



## Nottinghamshire Safeguarding Children Partnership



### Rapid Review Process

#### Day 1

##### Commissioning

- The Development Manager (County)/Strategic Lead for Safeguarding (City) will notify by (e-mail) the three local safeguarding partners of the initiation of the Rapid Review process. The communication will be sent to:
  - Detective Superintendent Head of Public Protection
  - Service Director for Youth Families and Social Work, Nottinghamshire County Council (County cases only)
  - The Director for Children's Integrated Services Nottingham City Council (City cases only)
  - The Chief Nurse for Nottingham and Nottinghamshire Clinical Commissioning Groups
    - NHS Nottingham North & East CCG
    - NHS Nottingham West CCG
    - NHS Rushcliffe CCG
    - NHS Mansfield and Ashfield CCG
    - NHS Newark and Sherwood CCG
  - The Chief Nurse for NHS Bassetlaw Clinical Commissioning Group (County only)
- The communication will include timescales / rapid review pro-forma / details of the Rapid Review meeting.
- The safeguarding partners must immediately identify a named person to lead on the review within their organisation and advise the Partnership office of their details.
- The Development Manager (County)/Strategic lead for Safeguarding (City) will work with the identified leads to agree a review lead / author to support in the writing of the Rapid Review report.
- The CCG Designated Nurse (or associate designated nurse) will co-ordinate notification to health providers relevant to the case.
- **Modified response** - where initial information, and early discussions indicate that further Review is highly likely, it has been agreed that organisations can submit internal

documentation to enable a swift rapid review process without creating duplication of agency reports in any further review.

## **Day 6 - 7**

### **Internal reports: submission and circulation**

- All agency internal Rapid Review reports MUST be returned to the Development Manager (County)/ Children's Officer or named alternative (City) by close of business on day 6 of the Rapid Review timeline.
- Health providers' reports will be collated and returned by the CCG Designated Nurse (or named person above). These reports must have been signed off by senior management.
- Day 7 – The Development Manager (County)/ Childrens Officer (City) will circulate to all involved parties, who will review and consider prior to the Rapid Review meeting/panel.

N.B. All partner organisations will need to deploy their own internal processes for facilitating an effective response in the short timescale allowed.

## **Day 8**

### **Rapid Review Panel**

Attendance will include

- Representation from the safeguarding partners (LA, Police, CCG)
- Representation from any key providers as agreed by the review lead/author
- Development Manager/Service Manager (County - minimum one)/ Childrens Officer and Strategic Lead for Safeguarding (City – minimum one)

Purpose

- Discussion re the findings from the Rapid Review reports returned
- Agreement of what is working well and any areas for concerns
- Agree the themes for the summary/analysis section of the report
- Agree report format/template (depending on the extent of information known)
- Identify any action already taken or required
- Agree any recommendations, including further review if required.

## **Days 9 – 13**

### **Completion first draft report (days 9 – 11)**

- The named lead/author and Development Manager (County)/ Childrens Officer (City) will work together to complete the Rapid Review report.
- Lead reviewer will focus on the summary and analysis section; and learning points.
- A standard review template will be available through the Partnership office; however, the report format will be influenced by the amount of information available to the review; and the recommendations. A number of templates may be developed over time.

### **Circulation and sign off by review team (day 12)**

- By 9:30 am on day 12 the Development Manager (County)/Childrens Officer (City) will circulate the first draft report to all parties involved (review team)
- The Partnership office will send a copy of the Rapid Review report to the Independent Scrutineer (County)/Independent Chair (City).
- All responses (comments and requested amendments) must be returned to the Development Manager (County)/Childrens Officer (City) by 3:00pm on day 12.
- Development Manager (County)/Childrens Officer (City) and lead reviewer will meet/communicate to agree any amendments, and finalise draft two of the report by, the end of business day 12. This will be re-circulated to the review team.

### **Sign off by senior managers (day 13)**

- Members of the review team must ensure that the report is signed off at the agreed senior level for their own organisation and send confirmation to the Development Manager (County)/Childrens officer (City) to this affect; or alert the Service Manager, Partnerships and Planning (County)/Strategic Lead for Safeguarding (City), if there are any issues.

### **Day 14**

#### **Final report**

- Service Manager Partnerships and Planning (County)/Strategic Lead for Safeguarding (City)will complete a final check / proof read and sign off final copy.

### **Day 15**

- Service Manager Partnerships and Planning or the Development Manager (County)/Strategic Lead for Safeguarding or Childrens Officer(City)will submit the report to the National Panel [Mailbox.NationalReviewPanel@education.gov.uk](mailto:Mailbox.NationalReviewPanel@education.gov.uk)

### **PRINCIPLES GOVERNING THIS PROCESS**

- There is an acceptance by all parties that the process must be completed in the 15-day timeframe.
- That the Rapid Review process will be given priority within workloads.
- There is an agreement by strategic leads that where necessary colleagues will be released from routine duties to undertake the Rapid Review process
- It is the responsibility of review team members to keep senior managers apprised of the review throughout the process; especially if there appears to be significant practice issues for their organisation or service.
- Sticking to the agreed timescales allows for a minimal contingency for exceptional circumstances only.
- The lead reviewer / author will be determined by the extent of agency involvement alongside the most significant incidents known initially.