

# **Knowsley Children's Social Care and Targeted Services**

## **Rapid Review Process Guidance**

Working Together 2018 records the duty on Local Authority to notify incidents to the Child Safeguarding Practice Review Panel.

**16C (1) of the Children's Act 2002 (as amended by the Children's and Social Work Act 2017 states:**

**Where a Local Authority in England knows or suspects if a child has been abused or neglected then Local Authorities must notify the Child Safeguarding Practice Review Panel if:**

- a) The child is seriously harmed in the Local Authority**
- b) The child dies or is seriously harmed outside of England**

The notification must be sent to the Panel within 5 working days of the incident.

The Local Authority must also notify the Secretary of State and Ofsted where a child looked after has died, whether or not abuse or neglect is known or suspected.

When a serious incident occurs involving children a Head of Service Notification should be sent to the Head of Service responsible for the Safeguarding Quality Assurance Unit and Assistant Executive Director of Children's Social Care.

Collectively the Head of Service for the Safeguarding Quality Assurance Unit and Assistant Executive Director of Children's Social Care will agree if the criteria to notify the Review Panel and Ofsted.

If a notification to Ofsted and the Child Safeguarding Practice Review Panel is agreed, the relevant Head of Service needs to ensure all basic details of the child and a summary of the incident and context needs to be provided to the SQA. The information provided needs to be quality assured by the Safeguarding Quality Assurance Unit Head of Service and approved by the Assistant Executive Director of Children's Social Care before submitting to the Panel and Ofsted by the SQA.

## Rapid Reviews

The Child Safeguarding Practice Review Panel: Practice Guidance April 2019 should be read in conjunction with Working Together 2018.

The guidance sets out the Panel's role which is to identify and oversee the review of serious child safeguarding cases.

When serious incidents are reported to the Panel and Ofsted (within 5 days of the incident). Local Authorities have a 15 working day timescale for the completion of a Rapid Review.

In Knowsley this guidance has been written to ensure that the Rapid Review process is robust and information gathered is of a high quality to ensure the right decision can be made as to whether to or not:

- Commission a Serious Case Review
- Whether a Local Child Safeguarding Practice Review should be undertaken

To make a decision, a report that is concise summary of the facts about the serious incident and relevant contacts should be provided by the relevant Head of Service. The report should give sufficient detail that underpins the analysis against the Working Together 2018 criteria.

The report should be forwarded to the Knowsley Children's Safeguarding Partnership Manager who has responsibility for co-ordinating all the multi-agency reports in advance of the rapid review.

Prior to the Board Manager submitting the information to the Chair of the Rapid Review the information provided by the Head of Service should be endorsed by the Assistant Executive Director of Children's Social Care to ensure the information provided is of the highest quality.

*(Guidance drafted December 2019 to be reviewed in December 2020.)*

# **Appendix 1**

## **Knowsley Children's Social Care and Targeted Services**

### **Rapid Review Process Guidance**

#### **Notify the death or serious harm of a child**

##### **Notifier details**

First Name:

Last Name:

Telephone

Email:

Role:

Notifying Local Authority:

Local Authority where incident took place:

Responsible Local Authority:

##### **Reasons for notification**

Reasons – category i.e. sexual abuse, criminal exploitation, death of a child

##### **About the incident**

Responsible Local Authority:

Date of incident:

Number of children:

Death involved (if applicable)

##### **Characteristics of the case**

Characteristics: e.g. Abuse – Sexual: Inter-familial

**Incident outline**

What happened?

(Give an account of the incident)

**Actions that have been taken:**

Provide details of actions taken since the incident.

**Details of each child:**

Name of the child:

Date of birth (if known):

Gender:

Ethnicity:

Legal Status:

Has the child been on a child protection plan?

Parent/guardian details and relationship to child.

Where were they staying?

Name of placement:

Address:

Education or early years provision they were attending:

Name of establishment:

Establishment address:

Was the child known to any agencies: i.e. Children's Social Care, YOS etc.

Child Protection Plan details: Start date:

Finish Date: