. Therefore, in preparedness, the CSPR co-ordinator will contact the Local Authority communications team to notify that a review has been completed and due to be progressed for KSCP Exec sign off. The CSPR co-ordinator will provide a copy of the available reports i.e., the full report, executive report (where one has been prepared) and the learning summary to the communications officer, along with details of the documents to be published and an expected date for publication.

The communication team will provide a statement on behalf of the Safeguarding Children Partnership, this will be the only statement used should media contact be initiated.

Any media interest received should be notified to the Business Unit for communication to the 3 key Exec partners for oversight.

### **Final draft report signed off by executive subgroup and agreement for publication (Step 15)**

The KSCP business unit on behalf of the CSPR sub-group will complete the 'Exec Group sign off template' in order to present the case to the next scheduled KSCP Executive group. Papers will be disseminated to Exec members at least 3 weeks before the meeting. The Exec members will consider the review for publication, comment and approve / advise if any further action is required.

### **Contact with family (Step 16)**

The proposed publication arrangements will then be discussed with the family by the identified professional (from the initial planning meeting) and appropriate steps will be taken to minimise the disruption and distress that any media attention surrounding the publication may cause to family and friends.

The wishes of the child's family will be considered as part of the publication and media planning. The overarching statutory timescale should be noted during this stage to ensure publication is not delayed past 6 months.

### **Letter to National Panel of intent to publish (Step 17)**



The KSCP Business Unit will send out a copy of the Final review to the Kirklees Safeguarding Practice review sub-group members, and the [National] Children's Safeguarding Practice Review Panel informing them of the intention to publish in 7 working days' time. A link to the final report will be included in the Children's Matrix for CSPR sub-group oversight

### **Place on website (Step 18)**

On the date notified to the National Panel the review will be published on the KSCP website and will remain there for a period of 6 months. The review will be accompanied on the website with a copy of the learning summary for the case and a copy of the media statement from the KSCP. All Local Safeguarding Children Partnership Sub-Groups will also be notified by the KSCP Business Unit that the review is now published and that they are free to share this with their agencies.

### **Relevant documents**



Media Statement  
request template M:



Notification to  
publish email templ:



KSCP Publication  
sign off March 2022