

Greenwich Safeguarding Children  
Partnership:

# LEARNING FROM PRACTICE



## Contents

Introduction	3
Learning from Serious Safeguarding Incidents	4
What is a Serious Safeguarding Incident	
What is a Youth Justice Board Notifiable Incident	
How to make a referral about a Serious Safeguarding Incident or a Community Safeguarding and Public Protection Incident	
The Rapid Review	
Learning, Training and Policy Work Group	11
Rationale	
What cases should be referred	
How to refer	
What happens next	
Appendices:	
i Referral of a Serious Safeguarding Incident Form	12
ii Sample letter to accompany Initial Scoping and Information Sharing Form for a Rapid Review	17
iii Initial Scoping and Information Sharing Form for a Rapid Review	18
iv Report of Rapid Review Discussions and Recommendations for submission to the National Child Safeguarding Review Panel	24
v Sample letter to National Child Safeguarding Review Panel to accompany Report of Rapid Review Decisions and Recommendations	31
vi Referral for Practice Learning Form	32
vii Learning, Training & Policy Work Group Terms of Reference	37

## Introduction

The Greenwich Safeguarding Children Partnership is committed to supporting a mutual and reflective learning culture within and across all partners.

We want to use this culture to bring about changes that will lead to improved practice for children and families and a reduction in child abuse, neglect and, exploitation. We know that because of the nature of child abuse or serious incidences in the community children may die or be seriously harmed even when practice is excellent and, in some cases, despite the good work being done by front line staff. We recognise that there is always room for learning and improvement and that there are situations where errors or failings within the system, or by individuals, may contribute to challenges in safeguarding children.

Much of our learning comes from cases. Historically this learning and our resources have been focused on safeguarding incidents that required formal statutory reviews including community safeguarding and public protection incidents which required notification to the Youth Justice Board. While we will continue to learn from these incidents, we will use our new freedom as a partnership to ensure that the way we capture the learning is proportionate and meaningful. This means that we may recommend a review by the national Child Safeguarding Practice Review Panel, commission a local child safeguarding practice review for publication, or consider whether a single or multi agency audit might provide the most useful learning.

We want to realign to focus more on capturing learning from ‘no harm’ incidents as well as good practice which is equally valuable, and we will disseminate the findings in a way that is most likely to bring about improvement in practice.

Throughout all our work, we will seek to enable an evidence-based process of learning that will shape and positively transform services in order to promote an effective safeguarding culture.

The following pages detail the systems we have put in place to learn from casework. Our approach is both challenging and supportive. We want to learn from what works, as well as look openly and forensically when things do not work as well as they should. When we identify weaknesses, our focus will be on evidence, analysis and system improvement; not who did or didn’t do what and when.

## Learning from Serious Safeguarding Incidents

### WHAT IS A SERIOUS SAFEGUARDING INCIDENT?

Working Together to Safeguarding Children 2018 defines a serious child safeguarding incident as one in which:

- The abuse or neglect of a child is known or suspected  
AND
- The child has died or been seriously harmed

Serious harm includes (but is not limited to) serious and/or long-term impairment of a child's mental health or intellectual, emotional, social or behavioural development.

### WHAT IS A YOUTH JUSTICE BOARD NOTIFIABLE INCIDENT?

The Youth Justice Board defines a notifiable incident as:

- A child is charged with committing:
  - Attempted Murder/Murder/Manslaughter
  - Rape
  - Grievous Bodily Harm or Wounding with or without intent – section 18/20
  - A Terrorism related offence

Or

- A child dies while on the Youth Offending Team caseload or up to 20 days following the end of the Youth Offending Team supervision.

### HOW TO MAKE A REFERRAL ABOUT A SERIOUS SAFEGUARDING INCIDENT

In Royal Greenwich, the Multi Agency Safeguarding Hub (MASH) is the designated single point of contact for serious safeguarding concerns, including those where a child has died or been seriously injured, and abuse or neglect is suspected.

If a practitioner in any agency believes that a child has suffered significant harm due to abuse and neglect they should make a referral to the MASH as soon as possible after the serious incident occurs.

In a minority of these cases, these will be child deaths. It is important to recognise that the clear majority of child deaths in England are the consequence of medical or public health factors and it is estimated that only 4% relate to safeguarding. Within 1-2 hours senior professionals with responsibility for the child at end of his/her life should:

- 1). Identify the available facts about the circumstances of the child's death.

2). determine whether the death meets the criteria for a Joint Agency Response (JAR) and if so contact the on-call representatives for the police, children's social care and health so as to initiate the joint agency response.

The hospital decides with the designated doctor for child death whether the criteria for JAR has been met.

If the threshold for a Serious Safeguarding Incident has been reached, the MASH will inform the Senior Assistant Director in Children and Families Social Care.

## **NOTIFICATION OF A COMMUNITY SAFEGUARDING AND PUBLIC PROTECTION INCIDENT**

Notifiable incidents should be made known to the Youth Justice Board within one working day of the Youth Offending Team becoming aware.

In Royal Greenwich, the Youth Offending Team will notify the Senior Assistant Director of incidents which have been notified to the Youth Justice Board.

## **WHAT HAPPENS NEXT**

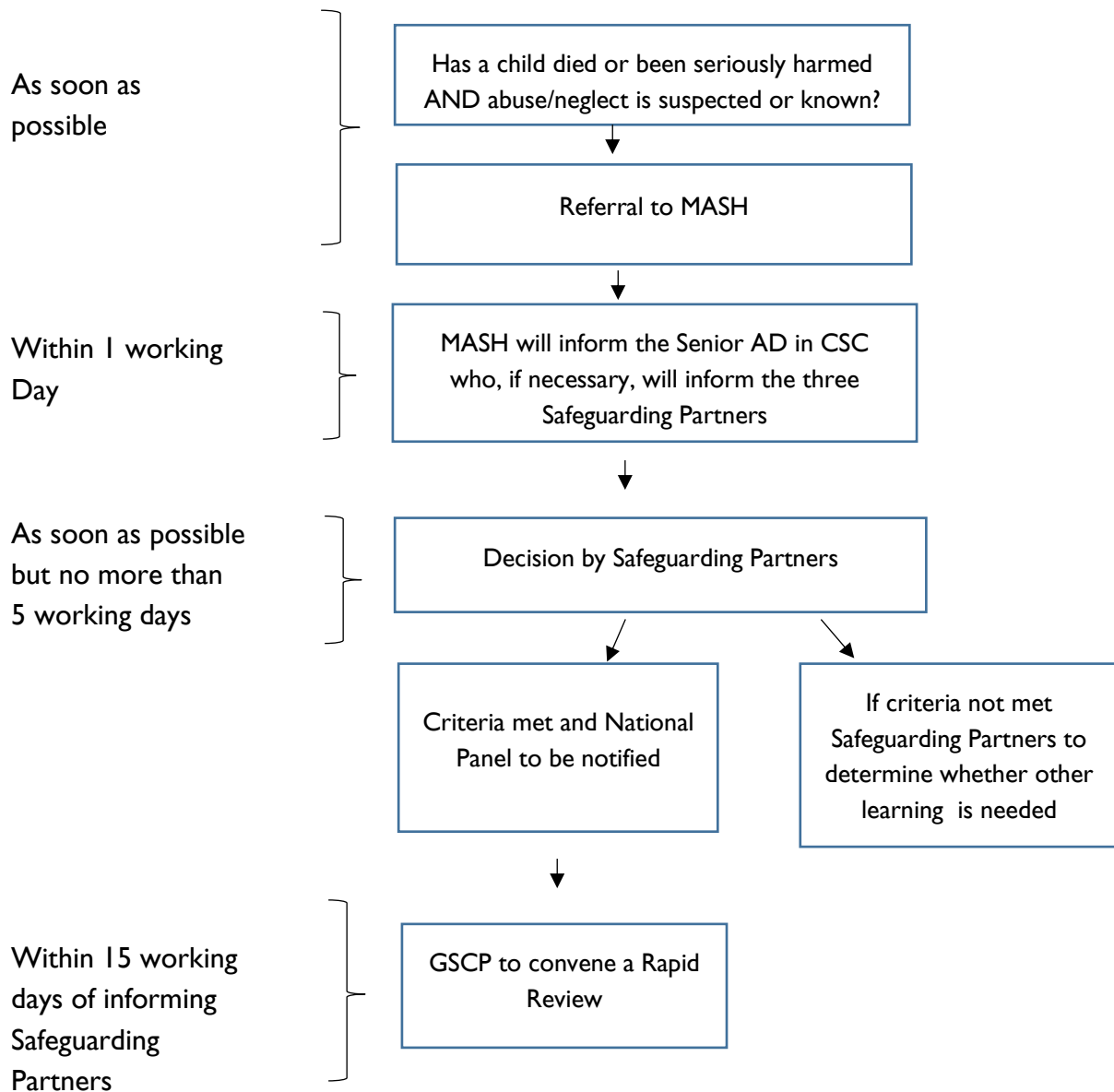
Where it appears that the criteria for a Child Safeguarding Practice Review may have been met, the Senior Assistant Director will alert the lead representatives of the three safeguarding partners within one working day.

Within five working days, the three safeguarding partners should make a decision about whether they believe the criteria have or have not been met. The decision about whether the criteria have been met rests with the three safeguarding partners. If there is disagreement about the outcome, the Independent Scrutineer for the partnership can be asked to mediate.

If the criteria have been met, the Senior Assistant Director will send a formal notification to the national Child Safeguarding Practice Review Panel (National Panel).

Once a decision has been made to notify the National Panel, the Chair will immediately inform the GSCP Business Unit who will initiate a Rapid Review.

If the case does not meet the threshold for referral to the National Child Safeguarding Practice Review Panel, the three safeguarding partners will make a decision about whether a single agency, multi-agency review or no further action is needed. If a multi-agency review is needed it will either be taken to the next scheduled meeting of the Learning, Training & Policy Work Group or a special meeting will be organised.



## THE RAPID REVIEW

Once it is known that a case is being referred to the national Child Safeguarding Practice Review Panel, the safeguarding partners are required to undertake a Rapid Review of the case.

The Rapid Review must be completed within the timescales outlined in guidance from the national Panel (currently 15 working days of becoming aware of the incident).

Notification made to national Child Safeguarding Practice Review Panel	
Within <b>2 working days</b>	<p style="text-align: center;"><i>Letter (Appendix iii) and Initial Scoping and Information Sharing Form (Appendix iv)</i> sent to all involved agencies</p> <p style="text-align: center;"><i>Date set for Rapid Review Meeting</i></p>
Within <b>3 to 9 working days</b>	<p style="text-align: center;">Agencies complete and return <i>Initial Scoping and Information Sharing Form (Appendix iv)</i> All documentation shared with those attending the Rapid Review meeting.</p>
Within <b>15 working days</b>	<p style="text-align: center;"><b>Rapid Review</b> meeting held to:</p> <ul style="list-style-type: none"> <li>• Review the facts about the case presented in the documentation</li> <li>• Agree any immediate action</li> <li>• Consider the case against the criteria for child safeguarding practice reviews</li> <li>• Decide whether a practice review or other learning activity should take place</li> <li>• Complete the <i>Report of Rapid Review Discussions and Decision Making (Appendix v)</i> and agree the recommendation</li> </ul>
Within <b>2 working days following the Rapid Review</b>	<p style="text-align: center;"><i>Report of Rapid Review Discussions and Decision Making (Appendix v)</i> prepared and presented to lead representatives of safeguarding partners for approval.</p> <p style="text-align: center;"><i>Report and letter</i> sent to national Panel.</p> <p style="text-align: center;">Agencies are informed of the outcome of the Rapid Review which can be any one of the following:</p> <p style="text-align: center;">National Child Safeguarding Practice Review, local Child Safeguarding Practice Review. Consideration of DHR, SAR, MAPPA SFO, Single agency review, Multi Agency Audit, Single Agency Audit, No Further Action, Learning that can be acted upon, Other</p>
Normally within <b>15 working days</b> of receiving Rapid Review Report	<p style="text-align: center;">National Child Safeguarding Practice Panel responds to say whether they concur with recommendation. The national Panel does not have the power to require the safeguarding partners to undertake a local child safeguarding practice review.</p>

### *Initial Scoping, Information Sharing and the Securing of Records*

All agencies who have been involved 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 will need to be gathered quickly. To

support this, the INITIAL SCOPING AND INFORMATION SHARING FORM FOR A RAPID REVIEW (Appendix iii) should be used.

The purpose of 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 progress to a Child Safeguarding Practice Review..

The INITIAL SCOPING AND INFORMATION SHARING FORM FOR A RAPID REVIEW (Appendix iii) should be sent out to all relevant agencies within 2 working days of the notification to the national Child Safeguarding Practice Review Panel, along with an accompanying letter that briefly outlines the referral and explains the purpose of this initial scoping (Appendix ii) and an invitation for the Rapid Review meeting.

Agencies should prioritise completion of the form and return it within 5 working days.

There is an expectation that all agencies will ensure that a senior representative who has not had direct involvement in the case will be present at the Rapid Review meeting.

All agencies should also secure all records/files in relation to the case, ensuring they are removed to a secure place where they are not accessible to agency personnel other than through a nominated representative. (This request is included in the template letter – Appendix ii). Where access to the records is required for ongoing case work, a copy should be made and secured.

#### *Documentation*

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

- Minutes of a Joint Agency Response meeting (if one has been held)
- the completed Referral of a Serious Incident Form that initiated the process
- the Local Authority Serious Incident Notification to Ofsted, DfE and the national Panel in relation to the incident (if completed)
- copies of the completed Initial Scoping and Information Sharing Forms from involved agencies.

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.



### *The Rapid Review Meeting*

The meeting should include representatives from each of the safeguarding partners and any other relevant individuals. It will only be quorate if at least one representative is present from each of the safeguarding partners (the ICS, Police and Local Authority).

The Rapid Review meeting should:

- 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 undertake a local child safeguarding practice review. If a local child safeguarding practice review is not being undertaken the Learning, Training & Policy Work Group will consider and drive forward learning identified in the rapid review meeting.

THE REPORT OF THE RAPID REVIEW DECISION AND RECOMMENDATIONS FOR SUBMISSION TO THE NATIONAL CHILD SAFEGUARDING REVIEW PANEL (Appendix v) should be completed in outline form and the outcome agreed at this meeting. Where there is not unanimous agreement about the recommended outcome, this must be clearly recorded and shared with the lead representatives for the three safeguarding partners.

### *Sharing the Outcome of the Rapid Review*

Within 2 working days of the Rapid Review meeting, the lead representatives for the three safeguarding partners should approve the recommendations of the Rapid Review Meeting. If there is disagreement about the outcome, the scrutineer can be asked to mediate.

The completed report of RAPID REVIEW DECISION AND RECOMMENDATIONS FOR SUBMISSION TO THE NATIONAL CHILD SAFEGUARDING PRACTICE REVIEW PANEL together with a covering letter (Appendices iv and v) must be sent to the national Child Safeguarding Practice Review Panel within 2 working days of the Rapid Review Meeting.  
(Mailbox.NationalReviewPanel@education.gov.uk)

Individual agencies are responsible for notifying their own inspectorate bodies as required.

### *Next Steps*

The GSCP Business Unit will take responsibility for ensuring that any recommended reviews or audits are undertaken, that all actions are completed and identifying where and how practice has improved as a result of this activity.

If a local Child Safeguarding Practice Review is recommended, the GSCP will assume responsibility for the following activities under the direction of the lead safeguarding representatives:

- Preparing the terms of reference including proposed methodology
- Commissioning an Independent Reviewer
- Ensuring that the work is completed within six months
- Publishing any completed reviews

## **Learning, Training & Policy Work Group**

Across the partnership there are a range of reviews that take place that may identify learning that could be of benefit to the wider safeguarding children partnership. These can include single agency reviews of cases, domestic homicide reviews or audits. Often the learning from these cases is held in supervision, within teams or services and the wider partnership does not benefit from the learning. There are also Child Safeguarding Practice Reviews undertaken by other local authorities that will identify learning of benefit to practitioners in Royal Greenwich.

We know that there are sometimes 'no harm' incidents, concerns about new safeguarding challenges, feedback from children and families and evidence of good practice that need to be shared and analysed to improve the way we work. The Learning, Training & Policy Work Group encourages all practitioners to report these to their safeguarding leads for consideration by the group so that learning can be disseminated.

Any service that has undertaken a single agency review on a case where child safeguarding features should consider whether there is learning for the wider partnership. Relevant reviews should be emailed to the GSCP for consideration by the Learning, Training & Policy Work Group.

The GSCP Business Unit will monitor publication of Child Safeguarding Practice Reviews by other local authorities and where relevant bring them to the workgroup for consideration.

The Learning, Training & Policy Work Group will consider what learning may be of benefit to the wider partnership and disseminate widely. 7 Minute briefings will also be made available on the GSCP website.

The Learning, Training & Policy Work Group will routinely consider cases considered at a Rapid Review Meeting where a CSPR is not being undertaken, any notifications of a Community Safeguarding & Public Protection Incident and, cases referred to the workgroup as outlined in Appendix vi.

## REFERRAL OF A SERIOUS INCIDENT FORM

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 (but is not limited to) serious and/or long-term impairment of a child’s mental health or intellectual, emotional, social or behavioural development. It should also cover impairment of physical health<sup>1</sup>. **Any individual or organisation working with children should inform the relevant safeguarding partners<sup>2</sup> of any incident they think should be considered for a Rapid Review, using this form.**

Professionals should discuss the case with their agency designated safeguarding lead/officer to help formulate the rationale. If you need advice completing this form please contact us: our phone and email address are included at the end of this form. **A referral should be made as soon as possible after the serious incident occurs.**

### Background Information

Name of Child:

Date of Birth of Child:

Ethnicity of Child:

Date of Referral:

### Agency Referral

Name of Person Making referral	Agency Designation and Title	Contact Details – Address, telephone number and e-mail address

**Please give the details of the designated safeguarding lead/officer with whom you have discussed the case.**

Name	Agency Designation and Title	Contact Details – Address, telephone number and e-mail address

<sup>1</sup> Child perpetrators may also be the subject of a review, if the definition of ‘serious child safeguarding case’ is met.

<sup>2</sup> The formal safeguarding partners are the ICS police and the local authority. Details of where to send this form are included at the end of the form.

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## **Section I: Brief overview of child and family composition**

### **1.1 Child's Details**

Name of Child	
Date of Birth	
Home address	
Gender	
Ethnic Origin	
Faith/Religion	
Disability	
Is the child/young person looked after?	
Is the child/young person subject to a child protection plan or has been previously? (If so when, for what and for how long?)	
Is the child/young person open to Children's Social Care or Early Help (if so, who is the lead practitioner)?	
Date of Death or Serious Incident (please specific which)	
Address of location of incident	
Carer at time of incident	
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?)	

Are there any adult safeguarding concerns and have these been shared via completing an Adult referral form? (If so, who is the key contact?)	
--	--

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

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

<b>What action has been undertaken to safeguard and protect any siblings of the child who is the subject of this referral?</b>

**1.3 Other agencies known to be involved**

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

**Section 2: Case Background**

PLEASE NOTE: The information you provide will be used to help establish whether the case meets the criteria for a Rapid Review. .

**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.**

PLEASE NOTE: This should only include 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:**

**NOTE: THE ABOVE SHOULD FOLLOW A DISCUSSION WITH A NOMINATED MANAGER OR SAFEGUARDING ADVISOR IN YOUR AGENCY.**

**Section 3: Advice and Submission of this Form**

**This form should be submitted to:  
mash-referrals@royalgreenwich.gov.uk**

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



## LETTER TO ACCOMPANY INITIAL SCOPING AND INFORMATION SHARING FORM FOR A RAPID REVIEW

Dear (Named Representative of Agency) ,

### Child Safeguarding Practice Review – Initial Scoping and Information Sharing

We have received notification of a serious incident which may meet the criteria for a child safeguarding practice review. We will, therefore, be holding a Rapid Review to consider the case.

To inform the Rapid Review meeting, we need to gather the basic facts about the case and determine the extent of agency involvement with the child and/or any family members. This will help the safeguarding partners decide whether to undertake a formal child safeguarding practice review and to determine the most appropriate method to identify and cascade learning from this case.

We are initially asking agencies to:

1. Clarify whether your organisation had any involvement with the subject child and/or named individuals within the family composition outlined in Section 1 of the attached form.
2. Complete the attached '*Initial Scoping and Information Sharing*' form if you have had any involvement with the subject child or a member of their family.
3. Secure all records/files in relation to this case, ensuring that they **are removed to a secure place** where they are **not accessible** to agency personnel other than through you or your nominated representatives.
4. Keep your agency's submission in relation to this case **separate** from the case records/files.

If the child or family is not known to your organisation, please confirm this in writing.

We are required to hold the Rapid Review meeting and agree the way forward within timescales outlined in national guidance (currently within 15 working days). This initial scoping and information sharing form should, therefore, be returned to us at the address included on the form **within 5 working days**. In this case this will be **[insert submission date]**.

If you require any further information please contact [insert contact name and phone number].

Yours sincerely,

Chair of the Learning, Training & Policy

Enc: Initial Scoping and Information Sharing Form

## INITIAL SCOPING AND INFORMATION SHARING FORM FOR A RAPID REVIEW

### Potential Child Safeguarding Practice Review

*Working Together 2018* provides clear criteria in Chapter 4 about when child safeguarding practice reviews should be conducted. We have received notification of a serious incident which may meet the criteria for a child safeguarding practice review and will, therefore, be holding a Rapid Review to consider the case.

To inform the Rapid Review meeting, we need to gather the basic facts about the case and determine the extent of agency involvement with the child and family. This will help the safeguarding partners decide whether to progress a formal child safeguarding practice review and to determine the most appropriate method to identify and cascade learning from this case.

We are required to hold the Rapid Review meeting and agree the way forward within timescales outlined in national guidance (currently within 15 working days). This initial scoping and information sharing form should, therefore, be returned to *(insert email address)* **within 5 working days**, that is by *(insert date)*.

### Contact details of individual / agency completing this form

Name	Agency and Job Title	Contact Details - Address, telephone number and e-mail address

Date completed: \_\_\_\_\_

**Summary of Case:**

**Indicative time period to be looked at:** *(Good practice suggests that the time period examined should be limited. However, please include information from outside this time period if you feel it is relevant to the case.)*

## Section I: Composition of the Child's Family

### **SUBJECT CHILD:**

**Also known as:**

**National health  
number:**

**D.O.B:**

**D.O.D:**

**Ethnicity:**

**Home Address:**

**Previous addresses:**

### **MOTHER:**

**Also known as:**

**D.O.B:**

**Home address:**

**Previous addresses:**

### **FATHER:**

**Also known as:**

**D.O.B:**

**Home address:**

**Previous addresses:**

**SIBLINGS:**

**Also known as:**

**D.O.B:**

**Home address:**

**Previous addresses:**

**SIGNIFICANT  
ADULTS / OTHERS:**

**Home address:**

**SIGNIFICANT  
ADULTS / OTHERS:**

**Home address:**

**SIGNIFICANT  
ADULTS / OTHERS:**

**Home address:**

## Section 2: Agency Information and Involvement

- 1. Provide a brief summary of your agency's involvement with the subject child AND the individuals listed in the family composition.** *(Please focus on the key significant events in chronological order and, where appropriate, include the date of commencement and completion of service.)*

- 2. Brief analysis of individual or / and agency practice.** *(Please identify any outstanding practice or potential learning).*

- 3. Please identify any areas for concern as to the way in which partners have worked together to safeguard the subject child.**

- 4. Are you aware of the involvement of any other agencies? If yes, please give details.**

**5. Please include any further relevant information that you wish to bring to the attention of the Rapid Review meeting.**

### **Section 3: Advice and Submission of this Form**

**If you need advice or guidance on completing this form, please contact  
[gscp@royalgreenwich.gov.uk](mailto:gscp@royalgreenwich.gov.uk)**

**This completed form must be returned to the above email address within 5 days**

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

## REPORT OF RAPID REVIEW DECISIONS AND RECOMMENDATIONS FOR SUBMISSION TO NATIONAL CHILD SAFEGUARDING PRACTICE REVIEW PANEL

### Purpose of the Rapid Review

In line with *Working Together 2018*, the aim of this rapid review is to enable safeguarding partners to:

- gather the facts about the case, as far as can be readily established;
- discuss whether there is any immediate action needed to ensure children's safety and share any learning appropriately;
- consider the potential for identifying improvements to safeguard and promote the welfare of children;
- decide what steps to take next, including whether or not to undertake a child safeguarding practice review.

Name of Child:

DOB of Child:

Ethnicity of Child:

Disability or Special Educational Need:

Date of Rapid Review:

List of Participants in Rapid Review:

Name	Job Role/Title	Agency/Organisation



**Section I: Case Background**

**Details of Family Members and Significant Others**

<b>Name and Address</b>	<b>Relationship to Child</b>	<b>Date of Birth</b>	<b>Legal Status</b>	<b>Ethnic Origin</b>

**Brief description of the circumstances described in the Serious Incident Notification as set out in Working Together 2018**

- knows or suspects that a child has been abused or neglected and
- the child dies or is seriously harmed in the local authority's area, or
- while normally resident in the local authority's area, the child dies or is seriously harmed outside England or
- a child in our care has died, whether or not abuse or neglect is known or suspected

**Concise summary of the facts about the case, as far as they have been established at this time and the relevant context**

**The Incident and background family history/agency involvement**

**Children's Safeguarding & Social Care**

**Health**

**Police**

*Other agencies to be listed as relevant*

**Documentation available to this Rapid Review:**

## **Section 2: Consideration of Case, Criteria and Guidance**

*This should be completed during the meeting and agreed by participants.*

### **Immediate Action**

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

Yes  No

**Please give details of action taken. If no, what actions need to be taken? When will these be taken and by whom?**

### **Identifying Improvements to Safeguard and Promote the Welfare of Children**

Those present at the Rapid Review have considered whether to carry out a **local** child safeguarding practice review and have agreed that the case has the potential to meet the following criteria: *Tick all that are relevant. These should be agreed by all participants in the Rapid Review.*

- 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 have cause for concern about the actions of a single agency
  - there has been no agency involvement, and this gives the safeguarding partners cause for concern
  - more than one local authority, police area or clinical commissioning group is involved, including in cases where families have moved around
  - the case may raise issues relating to safeguarding or promoting the welfare of children in institutional settings
  - None of the above
- 

Those present at the Rapid Review have considered whether to carry out a **national** child safeguarding practice review and have agreed that the case has the potential to meet the following criteria: *Tick all that are relevant. These should be agreed by all participants in the Rapid Review.*

- highlights or may highlight improvements needed to safeguard and promote the welfare of children, including where those improvements have been previously identified
- raises or may raise issues requiring legislative change or changes to guidance issues under or further to any enactment
- highlights or may highlight recurrent themes in the safeguarding and promotion of the welfare of children
- significant harm or death to a child educated otherwise than at school
- where a child is seriously harmed or dies while in the care of a local authority, or while on (or recently removed from) a child protection plan
- cases which involve a range or types of abuse
- the case may raise issues relating to safeguarding or promoting the welfare of children in institutional settings
- None of the above

## Rapid Review Discussions

**Record of Rapid Review discussion: and case analysis against the criteria for statutory review processes. The Rapid Review conclusion should clarify the nature of harm suffered and whether it meets the criteria for serious harm and/or long-term impairment of health. If the Rapid Review identifies immediate learning that can be acted upon, the outcome should be summarised:**

- *Analysis of case*
- *Immediate learning points and how these will be acted upon*
- *Next steps and what any CSPR or review will look like*
- *Focus on value of further learning*

## Recommendation

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

- a) Meets the criteria for a national Child Safeguarding Practice Review
- b) Meets the criteria for a local Child Safeguarding Practice Review
- c)
- d) Warrants consideration of DHR, SAR, MAPPA SFO or other
- Please state: \_\_\_\_\_
- e) Warrants a Single-Agency Review
- f) Warrants a Multi-Agency Audit
- g) Warrants a Single Agency Audit
- h) Needs no Further Action
- i) The Rapid Review has identified learning that has been acted upon,   
obviating the need for further review

j)

Other



Please state: \_\_\_\_\_

*Definition of terms*

*Review: Is an evaluation designed to identify potential service delivery and procedural improvements.*

*Audit: The process of systematic examination carried out to assess how successfully processes have been implemented.*

**Rationale for Recommendation. When the Rapid Review decision is that a case does not meet the criteria for a Child Safeguarding Practice Review, other review options must be considered.**

**Date this form submitted to the National Panel:**

## LETTER TO CHILD SAFEGUARDING PRACTICE REVIEW PANEL TO ACCOMPANY REPORT OF RAPID REVIEW DECISIONS AND RECOMMENDATIONS

**Date:**

Chair  
Child Safeguarding Practice Review Panel  
Sanctuary Buildings  
20 Great Smith Street  
London  
SW1P 3BT

Dear ,

Decision of the Rapid Review of [insert case name / reference]

I am writing to you in your capacity as Chair of the Child Safeguarding Practice Review Panel.

Our Safeguarding Partners received notification of a serious incident which may meet the criteria for a child safeguarding practice review on [insert date] and have, therefore, undertaken a Rapid Review to consider the case.

This Rapid Review included a representative from each of the Safeguarding Partners and concluded that the case **meets the criteria for a national Child Safeguarding Practice Review / meets the criteria for a local Child Safeguarding Practice Review / does not meet the criteria for a Child Safeguarding Practice Review. [Delete as appropriate]**

I attach for your information a copy of our completed Rapid Review Template which provides a summary of the case and the Rapid Review's decision-making process and rationale. This decision has been endorsed by the three lead representatives for our Safeguarding Partnership.

I trust this is sufficient information for you to share with the Panel. However, please do not hesitate to contact me if you require any further information.

Yours sincerely

Enc: Rapid Review Report

## REFERRAL FOR PRACTICE LEARNING FORM

### Criteria for Practice Learning

The Greenwich Safeguarding Children Partnership recognises that if we focus learning only on serious safeguarding incidents where a child has died or been seriously harmed **and** abuse is known or suspected or community safeguarding and public protection incidents, we risk limiting or distorting our understanding of whole system functioning.

We know that there are sometimes ‘no harm’ incidents, concerns about new safeguarding challenges, feedback from children and families and, more positively, evidence of good practice that needs to be shared to improve the way we work.

The Learning, Training & Policy Work Group encourages all practitioners to discuss these with their Designated Safeguarding Lead/Representative to consider whether these should be referred for dissemination and learning.

### Background Information

Name of Child and Date of Birth:

Date of Referral:

Name of referrer	Agency & Designation/Title	CONTACT DETAILS - Address, telephone number and e-mail address

Name of designated Safeguarding Lead/Representative with whom you have discussed this referral	Agency & Designation/Title	CONTACT DETAILS - Address, telephone number and e-mail address

Please give a brief description of what you think could be learned from this referral.

### **Section I: Brief overview of child and family composition**



### I.1 Child's Details

Name of Child	
Date of Birth	
Home address	
Gender	
Ethnic Origin	
Faith/Religion	
Disability	
Is the child/young person looked after?	
Is the child/young person subject to a child protection plan or has been previously? (If so when, for what and for how long?)	
Is the child/young person open to Children's Social Care or a Children & Families Practice (if so, who is the lead practitioner)?	
Date of Incident (please specify which)	
Address of location of incident	
Carer at time of incident	

### I.2 Details of Family Members and any Significant Others

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

### I.3 Other agencies known to be involved

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

## Section 2: Case Background

*PLEASE NOTE: The information you provide will be used to help establish what further information might be required and what format can be best used to capture learning. .*

**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.**

*PLEASE NOTE: This should only include 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**

**Section 3: Advice and Submission of this Form**

**This form should be submitted to:  
gscp@royalgreenwich.gov.uk**

## LEARNING, TRAINING & POLICY

### TERMS OF REFERENCE

#### PURPOSE OF GROUP

The Learning, Training and Policy Group is part of the Greenwich Safeguarding Children Partnership commitment to a dynamic and self-improving system where excellent practice is the norm.

It has responsibility for identifying and reviewing incidents that raise issues of improvements to practice and commissioning and publishing local child safeguarding practice reviews. It has a key role to play in improving collective knowledge about where there is good practice and also where there are systemic issues and how policy and practice might change to address them. This includes shaping the multi-agency training programme ensuring it is aligned with strategic priorities and need, as identified through the learning process.

#### SCOPE OF GROUP

The function of this group is to:

- Consider and review new serious incident referrals, determine next steps, oversee all open serious child safeguarding incident cases and their corresponding action plans
- Make recommendations to the safeguarding partners on whether the criteria for conducting a local (or national) child safeguarding practice review (formerly known as Serious Case Reviews) are met in accordance with Working Together to Safeguard Children 2018 or whether an alternative learning method (e.g. learning review, single agency review, single or multi agency audit) is more appropriate.
- Make recommendations for multi-agency learning events based on the findings arising from case reviews
- Ensure family participation in reviews is considered and supported from onset of review
- Consider examples of good practice, and ensure this is also shared across all partners
- Review the multi-agency training programme to ensure multi-agency safeguarding training meets the local workforce needs and that the quality of this training is monitored and evaluated. To identify priorities for multi-agency child protection training in the local area and feed these into the local workforce strategy.

- Disseminate learning from local and national practice reviews across the safeguarding partnership and an action plan created, reviewed and outcomes evaluated
- Develop mechanisms to ensure the voice of the child is included in the work of the partnership
- To create a forward plan for reviewing GSCP practice guidance, policies and strategies to ensure they remain up to date and are aligned with national and local guidance.
- Contribute to the Annual Report

## **FREQUENCY OF MEETINGS**

The Learning, Training and Policy Group will meet bi-monthly. In addition, when members are leading on a specific task they will be required to attend more frequent planning meetings. The Chair may at any time convene additional meetings of the Group to consider business that requires urgent attention.

The group will also act as the nucleus for any Rapid Reviews undertaken as a result of a serious safeguarding incident that has been reported to the National Panel. Under these circumstances, the group will meet whenever required and there is an expectation that members will prioritise attendance at Rapid Review meetings as well as ensure that their agency completes the Initial Scoping and Information Sharing Form promptly.

## **CHAIR AND MEMBERSHIP**

The Learning, Training and Policy Group will be chaired by the Designated Nurse for Safeguarding, Integrated Care Service who will be supported by the GSCP Business Unit. .

The Core membership for the group is listed below. The Group is able to call professionals to the meeting on an ad hoc basis to present on their specialist area.

Designated Nurse for Safeguarding, ICS
Detective Inspector, Metropolitan Police
Strategic Lead for Practice Improvement and Development, Children's Services RBG
Service Leader Family and Adolescent Support, Children's Services RBG
Schools' Safeguarding Network
Family and Young Peoples Service Senior Operations Manager/Community Housing. RBG
Lead Named Nurse Safeguarding Children, LG

Head of Safeguarding Children, Oxleas
Named Nurse, Safeguarding Children (0 -4yrs)
Independent Chair/Independent Scrutineer
Senior Community Safety Specialist (Youth Violence and Exploitation), RBG

Members are expected participate actively in the work of the group and take responsibility for ensuring that any actions are effectively carried out by their organisation.

They are expected to act as champions to ensure engagement with front line practitioners and that learning has relevance for practice and practitioners.

### **ACCOUNTABILITY AND COMMUNICATION WITH OTHER GROUPS**

The Learning, Training and Policy Group is accountable to the Executive, and will provide update reports on the activities of the group. These updates will include evidence of how learning is being disseminated, monitored and reviewed in relation to impact on practice. Activities and reports from the Learning, Training and Policy Group will help to inform the work of the Quality Assurance and Audit Group and help to shape priorities.

### **REVIEW AND SCRUTINY**

The Learning, Training and Policy Group will review the Terms of Reference annually unless significant changes at a local or national level require earlier review. The group will make the dates of all meetings, papers and minutes available to the Independent Scrutineer who may attend any or all meetings.

### **DIVERSITY**

Any work completed by the Learning, Training & Policy Work Group will be done in a manner which:

- Recognises that children and young people have a right to be safe and have their vulnerabilities recognised
- Considers and addresses issues of diversity in respect of gender, gender identity, race, religion, age, ability, culture, ethnicity, education and sexual orientation
- Supports empowerment of children, young people and their families as well as the wider community to keep children and young people safe from abuse/neglect

### **INVOLVEMENT/PARTICIPATION OF CHILDREN, YOUNG PEOPLE AND PARENTS/CARERS**

The voice of the child is a recurring core principle and our aim as a partnership is to work alongside families and children wherever possible. We believe they have valuable contributions to make. Learning events and action plans associated with informal learning reviews, multi-agency audits, and child safeguarding practice reviews therefore need to include opportunity for family and young people participation where appropriate.

## **INFORMATION SHARING**

In order to ensure a coordinated response that fully addresses all concerns surrounding serious incidents, all relevant data should be shared and reviewed as permitted within the stipulations of the General Data Protection Regulation (GDPR) and Data Protection Act 2018, the Caldicott Principles, Working Together to Safeguard Children (DfE, 2018) and Information sharing: advice for practitioners providing safeguarding services (DfE, 2018).