



Child Safeguarding Practice Reviews Framework

March 2021

Version	FINAL
Date	11 March 2021
Review due	March 2023

1.	Introduction and Context	4
1.1.	Introduction	4
1.2.	Purpose and Criteria for Child Safeguarding Practice Reviews (CSPR)	4
1.3.	Definition of a Serious Child Safeguarding Case	4
1.4.	Criteria for a Local Child Safeguarding Practice Review (LCSPR)	5
1.5.	Approach and Principles	5
1.6.	Information Sharing	6
1.7.	Strategic Leadership and Governance	7
2.	Timescale for Completion of Review	8
2.1.	Principles	8
3.	Decisions to undertake a LCSPR	9
3.1.	Referral.....	9
3.2.	A Rapid Review.....	9
3.3.	Information gathering and analysis forms and the securing of records.....	10
3.4.	The Rapid Review Panel	11
3.5.	The Rapid Review Meeting	12
3.6.	Engagement with children and family members	12
4.	Child Safeguarding Practice Reviews	14
4.1.	Outcome of Rapid Review – commissioning a Child Safeguarding Practice Review	14
4.2.	The CSPR Report	15
5.	Embedding Learning	16
5.1.	Improvements and corrective action during the progress of the review	16
5.2.	Disseminating and sharing learning from the review and wider reviews	16
5.3.	Monitoring progress	16
6.	Independent Scrutiny	17
6.1.	Ensuring independent scrutiny and challenge.....	17
	Appendix 1: Referral Form	18
	Appendix 2: Information gathering and analysis form	24
	Appendix 3: Letter to accompany the Information gathering and analysis form.....	28
	Appendix 4: Organisations to be sent the Information gathering and analysis form	29
	Appendix 5: Rapid Review Report.....	30
	Appendix 6: Example methodologies for undertaking a review	34

Who is the guidance for?

This practice guidance should be read by local safeguarding partners, and all agencies involved in the Warrington Safeguarding Partnership (WSP) arrangements. The guidance is particularly aimed at those involved in Rapid Reviews, or those contributing to Local Child Safeguarding Practice Reviews in Warrington, including Independent Lead Reviewers, review team members, those providing information reports on behalf of their organisation as well as those responsible for quality assuring and embedding the learning from the review process.

About this guidance

This guidance provides the WSP with a framework for the commissioning and dissemination of learning from Local Child Safeguarding Practice Reviews. It should be read alongside the relevant statutory guidance set out in [Working Together to Safeguard Children \(2018\)](#), [Working Together: Transitional Guidance \(2018\)](#) and [Child Safeguarding Practice Review Panel: practice guidance \(2019\)](#).

The framework and guidance has been endorsed by the WSP and this guidance will be reviewed and updated to reflect relevant changes such as national guidance and emerging good practice.

No specific methodology for undertaking the review is included in the guidance for the completion of the Child Safeguarding Practice Reviews as a result of the flexibility afforded within the national guidance. Individual cases will have a methodology selected that is most likely to meet the needs of that case.

Acknowledgement: Guidance was developed by WSP after receiving permission from Birmingham Safeguarding Children Partnership to adopt and amend their guidance. Thank you.

1. Introduction and Context

1.1. Introduction

- 1.1.1 The Children and Social Work Act 2017 introduced a new legal framework in respect of local safeguarding arrangements for children. Responsibility for how a system learns lessons from serious child safeguarding incidents now rests at a national level with the Child Safeguarding Practice Review Panel (National Panel) and at a local level with the three Safeguarding Partners. In Warrington's case this is Warrington Clinical Commissioning Group, Warrington Borough Council and Cheshire Constabulary. Local areas need to consider whether to conduct a Local Child Safeguarding Practice Review (LCSPR) in cases where abuse or neglect of a child is known or suspected and the child has died or been seriously harmed.
- 1.1.2 This guidance outlines a process for commissioning LCSPRs in Warrington. This is an improving and learning system, determined to make best use of resources (human and financial) in the best interests of children and families. It also supports the partnership to consider whether a case could be considered of national importance and in doing so recommend that a nationally led review takes place by the National Panel.
- 1.1.3 This guidance was updated in September 2020, following updated information from the National Panel, and in February 2021 in response to learning from the process of undertaking a some reviews.
- 1.1.4 This guidance provides professionals with a guide for the process for LCSPRs.
- 1.1.5 Given the flexibility that local areas are afforded to carry out LCSPR's this guidance does not provide exact instructions on how to undertake a review. It sets out the principles, order of events and related timescales, whilst also highlighting the key statutory elements outlined in Working Together to Safeguard Children 2018. Key document templates are also provided as appendices.

1.2. Purpose and Criteria for Child Safeguarding Practice Reviews (CSPR)

- 1.2.1 The overall purpose of a CSPR is for agencies and individuals to learn lessons, to improve the way in which they work, both individually and collectively and to explore how practice can be improved more generally through changes to the system as a whole, in order to safeguard and promote the welfare of children.
- 1.2.2 Reviews should seek to prevent or reduce the risk of recurrence of similar incidents.
- 1.2.3 They are not conducted to hold individuals, organisations or agencies to account. There are other processes for that purpose.

1.3. Definition of a Serious Child Safeguarding Case

- 1.3.1 Working Together 2018 defines serious child safeguarding cases as those in which abuse or neglect of a child is known or suspected and the child has died or been seriously harmed.
- 1.3.2 Serious harm includes (but is not limited to) impairment of physical health and serious / long-term impairment of a child's mental health or intellectual, emotional, social or behavioural development. Please note that this is not an exhaustive list. When making decisions, judgment should be exercised in cases where impairment is likely to be long-term,

even if this is not immediately certain. Even if a child recovers, including from a one-off incident, serious harm may still have occurred.

- 1.3.3 Child perpetrators may be the subject of a review, if the definition of a serious child safeguarding case is met.

1.4. Criteria for a Local Child Safeguarding Practice Review (LCSPR)

- 1.4.1 Safeguarding partners are required, by the Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018, to consider certain criteria and guidance when determining whether to carry out a LCSPR. They must take into account 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;
- Recurrent themes in the safeguarding and promotion of the welfare of children;
- Concerns regarding two or more organisations or agencies working together effectively to safeguard and promote the welfare of children; and / or
- Is one which the National Panel have considered and concluded that a local review may be more appropriate.

- 1.4.2 They 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 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. This includes children's homes, secure children homes and other settings with residential provision for children. It also includes custodial settings where a child is held, including police custody, young offender institutions and secure training centres, and all settings where detention of a child takes place, including under the Mental Health Act 1983 or the Mental Capacity Act 2005.

- 1.4.3 Meeting the criteria does not mean a LCSPR must automatically be undertaken. The process outlined in this document will be followed to determine whether a review is appropriate (i.e. where there is potential to identify improvements).

- 1.4.4 Reviews may also be undertaken for cases which do not meet the definition of a serious child safeguarding case if they raise issues of importance that could generate learning. Working Together 2018 suggests they might take place where there has been good practice, poor practice or where there have been 'near miss' events.

- 1.4.5 Alternative learning reviews will always be considered if the decision is not to proceed with a formal LCSPR.

1.5. Approach and Principles

- 1.5.1 WSP have agreed that each case will be examined individually to determine the most appropriate methodology to identify and maximise learning. Examples of methodologies that could be used are included as Appendix 7.
- 1.5.2 Decisions on whether to undertake a review will be made transparently and the rationale shared with all relevant partners, including families where appropriate.
- 1.5.3 The child will be placed at the centre of the process.
- 1.5.4 All reviews will be proportionate to the circumstances of the case and focus on the potential learning. Specifically all reviews will be conducted in a way which:
 - Reflects the child’s perspective and family context;
 - Considers and analyses frontline practice as well as organisational structures and learning;
 - Establishes the reasons why events occurred as they did;
 - Reaches recommendations that will improve outcomes for children.
- 1.5.5 Families, including surviving children, will be invited to contribute to reviews unless there is a strong reason not to. Steps will be taken to sensitively manage their expectations and ensure they understand how they are going to be involved.
- 1.5.6 Practitioners will be fully involved in reviews and invited to contribute their perspectives without fear of being blamed for actions they took in good faith.
- 1.5.7 All participants in the review process will be asked to declare any potential conflicts of interest and will be expected to sign, and adhere to, a confidentiality agreement.

1.6. Information Sharing

- 1.6.1 Information sharing is essential to safeguard and promote the welfare of children and young people. Effective LSCPR’s are equally dependent on all relevant partners sharing the information they hold about the case and associated professional practice.
- 1.6.2 The WSP have the formal authority to request information to support CSPRs and the power to take legal action if information is withheld without good reason.
- 1.6.3 All agencies will be expected to share relevant information within the timescales requested. This may, when necessary include sharing information without consent (such as where there is an ongoing police investigation). This information about parents, guardians and other family members as well as the child / children who are subject of the review.
- 1.6.4 Where a request is for health records this applies to all records of NHS commissioned care whether provided under the NHS or in the independent or voluntary sector.
- 1.6.5 When making requests for information, WSP will consider their responsibilities under the relevant information law and have regard to guidance provided by the Information Commissioners Office.
- 1.6.6 Good practice principles around information sharing will always be followed, particularly around ‘how’ information is shared. When responding to requests for information, agencies should:
 - Identify how much information to share;
 - Distinguish fact from opinion;
 - Ensure that they give the right information to the right individual;

- Ensure that they share information securely;
- Where possible, be transparent with the individual, informing them that the information has been shared (as long as doing so does not create or increase the risk of harm);
- Record all information sharing decisions and the reasons in line with organisational procedures.

1.6.7 In the case of any disagreement or failure to comply with a formal information request, the Safeguarding Partnership Team will seek to resolve this with the safeguarding lead for the agency concerned. If a prompt resolution cannot be found, the issue will be escalated to the WSP Strategic group for formal action.

1.7. Strategic Leadership and Governance

1.7.1 The National Panel does not have the power to require the WSP to undertake reviews. The decision to proceed to a LCSPR is a local decision for which the WSP are accountable. This includes the identification of cases, commissioning and supervising of reviews and the publication of reports and embedding learning.

2. Timescale for Completion of Review

2.1. Principles

- 2.1.1 Reviews will vary in their breadth and complexity but in all cases learning should be identified and acted upon as quickly as possible. This includes before the review has formally commenced and whilst it is in progress.
- 2.1.2 The National Panel have provided the following timescales within their guidance;
- Notifications to the National Panel of incidents meeting the criteria should be made within 5 working days of becoming aware of the incident.
 - Rapid Review reports should be submitted to the National Panel within 15 working days (National Panel will advise of the submission date after the notification has been made).
 - Local Child Safeguarding Practice Reviews should be completed no later than six months from the date of the decision to initiate a review.
- 2.1.3 The timescales set out within this document are in accordance with this guidance from the National Panel, and the expectations of the WSP to all learning reviews within a timely manner.
- 2.1.4 Sometimes the complexity of a case does not become apparent until the review is in progress. For example, the police undertaking a criminal investigation may in some instances request the review delay involving specific key individuals. Any delays need to be considered by the WSP Strategic Group as soon as they arise. If the delay will prevent the publication of the final report within six months, the National Panel and Secretary of State should be informed and provided with the reason for the delay.
- 2.1.5 In addition to the notification to the National Panel, Warrington Borough Council must also notify the Secretary of State and Ofsted where a looked after child has died, whether or not abuse or neglect is known or suspected.

3. Decisions to undertake a LCSPR

3.1. Referral

- 3.1.1 Any organisation with statutory or official duties in relation to children (including the Child Death Overview Panel (CDOP) and all members of the WSP) should inform the Safeguarding Partnership Team of any incident which they think should be considered for a review using the **Referral form** (Appendix 1) as soon as they are aware of the incident.
- 3.1.2 Where the local authority makes a formal notification to the National Panel or Ofsted, it must always share this with the WSP and this will also be considered as a referral.
- 3.1.3 All referrals should be submitted, along with relevant correspondence to safeguardingpartnerships@warrington.gov.uk.
- 3.1.4 It should be noted that when referrals are completed by agencies, that full information requested in the form is required for the WSP to accept the referral. Incomplete forms will be returned to the referrer.
- 3.1.5 When a referral is received, WSP Advisors (Warrington Borough Council Safeguarding and Quality Assurance Head of Service and Warrington Clinical Commissioning Group Designated Nurse Safeguarding Children and Children in Care) will be notified and will consider whether the referral meets the criteria outlined in section 1.4 above and whether to recommend to proceed to a Rapid Review meeting, and the best method of conducting the review. This must be undertaken within **one working day** of receipt of the referral.
- 3.1.6 The partnership advisors will recommend to the Safeguarding Partner representatives of the Strategic Group (Warrington Borough Council Director of Children's Services, Warrington Clinical Commissioning Group Chief Nurse, Cheshire Constabulary Detective Chief Superintendent Public Protection Directorate, or their representatives) whether the WSP should convene a Rapid Review or whether an alternative action should be taken. It is the decision of the representatives of the Strategic Group to commence the Rapid Review process.^{1 2}
- 3.1.7 When the partnership advisors make the recommendation to the Strategic Group, other members of the group who form part of the Independent Scrutiny role have the opportunity to voice any concerns they have about the recommendation. The Safeguarding Partner representatives will note those concerns however the decision is solely for the Safeguarding Partner representatives to make. This decision should be undertaken within **two working days** of the receipt of referral.
- 3.1.8 Where formal notification to the National Panel has been made, referrals will always proceed to a Rapid Review meeting and the Strategic Group should determine the methodology being used. No further decision making about criteria is required.

3.2. A Rapid Review

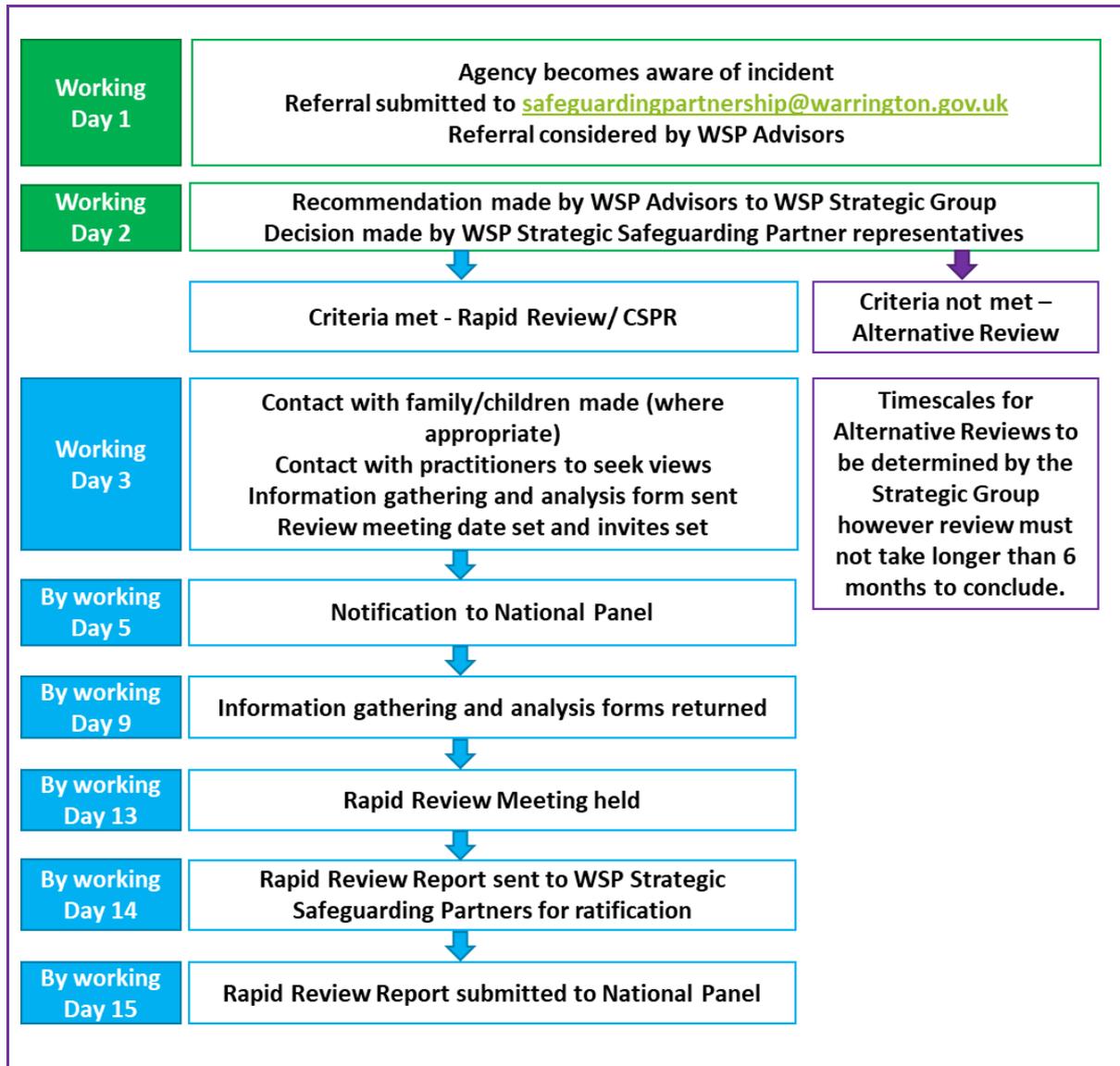
- 3.2.1 Rapid Reviews should assemble the facts of the case as quickly as possible in order to establish whether there is any immediate action needed to ensure a child's safety and the potential for practice learning.

¹ To meet the timescales, deputies for the Safeguarding Partner representatives should also be sent the request for decision to respond when the representatives are not available.

² When information is sent to the full Strategic Group care should be taken to ensure it is sent securely for the Lay Member and Independent Scrutiny Lead.

3.2.2 The Rapid Review report must be completed and submitted to the National Panel within **15 working days** of the receipt of the referral as outlined in the National Panel guidance. The flowchart in diagram 1 sets out the key stages and suggested timescales to meet the prescribed submission target.

DIAGRAM 1: Rapid Review Timescale flowchart



3.3. Information gathering and analysis forms and the securing of records

- 3.3.1 All agencies who have had involvement with the child or family will be required to contribute to a Rapid Review. An initial scoping of agencies intervention will need to be completed and other relevant information will need to be gathered quickly.
- 3.3.2 The purpose of the Information Gathering and Analysis form is to gather basic facts about the case, including determining the extent of agency involvement with the child and family. More information will be sought if the Rapid Review concludes that a LSCPR or alternative learning review is required.

- 3.3.3 The **Information gathering and analysis form** (Template D, Appendix 2) and the Excel template for the chronology will be sent to all relevant agencies once the decision has been made by the WSP Strategic Safeguarding Partners to undertake a Rapid Review (**by working day 3**) along with an accompanying letter (Appendix 3) that explains the purpose of the form, the requirements of agencies to complete the form and associated timescales.³
- 3.3.4 The form should be sent to all agencies in the WSP to check their records and confirm involvement. In addition partners not directly involved in WSP groups such as housing providers, schools and day care settings should also be included to check their involvement (List in appendix 4).
- 3.3.5 Agencies should prioritise the completion of the form and return it within **9 working days** of the referral being received.
- 3.3.6 All agencies should also secure all records/ files in relation to the case, ensuring that they are removed to a secure place where they are not accessible to agency personnel other than through a nominated representative. This is outlined in the template letter (Appendix 3). Where access to the records is required for ongoing case work, a copy should be made and secured.

3.4. The Rapid Review Panel

- 3.4.1 Who should be invited to be part of the Rapid Review will be determined by the methodology the WSP Strategic Safeguarding Partners endorse.
- 3.4.2 In most cases this is likely to be the management of each agency involved, however it could also include the practitioners on the case. It will be the responsibility of the WSP Advisors to include details of who the Rapid Review Panel should include within their recommendation to the WSP Strategic Group if any additional agencies are required not included in Appendix 4.
- 3.4.3 In order to be quorate all Rapid Review panels must include representatives from each of the Safeguarding partners (Warrington Borough Council, Cheshire Constabulary and Warrington Clinical Commissioning Group). WBC Legal Services should also be invited to all Rapid Reviews, however attendance isn't required for quoracy.
- 3.4.4 The Safeguarding Partnership team will provide administrative support to the meeting, and take notes to support the completion of the Rapid Review report after the meeting.
- 3.4.5 The Rapid Review will be chaired by someone not immediately involved with the family or line manager of the practitioners who are involved in the case. In most cases this is likely to be one of the WSP Advisors, however where that is not possible other agency representatives who may be part of the Quality Assurance group of the WSP will undertake this role. This will be determined by the Strategic Group at the point of decision to hold the Rapid Review.
- 3.4.6 Invites should be sent to those who are asked to complete the Information Gathering and Analysis tool (**by working day 3**) (list in appendix 4). If agencies are not involved, they will then be uninvited. This process enables those who should be invited to have the date set in their calendar at the earliest point. If additional attendees are required, these will then be added to the invite as they are identified.

³ Note that action from 3.4.6 should also be carried out at the same time.

3.4.7 It is expected that the Rapid Review will be held between **10 and 13 working days** after receiving the referral. This will allow for analysis of the Information gathering and analysis forms to establish the key events in the child's life, and to collate information into a multi-agency chronology. It also allows sufficient time to prepare the report post review for submission to the National Panel.

3.5. The Rapid Review Meeting

3.5.1 The following documents should be shared with all those attending the Rapid Review meeting:

- The Referral form that initiated the process, including the Notification to National Panel if this provides any additional information,
- The Information gathering and analysis forms completed by all agencies,
- Multi-agency chronology collated from the submissions from all agencies.

3.5.2 The multi-agency chronology will be prepared by the Safeguarding Partnership Team using the information submitted by agencies in the Excel template.

3.5.3 Wherever possible the documentation will be shared with the Rapid Review panel in advance of the meeting, however it is recognised that it may be necessary occasionally to share documentation at the meeting.

3.5.4 Whilst the methodology of the Rapid Review may change the way that the meeting is undertaken, the review meeting should:

- Review the facts about the case as presented in the documents
- Discuss whether any immediate action is needed to ensure children's safety
- Identify immediate learning that can be acted upon and agree how this will be shared
- Consider the potential for identifying improvements to safeguard and promote the welfare of children
- Decide whether or not to undertake a Child Safeguarding Practice Review (local or national) or whether an alternative review is required such as a Domestic Homicide Review, Safeguarding Adult Review, or a further Child Death Overview Panel review.

3.5.5 The **Rapid Review Report** (Appendix 5) should be completed by the Safeguarding Partnership Team within one working day. This report should be agreed by the chair of the Rapid Review panel and then sent to the WSP Strategic Group. The WSP Strategic Safeguarding Partners need to endorse the report prior to it being submitted to the National Panel within 15 working days of the referral.

3.5.6 Once the Rapid Review Report has been endorsed by the WSP Strategic Safeguarding Partners all agencies involved in the case should be informed of the outcome of the Rapid Review.

3.6. Engagement with children and family members

3.6.1 Working Together 2018 highlights the crucial importance of inviting families, including surviving children, to contribute to reviews. This will help ensure that the review reflects the child's perspective and the family context.

- 3.6.2 The flow chart at **Diagram 1** indicated that contact should be made with family and the children involved by the third working day after the referral where it is deemed appropriate to do so.
- 3.6.3 In line with good practice, consideration will be given to how family members can be supported to engage. It is critical that this engagement is risk assessed so that no further harm is caused and to ensure that engagement with the family is appropriately reflective.
- 3.6.4 Where it is deemed inappropriate to make contact with the family/ children at this stage, this decision should be revisited at the Rapid Review meeting to ensure that where possible feedback from the family and the children can be considered and used to reflect on the findings of the Rapid Review Meeting.
- 3.6.5 The Safeguarding Partnership Manager will write to the family setting out how they can contribute to the review. This letter should enclose the **Information for Parents, Families and Carers** booklet.

4. Child Safeguarding Practice Reviews

4.1. Outcome of Rapid Review – commissioning a Child Safeguarding Practice Review

- 4.1.1 Each case reviewed is likely to lead to a different outcome, and not all Rapid Reviews will lead to further work to establish learning. The Rapid Review itself could cover all the learning required and the Rapid Review report provides enough information. In these cases this could be sent to the National Panel as a CSPR.
- 4.1.2 However, some cases could require additional work to establish learning.
- 4.1.3 The safeguarding partners should agree with the methodology by which the review should be conducted. Guidance from the National Panel suggests that flexibility should be shown and the WSP are able to choose whichever methodology they think will best reach the learning for the individual case.
- 4.1.4 The review may require a different lead reviewer than the Rapid Review panel chair. The reviewer must not be involved in the case, or manage any of the practitioners who have been involved with the family. In some cases the WSP may choose to contract a reviewer externally, however this is not necessary for all cases or to ensure independence. There may be a member of the partnership who can become the reviewer. Additional scrutiny could also be provided by the Independent Scrutiny Lead overseeing the process.
- 4.1.5 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.
- 4.1.6 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.
- 4.1.7 The Rapid Review is likely to have identified the key lines of enquiry for the CSPR, and the relevant timescale. These could be revised as more information becomes available, however significant changes should be formally approved by the WSP Strategic Safeguarding Partners who commissioned the CSPR.
- 4.1.8 Guidance from the National Panel details that all LSCPR's should be completed no later than six months from the date of the decision to initiate the review (when the Rapid Review Report is endorsed by the WSP Strategic Safeguarding Partners).
- 4.1.9 It is acknowledged that sometimes the complexity of a case does not become apparent until the review is in progress, and parallel processes such as criminal investigations may request that the review delay involving key individuals. Any delays need to be considered and challenges by the WSP Strategic Safeguarding Partners as soon as they arise. If the delay will prevent the publication of the final report within six months, the National Panel and the Secretary of State should be informed and provided with the reason for the delay.
- 4.1.10 The case under review may be subject to parallel investigations are also being undertaken (e.g. criminal investigation, coroner's investigation, individual agency, professional body disciplinary procedures, Domestic Homicide review, Safeguarding Adult Reviews, etc.). It is anticipated that the CSPR should proceed unless there are clear reasons not to. These parallel investigations should be considered in determining the right review methodology to reduce duplication and the impact on children and families, whilst maximising learning.

4.2. The CSPR Report

- 4.2.1 The Lead Reviewer will normally draft the formal report with publication in mind. The format of the final report will be dependent upon the methodology used to undertaken the CSPR.
- 4.2.2 Reports should be written in a way that avoids harming the welfare of any children or adults in the case. Information should be anonymised and personal detail of the family's life should be kept to a minimum to reduce the sensitivity of publication.
- 4.2.3 Recommendations within the report should be focused on improving outcomes for children, and they should be clear about what is required of relevant agencies and others collectively and individually and when.
- 4.2.4 The formal report and recommendations need to be endorsed by the WSP Strategic Safeguarding Partners. Where the methodology has included the use of a review panel, the panel should agree the report prior to submission to the WSP Strategic Group.
- 4.2.5 WSP are required to publish the reports of local CSPR's. In exceptional circumstances the WSP Strategic Group may decide to delay or withhold publication, however the justification for any decision not to publish either the full report or information relating to improvements should be set out for the National Panel and the Secretary of State. They should take into account the views of the National Panel and Secretary of State regarding publication of the report/ findings.
- 4.2.6 Publication and media planning will be undertaken by the WSP Strategic Group once the report has been endorsed. Publication planning will include consideration of the impact of the publication on children, family members, practitioners and others closely affected by the case.
- 4.2.7 A central point of contact for media enquiries should be identified to ensure effective liaison with each organisations strategic and press leads.
- 4.2.8 A copy of the full report should be sent to the National Panel, Ofsted and the Secretary of State no later than seven working days before the date of publication. Reports should be submitted electronically to:
 - Mailbox.NationalReviewPanel@education.gov.uk
 - SCR.SIN@ofsted.gov.uk
 - Mailbox.CPOD@education.gov.uk
- 4.2.9 Published reports will always include the name of the Lead reviewer and will be made available to read and download from the WSP website. Reports will be publically available for at least one year from date of publication and archived reports will be available on request from safeguardingpartnership@warrington.gov.uk.
- 4.2.10 Published reports will also be submitted for inclusion in the NSPCC National Repository of safeguarding case reviews. Reports will be submitted by email to: information@nspcc.org.uk.

5. Embedding Learning

5.1. Improvements and corrective action during the progress of the review

5.1.1 Throughout the course of the review, from the Rapid Review through to the report writing, consideration will be made as to whether any immediate action, single or multi-agency, is required to respond to emerging issues identified in the review process. Should there be a wish to deliver messages to the workforce in specific agencies, or disseminate learning to a wider workforce, consideration must be given to what information is being shared, and whether this will impact on family members or any parallel investigations.

5.2. Disseminating and sharing learning from the review and wider reviews

5.2.1 The WSP Strategic Group are responsible for ensuring the identified improvements are implemented locally, including the way in which organisations and agencies work together.

5.2.2 A clear plan for disseminating and sharing the learning from the review with all relevant agencies will be developed.

5.2.3 Where there are single agency recommendations and actions, it is the responsibility of those agencies to ensure that recommendations are fully implemented and used to make improvements to their safeguarding children arrangements.

5.2.4 The Quality Assurance Group of the WSP will also review the learning from all national reviews and consider how it can be applied at a local level.

5.3. Monitoring progress

5.3.1 WSP will regularly monitor progress and follow up on actions to ensure that improvements are made. These will be tested through the quality assurance framework.

6. Independent Scrutiny

6.1. Ensuring independent scrutiny and challenge

- 6.1.1 All decisions for carrying out reviews, and methodology chosen should be endorsed by the Strategic Safeguarding Partners. However to ensure there is the opportunity for challenge and scrutiny, these decisions are made with the full sight of the other members of the WSP Strategic Group. This group includes the Independent Scrutiny Lead, Lay Member, the Lead elected member for Children and Young People, and a representative of the voluntary sector. Should any members of the group have concerns about the decision making they are able to challenge and offer their views for the Strategic Safeguarding Partners to consider.
- 6.1.2 During the course of the review, the Independent Scrutiny Lead may be invited to also scrutinise the activities that are undertaken during the review, and again offer any challenge or scrutiny about the process.
- 6.1.3 As stated above, the chair of the Rapid Review panel and the Lead reviewer should not have any involvement with the case or manage the practitioners involved with the family. This ensures that the lead for the review is independent. Any conflicts of interest should be declared from the outset, and this will allow the Strategic Safeguarding Partners to consider if an alternative reviewer would be more appropriate or if the conflict of interest can be dispensed with.

Appendix 1: Referral Form



Referral for a Child Safeguarding Practice Review

Please complete this form where referring a case to the WSP for a review. Information in relation to review criteria and the process is included within the **WSP Child Safeguarding Practice Review Framework September 2020**.

Professionals should discuss the case with their agency's designated safeguarding lead/ officer to help formulate the rationale for referral. If you need advice completing this form, please contact the Safeguarding Partnerships team (safeguardingpartnerships@warrington.gov.uk, 01925 444085).

Referrals should be made as soon as possible after the serious incident occurs or within 1 working day of being made aware of the serious incident.

Unless this form has been **fully completed** the WSP will not be able to progress with the referral and the referral will be returned to the referrer.

Background information

Name of child / children:	
Date of completing this form:	

Agency referral

Name of practitioner completing the referral:	
Agency:	
Job title:	
Contact email:	
Contact telephone number:	
Name of designated lead/officer with whom you have discussed the case:	
Contact email:	
Contact telephone number:	

Section 1: Brief overview of child / children and family composition

1.1 Child Details

If there is more than one child to be referred, please duplicate this table for each of the children with their individual details.

Full name of Child:				
Date of Birth:				
Age at date of referral:				
Home address:				
Gender:				
Ethnicity:				
Faith / religion:				
Disability?	Yes / No			
Is the child / young person in care?	Yes / No			
If they are in care, legal status:				
If they are in care, placement type:				
If they are in care, placement address:				
Is the child / young person subject to a child protection plan?	Yes / No			
If they are subject to a CPP	Start date:		Category of CPP:	
Is the child / young person open to Children's Social Care?	Yes / No			
If no, has the child previously been known to Children's Social Care?	Yes / No	Dates previously known to CSC:		
Is the child in receipt of education/ early year's provision?	Childminder	Yes / No	Nursery	Yes / No
	Other early years	Yes / No	School	Yes / No
	College	Yes / No	Educated at home	Yes / No

1.2 Details of family members and any significant others

Full name	Relationship to child	Address	Date of Birth

1.3 Agencies known to be involved with the child / family

Include the education provision/ school/ early years provision that the child/ children are receiving.

Agency/ Organisation name	Name of Practitioner	Practitioner contact email	Practitioner contact telephone number

Section 2: Details of the Serious Incident

2.1 Incident details

Date of Death or Date of Serious Incident to which this referral relates:	
Address of the location of the incident:	
Carer at the time of the incident:	
Is this case known to be the subject of a criminal investigation?	
If so, who is the lead investigator:	
Is this case know to be subject of a Coroners Inquiry?	
If so, who is the key contact?	
Are there any known adult safeguarding concerns?	

2.2 Indicate if any of these are relevant for the review:

Abuse		- Alcohol	
- Domestic Violence		- Drugs/Solvents	
- Emotional		- Faith based	
- Sexual (intra-familial)		- Online	
- Physical		- Peer on Peer	
- FGM		- Self-harm	
Bullying		Neglect – Longstanding OR Neglect - recent	
Child Perpetrator		Risk taking behaviour by child	
Criminal exploitation		Road traffic accident	
Extremism		Self-harm	
Fabricated illness		Serious illness	
Filicide (parent kills child)		Sexual Exploitation	
Gang Violence		Shaken baby syndrome	
Harmful sexual behaviour		Sudden infant death syndrome	
Injury		Suicide	
Life-limiting illness (natural causes)			
Knife crime			

Other	[provide details]
-------	-------------------

2.3 Safeguarding activity

What action has been undertaken to safeguard and protect the children related to this referral, including any siblings or significant others?

--

2.4 Case background

Please note the information you provide will be used to determine whether the case meets the criteria for a Child Safeguarding Practice Review and therefore it is important that you outline all relevant details.

Please provide a brief outline of the child and family circumstances and the incident that triggered this referral:

--

Please outline why you are making this referral:

--

Please use the chronology table below to outline any events around the time of the incident that you feel are relevant to case.

Please note that this should only involve key events and does not need to be a detailed chronology at this stage.

Date and time	Event

Please add any additional information you think may be relevant and may assist decision making in proceeding to a review:

Section 3: Submission and next steps

This form should be submitted to the Safeguarding Partnerships Team via email (safeguardingpartnerships@warrington.gov.uk). You will receive an acknowledgement of receipt of the referral.

Once a decision has been made on the outcome of the referral you will be informed.



Section 4: WSP Advisors Recommendation

This section should be completed by the WSP Advisors and submitted to the WSP Strategic Group by the Safeguarding Partnership.

Do you recommend that this case meets the criteria for a Rapid Review? Please include your rationale and any steps to be taken if not meeting the criteria for a Rapid Review.

Please outline your recommendations for the next steps to be taken to review this case including any methodology choices, time period for the review to cover, additional agencies to be invited to the review, terms of reference for the review etc.:

--

Date of recommendation:

--

Appendix 2: Information gathering and analysis form



Information gathering and analysis Form

To inform the review please complete this form to support gathering the basic facts about the case, determine the extent of agency involvement and to understand how your agency would self-assess the actions undertaken.

This form should be completed by managers of the practitioners involved in the case. Good practice would have the practitioners involved in the process to ensure that the managers have a full understanding of the case when completing the form.

If you need advice completing this form, please contact the Safeguarding Partnerships team (safeguardingpartnerships@warrington.gov.uk, 01925 444085).

The covering email will set out the deadline for returning this form. This is determined by the national guidance which requires the submission of a report after a Rapid Review within 15 working days of referral.

The review process and guidance is provided in the **WSP Child Safeguarding Practice Review Framework September 2020**.

Agency details

Name of individual completing the form:	
Agency:	
Job title:	
Contact email:	
Contact telephone number:	
Date form completed:	

Background information to support understanding of the case

To be completed by Safeguarding Partnership Team using the information in the referral.

Summary of the case

--

Child Details

If more than one child the subject of the review, duplicate this table for each child.

Full name of Child:	
Date of Birth:	
Home address:	
Gender:	
Ethnicity:	
Faith / religion:	
Disability?	Yes / No

Details of family members and any significant others

Full name	Relationship to child	Address	Date of Birth

Section 1: Agency Involvement Analysis

Please use this section to assess your agencies involvement with the child / children, family and any significant others listed above in relation to the time period outlined below:

Time period for the review:	Please include information in your review from the following time period. If there is information from outside of this time period that you feel is relevant to the case and the situation, please also include this.

Please ensure that you identify areas of good practice alongside potential learning that your review of the case has highlighted.

What worked well?

--

What are you worried about?

--

What would you do differently?

--

Section 2: Involvement & Chronology

Complete the chronology using the Excel document that was sent with this form. You need to use the format in the Excel document to enable the formation of a multi-agency chronology.

Using this chronology please provide a summary of relevant engagement that you wish to bring to the attention of the review.

e.g. highlight the key events that need to be within the focus of the review (highlighting good practice and areas where practice needs improvement).

--

Section 3: Submission and next steps

This form should be submitted to the Safeguarding Partnerships Team via email (safeguardingpartnerships@warrington.gov.uk) in keeping with the deadline outlined in the accompanying email. The information within this form will be shared with the lead reviewer for this case and any multi-agency review panels that are set up to undertake the review.

You and practitioners involved with the case from your agency may be invited to meetings or events that are undertaken as part of the review.

Once the review is complete a report and learning will be published on the website.

Appendix 3: Letter to accompany the Information gathering and analysis form

This is a suggested wording to accompany the Information gathering and analysis form when sent to agencies. It should be amended to ensure it is appropriate for each case.

Warrington Safeguarding Partnership: Child Safeguarding Practice Review – Information gathering and analysis

The WSP have agreed to review the case outlined in the attached Information Gathering and Analysis Form and the Chronology excel template.

To inform the review agencies need to provide the information within the form to support understanding of basic facts about the case and determine the extent of agency involvement with the child / children, family members and significant others.

We are asking agencies to:

1. Clarify if your organisation had any involvement with the individuals recorded within the form within the time period : **[UPDATE WITH RELEVANT TIME PERIOD FOR THE REVIEW]**. If the individuals are not known to your organisation you must confirm this to the Safeguarding Partnership as soon as possible.
2. Secure all records / files in relation to this case, ensuring that they are not accessible to agency personnel other than through yourself or nominated representatives.
3. Complete the attached Information gathering and analysis form if there has been involvement with the individuals.

Completed forms are required to be sent to safeguardingpartnerships@warrington.gov.uk by **[INSERT SUBMISSION DATE]** in order to comply with the national guidance to report on the rapid review within 15 working days.

This form should be completed by the managers of the practitioners working with the individuals involved. Good practice would have the practitioners involved in the process to ensure that the managers have a full understanding of the case when completing the form.

Please note that managers completing this form, and / or practitioners working with the family may be invited to meetings or events to contribute to this review.

If you require any further information, or support in completing the form please contact the Safeguarding Partnerships team at safeguardingpartnerships@warrington.gov.uk or 01925 444085.

Yours sincerely

[ADD PARTNERSHIPS MANAGER SIGNATURE]

Encl. Information gathering and analysis form

Appendix 4: Organisations to be sent the Information gathering and analysis form

All organisations known to have had involvement with the family should be sent the form and covering email. In order to ensure that all key agencies have checked their involvement however the form should also be sent to the following organisations/ departments:

- Bridgewater NHS (Head of Safeguarding, Named Nurse Safeguarding Children)
- Cheshire Constabulary (Serious Case Review team)
- CRC (Community Director – Cheshire)
- National Probation Service (Senior Operational Support Manager – Cheshire)
- North West Boroughs NHS (Head of Safeguarding, Named Nurse Safeguarding Children)
- NSPCC (Interim Service Manager)
- Torus Housing (Operations Manager Supported Housing and Domestic Abuse)
- Warrington & Halton Hospital (Deputy Chief Nurse, Lead Named Nurse Safeguarding Children)
- Warrington Borough Council Adult Social Care (Head of Service Assessment and Care Management, Head of Service Adult Safeguarding & Quality Assurance)
- Warrington Borough Council Children’s Social Care (Head of Service Children in Need, Head of Service Children in Care and Care leavers, Head of Service Children’s Safeguarding & Quality Assurance)
- Warrington Borough Council Early Help (Head of Service Early Help)
- Warrington Borough Council Education Safeguarding (they will identify school/child care contacts who should be contacted separately once identified) (Quality Education and School Readiness Manager, Assistant HoS - Strategic Support)
- Warrington Borough Council Housing (Homelessness & Housing Advice Service)
- Warrington Borough Council Public Health (Head of Service Addictions and Chaotic Lifestyles)
- Warrington Clinical Commissioning Group (they will support Primary Care to complete) (Designated Nurse Safeguarding Children and Children in Care, Named Nurse Primary Care)
- Youth Justice Service (Head of Service, Youth Offending Service)

Appendix 5: Rapid Review Report

This template is a suggested template for the format of the report to be completed after the Rapid Review meeting, endorsed by the WSP Strategic Safeguarding Partners and submitted to the National Panel. It should be amended to account for the format undertaken for the review and the identified next steps.

The deadline for submitting the report to the National Panel is **15 working days** after the receipt of the referral.

It is expected that the Safeguarding Partnership team will be responsible for the completion of the report, however the final submission to the WSP Strategic Group should be agreed by the lead reviewer.



Rapid Review Report

This report records the details of the Rapid Review undertaken in line with Working Together 2018.

Section 1: The Rapid Review meeting

Date of Rapid Review meeting	
------------------------------	--

1.1 Participants in Rapid Review

Name	Job Title	Agency / Organisation

1.2 Omissions to the list of participants

Please explain the reason for the omission of any agency whose involvement would be expected

Section 2: Case details

If more than one child, replicate this table.

Full name of child	
Date of Birth	
Date of Death/ Date of Serious Incident	

Date notified to National Panel	
Date notified to Ofsted (if applicable)	
Date notified to Secretary of State (if applicable)	

Details of family members and any significant others

Full name	Relationship to child	Address	Date of Birth

Summary of the case

Documentation available to this Rapid Review
•
•
•
•
•
•

Section 3: Multi-agency case analysis

Summary of the findings of the Rapid Review

What worked well?

--

What were we worried about?

--

What would we do differently?

--

Section 4: Actions identified

4.1 Immediate action

Has all appropriate immediate action been taken to ensure children's safety and share any learning appropriately?

Yes/No

Details of actions taken prior to the Rapid Review to ensure children's safety and share learning:

--

Actions identified for immediate action as a result of the Rapid Review

Action	By when	By which agency	Responsible lead for agency

4.2 Identifying improvements to safeguard and promote the welfare of children

As a result of the information provided during the Rapid Review the following improvements have been identified to safeguard and promote the welfare of children

--

Section 5: Recommendation

After completing this Rapid Review it has been agreed that this case

Meets the criteria for a national Child Safeguarding Practice Review	
Meets the criteria for a local Child Safeguarding Practice Review	
Warrants consideration of an alternative review such as DHR, SAR, MAPPA SFO, CDOP etc. Please state which type of review:	
Warrants a single agency review	
Needs no further action as the Rapid Review has identified learning that has been acted upon, removing the need for further review (this report to be referred to National Panel as a CSPR)	
Other	

Rationale for recommendation, include the methodology recommended for further review and clarify the nature of the harm suffered and if recommended for CSPR how the criteria has been met.

--

Has legal advice been sought? (if yes, please give details)

--

Appendix 6: Example methodologies for undertaking a review

The WSP Strategic Group will decide which methodology is appropriate for each case review to use. It is anticipated that the methodology will be tailored to the circumstances of the individual case with an emphasis on achieving the desired learning outcomes in a timely manner. To this end, where the work undertaken to complete the Rapid Review is considered an appropriate response, the report from the Rapid Review will be submitted as the CSPR to the National Panel.

The WSP has committed to a systemic model and the methodology used should be underpinned by this systemic model. Within this the methodology chosen should:

- Identify the factors within the work environment that support good practice, and those which create conditions in which poor safeguarding practice is more likely.
- Support an analysis that goes beyond identifying what happened, to explain why it did so, whilst recognising that the actions/decisions made may have seemed appropriate at the time they were taken.
- Appreciate the views of people from different agencies and professions, and different levels of the organisations – those directly involved in the case are actively involved in the analysis and development of recommendations.

Note that all reviews will also consider the views of the family and carers of the child, the child themselves and any siblings where this is appropriate/ possible. Please see section 3.6 above.

Close the Loop Learning Circle

Practitioners who have worked with the family participate in a reflective discussion to examine the work undertaken with the family and answer the key questions of 'what worked well', 'what are we worried about' and 'what could be done differently'.

Multi-agency case audit tools/ Individual Management Reports

Managers from each agency provide an account of the work undertaken, and analysis of their findings. Managers are able to propose recommendations on what could be done differently, gaps in service, or where policy may need strengthening or changing.

Learning Events

Practitioners, both those involved with the specific case and those not, attending an event exploring the themes of the case to identify learning. This type of event is usually supported by an 'expert in the field' relating to the theme of the case review. From this recommendations can be informed by a broader set of practitioners and disciplines, with information from other children and families that they are working with.