

Safeguarding Children Referral Flow Chart

Working Days from Referral

0

Agency submits Referral Form via email to bsp@bury.gov.uk

Business Unit acknowledges referral and sends a copy to the Screening Panel Members (representatives of the x3 Statutory partners).
Business Unit arranges a Screening Panel meeting to be held the same/following working day of receipt.

Screening panel to look at background information held (not seeking chronologies)

Screening Panel meeting takes place – using standard template

1

a) **MEETS** threshold for Rapid Review

Screening Panel decision form completed

b) Does **NOT MEET** threshold – no further action

Screening Panel decision form completed

c) Does **NOT MEET** threshold – but identifies single agency concern/learning
Screening Panel decision form completed

c) **Queries back to referrer**

Screening Panel decision form completed

CSC submit SIN same/following working day and send copy to bsp@bury.gov.uk

Business Unit informs referrer of Screening Panel decision.

Ask referrer for the required details.

Business Unit to contact single agency asking them to take action and to provide an update via the Case Review Subgroup

Business Unit informs referrer of Screening Panel decision.

Business Unit sends **agency summary and chronology template** out for completion and Business Unit to agree date with the Chair/Author of RR meeting and issue invites

Business Unit informs referrer of Screening Panel decision.

Business unit submits screening panel decision form to the next Case Review Subgroup

2

2-3

Identify rapid review author - and liaise with statutory partner reps

2-9

Identify

Completed **templates** returned by agencies to bsp@bury.gov.uk. Collated by Business Unit including combined chronology.

10

BSP Business Unit circulate **agency returns, chronologies, initial referral and Screening Panel decision template** to those attending the Rapid Review meeting

12

Rapid or Case Review meeting held:

Review the facts and learning. Agree any immediate action and decide whether the case meets the criteria for a LCSPR and whether a review is appropriate (*see Appendix 1). **Report/notes** to record all challenge, strengths and decisions. **Rapid Review Chair to write report and action plan.**

13-15 (noon)

Rapid Review: Representatives of the three Statutory Partners to sign-off the **Rapid Review report and action plan**

a) MEETS criteria for LCSPR

b) DOES NOT MEET criteria for LCSPR

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By no later than 5pm

Business Unit sends approved **Rapid Review Report** to National Panel and Rapid Review attendees, Referrer informed. Report to also be taken to the next Case Review Subgroup meeting. Action plan to be transferred to tracker.

Rapid Review: Response from National Panel Received (usually within 10 working days):

a) National Panel and BSCP agree MEETS criteria for LCSPR

b) National Panel and BSCP agree DOES NOT MEET criteria for LCSPR

c) National Panel and BSP are not in agreement re criteria

Agree how we take forward the LCSPR – what model/format it will take.
e.g., Learning Circle (and agree who will lead this if internal)

Independent Author (external)

No further action: all learning and actions already in place

Action depends on individual cases. Safeguarding Executive to consider next steps and engagement with National Panel

Within 1 week of getting agreement from National Panel to undertake a LCSPR

Implement agreed model/format for LCSPR.

e.g.

Internal learning circle; or

Independent Author to be commissioned by Business Unit

Family to be contacted

Rapid review action plan to be concluded.

Learning Circle/Panel meetings to be convened by Business Unit

Report author to provide draft report **including action plan** for comment to all members of the Learning Circle/Panel

LCSPR and action plan to be submitted to Case Review Subgroup for comments and recommendation to the Safeguarding Children Partnership to approve the report. Copy of report to be shared with Safeguarding Executive for comment, prior to final approval by the Safeguarding Children Partnership.

Safeguarding Children Partnership to agree whether report is publishable. Family to be contacted.

Review to be published by Business Unit and copy sent to National Panel and those

Within 6 months of the agreed decision to undertake an LCSPR

involved in the rapid review

Action plan and learning to be progressed
by Case Review Subgroup who will have
oversight of all actions

Complete as fully as possible from your available records.

Appendix 1

Duty on local authorities to notify incidents to the Child Safeguarding Practice Review Panel 16C (1) of the Children Act 2004 (as amended by the Children and Social Work Act 2017) states:

Where a local authority in England knows or suspects that a child has been abused or neglected, the local authority must notify the Child Safeguarding Practice Review Panel if –

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

The local authority must notify any event that meets the above criteria to the Panel. They should do so within five working days of becoming aware that the incident has occurred. The local authority should also report the event to the safeguarding partners in their area (and in other areas if appropriate⁸⁰) within five working days.

Appendix 2

CRITERIA FOR LOCAL CHILD SAFEGUARDING PRACTICE REVIEW

CHAPTER 4 WORKING TOGETHER 2018

In determining whether to carry out a local practice review the safeguarding partners must consider 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.
- 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.

The safeguarding partners 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, and 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

*Working Together 2018 states that:

It is for safeguarding partners to determine whether an LCSPR is appropriate, considering that the overall purpose of a review is to identify improvements to local practice and wider systems.

Just because an incident meets the criteria for notification in Working Together 2018 does not mean there is an automatic expectation to carry out an LCSPR.

Safeguarding partners need to be clear from the outset what the benefit would be of conducting an LCSPR following on from a quality rapid review.

Rapid reviews should always set out a very clear rationale for doing an LCSPR and should be explicit about the key questions that the LCSPR would seek to answer.

Working Together 2018 also states that:

Some cases may not meet the definition of a 'serious child safeguarding case', but nevertheless raise issues of importance to the local area. That might, for example, include where there has been good practice, poor practice or where there have been 'near miss' events. Safeguarding partners may choose to undertake a local child safeguarding practice review in these or other circumstances.