

## Herefordshire Safeguarding Children Partnership

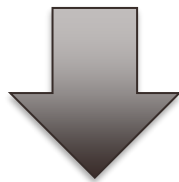
### Partnership Team Serious Incidence Notification (SIN) & Rapid Review (RR) Step by Step Guide

## Day 1

**From the date notification received** from Children's Social Care, (CSC) of intention to make a Serious Incident Notification (SIN) to the National Child Safeguarding Panel (recognising that although CSC have 5 days from date of incident to make the SIN, CSC should inform partner agencies/Partnership Manager at the earliest opportunity), the **Partnership Manager (PM)** or delegated officer in PM absence will oversee all Partnership activity during the 15 day Rapid Review (RR) and ensure RR report submitted to the National Child Safeguarding Panel within the 15 day timescale.

**Partnership Manager** will set timescales for specific tasks in conjunction with the Joint Case Review (JCR) Chair or in their absence the vice chair. Partnership Manager to ensure all such timescales are recorded within the Partnership Team RR Daily Log (and if required to record the delegation of specific tasks within business unit). All documentations for the RR will be stored in the Partnership's electronic folder.

***NB.** Working Together 2018 states the decision rests with Children's Social Care as to whether criteria is met for a SIN to be submitted to National Panel.*



**Once SIN submitted by CSC, the Partnership Manager** is to discuss with the JCR Chair the overall timeline for the Rapid Review and record all communication and agreed dates in the daily log. E.g.;

- Partnership Manager (in conjunction with chair of JCR group) to **inform partner agencies** within the Joint Case Review Group and confirm which agencies are to be contacted by the Partnership Team requesting submission of information scoping forms (in relation to their involvement with the subject child/family).
- **Agree/confirm specific dates** for deadline of agency returns, date for convening Rapid Review meeting/sending out invites. As well as confirmation of dates for compiling

draft/final report and confirming which senior officers within the statutory safeguarding partners to be involved in process. Pre meet meetings to agencies not familiar with SIN RR process to be convened.

- Based on available information the **Partnership Manager** to send information scoping submission forms to all identified agencies requesting **submissions to be returned within 5 working days** (and record within the Partnership RR Daily Log) and or delegate this to others within the Partnership Team (record in log). A Template document is available to support this process  
***NB:** agency scoping forms now to be returned within 5 working days. In addition a quality confirmation is now required by the agency completing the form. Form is to be signed by a senior manager within the agency completing the form prior to submission*
- **Partnership Team to create case** folder using standardised format (date notification received DDMMYY and initials):
  - I. Notification and scoping
  - II. Rapid Review meeting
  - III. Statutory Correspondence
  - IV. General Correspondence
- **The Partnership Manager to liaise closely during** the RR with the JCR group Chair (or identified alternative professional) to **ensure close oversight that each stage of the RR is on target for completion within time scale.** The JCR Chair to act as lead professional within the Rapid Review in finalising and quality assuring the final draft of the report in conjunction with the Partnership Manager.
- **The JCR Chair in conjunction with the statutory partners** to consider if a meeting is to be held prior to submission to National Panel whereby the findings of the Rapid Review are presented to the AD/DCS to ensure executive senior leader line of sight and accountability of any required rapid improvement activity. If the JCR Chair/statutory partners consider a meeting is not required senior representatives from the statutory safeguarding partners to share the findings and recommendations of the RR. **If a meeting is required the JCR Chair will liaise with the Partnership Manager at the earliest opportunity to ensure sufficient time to convene this meeting prior to the 15 day deadline to submit the RR report to the National Child Safeguarding Panel.**
- **Partnership Manager/Partnership Team** to ensure file location of all agency returns, all versions of rapid review report/s, all minutes and other documents, is recorded in the daily log. All key emails to be saved to the relevant file location.



## Day 2 - 5

**Partnership Manager and or delegated Partnership Officer** to closely monitor returns from agencies as they are received by the Business Office and undertake an initial quality check (e.g. do forms appear to contain sufficient information or do they appear to contain minimal/insufficient information/lack of dates?, has the form been signed by a senior manager to confirm the quality of the information?):

- **The Partnership Manager and or delegated Partnership Officer to record in the RR Daily Log** when individual returns are received from specific agencies and outcome of initial quality check (in the Agency Returns Checklist and Daily Log).
- To ensure no slippage in the timeliness of the RR receiving good quality information and analysis **the Partnership Manager and or delegated Partnership Officer to share individual agency returns by email on the same day received by the unit with the JCR Chair** in order to highlight to the JCR Chair if the Business Unit has identified any initial quality issues with the information provided (or not).
- **Partnership Manager to complete final quality assurance check** of the information and analysis contained in the scoping submission forms and confirm if the submission is to be accepted or whether needs be sent back to relevant agency by the Partnership Team copying in the relevant JCR Group representative of the agency.
- **All activity to be recorded in the Partnership Daily Log** (by the Partnership Team/Partnership Manager). Save returned scoping information into folder, maintaining Agency Returns Checklist.



## DAY 6

**Partnership Team to collate all submission forms** and send to all members of the RR team/JCR Group ahead of RR Meeting (on day 7 or 8) and begin to populate the RR report template.



## Day 7-8

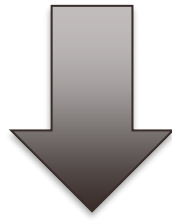
**Rapid Review Meeting takes place. Partnership Team ensure** Rapid Review Meeting minutes saved in RR folder and circulate to the JCR Group/Chair with the Rapid Review report template.

In the RR Meeting the JCR Chair ensures agencies follow the Working Together 2018 criteria and National Child Safeguarding Panel Guidance:

[Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/681227/Working-Together-to-Safeguard-Children-2018.pdf)

[DfE external document template \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/681227/DfE-external-document-template.pdf)

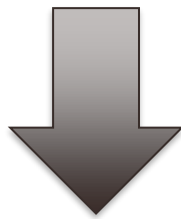
JCR Group members in conjunction with the JCR Chair to complete final quality assurance/approve RR report contains the necessary info.



## Day 9 - 12

**Partnership Manager/Partnership Team to update Rapid Review report template with meeting information and send to JCR Chair for amendments, final quality assurance check and sign off (and confirmation of circulation of report by Business Unit).**

## Day 13 – 15



**JCR Chair returns final draft of signed and completed RR Report to the Partnership Business Manager.**

**Partnership Manager saves and files final signed draft and submit to National Panel (and or Ofsted if required).**

**National Panel and Ofsted response received and filed by Partnership Team.**

**Update daily log & agency returns tracker at all stages**

**Partnership team to provide minute-taker for all meetings relating to the RR. Minutes of meetings will be circulated within 24 hours.**

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