

Children’s Services

SIN, Rapid Review and LCSPR process for internal use in Dorset

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1. Serious Incident Notification (SIN)

1.1 The Pan Dorset Safeguarding Children Partnership (PDSCP) guidance for Serious Incident Notifications, Rapid Reviews and Local Child Safeguarding Practice Review (LCSPRs) is set out in the [PDSCP procedures library](#). This guidance sets out the local administration process by which Dorset Children’s Services employees will meet the requirements of the PDSCP guidance.

1.2 Government regulations require local authorities to notify the Child Safeguarding Practice Review Panel (‘The Panel’) of all Serious Incidents involving children and young people for whom the local authority has a duty of care. A Serious Incident is where:

- The local authority knows or suspects that a child has been abused or neglected, and
- That child dies or is seriously harmed

1.3 The Child Safeguarding Practice Review Panel guidance for safeguarding partners states:

‘The local authority does not need to wait until abuse or neglect is proven to make a notification and it is for local areas to determine which cases should be submitted to the Panel based on local and contextual understanding.

We recognise that it is sometimes only through the rapid review that a judgement can be made about the strength of the relationship between the

serious harm and abuse or neglect. Where the family is known to children's social care because of a recent incident or current concern about abuse and neglect, and where there has been, for example, a suicide or unexplained death, it may well be prudent to notify the event as a serious incident.¹

- 1.4 For looked-after children, a local authority must notify any death whether or not they know of or suspect abuse or neglect.** In this circumstance the Head of Service Children in Care and Care Leavers in Dorset Council will make the submission (the process below does not apply in this circumstance). If, however it is known or suspected that the child in care or the care leaver has been abused or neglected then the following type of SIN will need to be submitted in addition to the one that the Head of Service Children in Care and Care Leavers in Dorset Council will make.

2. The responsibility for making Serious Incident Notifications

- 2.1 It is the responsibility of the Local Authority to make the submission. The National Panel suggests that the local authority should wherever consult with other safeguarding partners when deciding whether to notify. Where an agency other than the local authority becomes aware of an incident that meets the criteria for notification but that one has not been submitted, they should discuss this with their local authority counterpart to reach an agreement on whether to notify. In the first instance this will be Head of QA and Partnerships (HoQA) in Dorset Council – if there is no agreement this is to be escalated to the PDSCP Executive.
- 2.2 The local authority does not need to wait until abuse or neglect is proven to make a notification and it is for local areas to determine which cases should be submitted to the Panel based on local and contextual understanding. Where the family is known to children's social care because of a recent incident or current concern about abuse and neglect, and where there has been, for example, a suicide or unexplained death, it may well be prudent to notify the event as a serious incident. This is because it may be unclear at an early stage the extent to which these broader social concerns are relevant to the serious incident in question.
- 2.3 The local authority must do this within **5 working days** of becoming aware of the incident. The date of the incident or the date we become aware of the incident is **day zero, not** day one of the Serious Incident Notification process.
- 2.4 The Panel will share all notifications with:
- the Department for Education

¹ [Child Safeguarding Practice Review Panel guidance for safeguarding partners \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/111111/Child_Safeguarding_Practice_Review_Panel_guidance_for_safeguarding_partners.pdf), p.9, viewed May 2023

- Ofsted
- 2.5 The Child Safeguarding Practice Review Panel Guidance for Safeguarding Partners (September 2022) states that:
- ‘Notifications must always be made if abuse or neglect is known or suspected to be a cause of, or a contributory factor to, the death or serious harm of a child.....in essence we interpret this as meaning that there was sufficient reason to suspect that abuse or neglect was present and, at least in some way, caused or contributed to the death or serious harm...’
- 2.6 The PDSCP Business Manager must also report the incident within 5 working days of becoming aware of the incident to the PDSCP Leadership and where relevant other local safeguarding partnerships outside of Dorset Council area (see below).
- 3. Dorset Children’s Services’ Procedure for Serious Incident Notifications**
- 3.1 The following steps should be completed for all Serious Incident Notifications (SINs):
- 3.2 Head of QA and Partnerships to complete draft SIN using the government’s [Child safeguarding incident notification](#) system in consultation with the relevant Head of Locality or Head of Service and send to Corporate Director, QA and Safeguarding Families for sign-off, identifying any immediate learning and actions required.
- 3.3 The Corporate Director, QA and Safeguarding Families will send the draft SIN with the other Corporate Directors for identification of any immediate learning, actions required and approval. They will then send the draft SIN to the Executive Director for sign off.
- 3.4 Head of QA and Partnerships will then submit the SIN to the National Panel via the [Child Safeguarding Portal](#) by Day 5 and download a copy of the notification. The downloaded copy should include the date of notification in the document title, as currently the form does not have a place to record the date of notification within it.
- 3.5 Only the Head of QA and Partnerships and the Corporate Director, QA and Safeguarding Families are registered to submit SINs via the portal; if both are absent the officer submitting the SIN will first need to request permission to do so via the portal.
- 3.6 The Head of QA and Partnerships will also by Day 5 upload a copy of the SIN onto the child or young person’s Mosaic record and will also send a copy to:
- the 4 Corporate Directors

- the relevant Head of Locality or Head of Service.
 - The PDSCP Leadership team and Independent Chair
 - The Business Manager for the PDSCP
 - The PDSCP Scrutineer for information
 - Senior Solicitor, Legal Services
- 3.7 Following the SIN submission, The National Panel will usually notify the PDSCP BM within 2 days that a Rapid Review is required. In any event the PDSCP BM will have already started the process below.

4. Rapid Review

- 4.1 ‘Safeguarding partners are required to promptly undertake a rapid review on all notified serious incidents. Review timescales are set out below [...] Rapid reviews should identify, collate, and reflect on the facts of the case as quickly as possible to establish whether there is any immediate action needed to ensure a child’s safety and the potential for practice learning.’²
- 4.2 Responsibility for undertaking the rapid review rests with the three safeguarding partner agencies (the local authority, the local NHS body, and the local Police force).
- 4.3 It is the National Panel’s expectation that any case which is subject to a rapid review should have been notified to the Panel. If a child has been notified and the rapid review subsequently identifies that the notification criteria are no longer met (for example, there is no evidence of abuse or neglect, or the harm suffered was deemed not to be serious), the safeguarding partners may nevertheless decide to carry out a Local Child Safeguarding Practice Review (LSCPR) if they deem that there is still potential for further learning and a clear rationale for doing so.

5. Procedure for Rapid Review

- 5.1 The following steps should be followed for all Rapid Reviews. For these steps, please note the date of the Serious Incident Notification is **day zero** of the Rapid Review process, **not** day one.
- 5.2 There are three elements to the procedure for Rapid Review that should be undertaken concurrently: first, the development of the local authority’s Briefing Report (see paras. 5.3 – 5.5), secondly gathering the Briefing Reports of other agencies (5.6-5.7) and finally, the planning of the Rapid Review Meeting (paras 5.8 – 5.13).

² [Child Safeguarding Practice Review Panel guidance for safeguarding partners \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/108212/Child_Safeguarding_Practice_Review_Panel_guidance_for_safeguarding_partners.pdf), Sept. 2022, viewed April 2023

- 5.3 On **day zero**, the Head of QA and Partnerships will appoint a QA Service Manager to complete a Briefing Report, a genogram to include all relevant information held on Mosaic including Education and Early Help and (where relevant to request information held in Synergy).
- 5.4 The QA Manager should complete these tasks by **day five**; within this timescale they should check the accuracy of their Briefing Report with the relevant Head of Service or Locality and then send it, with supporting materials, to the Head of QA and Partnerships.
- 5.5 On the **same day** that they receive the Briefing Report and supporting materials, the Head of QA will review these for compliance and then send to the Corporate Director, QA, and Safeguarding Families for sign off. The Head of QA will then send the approved briefing report to the PDSCP Business Manager.
- 5.6 By **day one** the PDSCP Business Manager should identify the agencies involved by asking QA Managers to check relevant Mosaic records (this should also include checking whether Adult Social Care have been or are currently involved with the adult members of the immediate family and briefing report request sent to them if so).
- 5.7 The PDSCP Business Manager should then by **day two** issue standard template requests for briefing reports to all agencies involved, including non-statutory agencies that might not be listed on the record, for example CAF/CASS, requiring completion and return by **day eight**.
- 5.8 By **day one** the PDSCP Business Manager will send a meeting invite to all agencies involved for the Rapid Review meeting, ensuring this allows enough time for completion of the Review and for the PDSCP Leadership team to consider recommendation and wording for response to the panel within the required 15 working days. Invitations must include the Head of QA and Partnerships (who will chair the Rapid Review).
- 5.9 National Panel should notify the PDSCP Business Manager (within 2 working days of submission of the Serious Incident Notification) that a Rapid Review is required.
- 5.10 The PDSCP Business Manager will arrange a sign off date for the Rapid review via the relevant Personal Assistants (PA) for PDSCP Executive member.
- 5.11 By **day two** the PDSCP Business Manager will send diary invitations to PDSCP Leadership for a meeting to consider recommendations from the Rapid Review meeting (the Leadership Meeting to be held not later than **day 14**.)
- 5.12 By **day two**, the PDSCP Business Manager will send an invite to all of those invited to the rapid review to a dedicated action planning meeting to take place

after the rapid review meeting. The purpose of the meeting will be to produce the multi-agency action plan from the learning identified in the learning review. This is required even if a LCSPR is not recommended at the rapid review.

- 5.13 By **day six**, the Head of QA and Partnerships will quality assure the Dorset Children's Services briefing report and send to the Corporate Director, QA, and Safeguarding Families, for sign off by **day eight**.
- 5.14 By **day nine** PDSCP Business Support will send all the completed briefing reports to Rapid Review members, together with the agenda for the Rapid Review meeting.
- 5.15 The Head of QA and Partnerships will regularly update the relevant Head of Locality and Strategy of progress of the Rapid Review.

6. The Rapid Review Meeting

- 6.1 The Rapid Review meeting will be chaired by the Chair of the LCSPR subgroup, unless it is agreed by the Chair of the LCSPR sub-group, in consultation with partners, that another partner should chair depending on the circumstances of the case
- 6.2 By **day 11** the **Rapid Review Meeting** will take place and will consider all briefing reports and agree the Action Plan. The statutory partners (LA, Police and NHS Dorset) will on the same day agree the recommendation and wording that is to go to the PDSCP Leadership team.
- 6.3 By **day 11**, the PDSCP Business Manager will complete the Rapid Review National Panel Notification template and send to the Head of QA and Partnerships.
- 6.4 By **day 12**, The Head of QA and Partnerships will quality assure the Rapid Review Recommendations Notification and send to the PDSCP Leadership.
- 6.5 By **day 14**, the PDSCP **Leadership Meeting** will sign off the Rapid Review Recommendations Notification.
- 6.6 By **day 15** the PDSCP Business Manager will send the Rapid Review Recommendations Notification to the National Panel for their consideration. They will save a local copy in the 'T drive' under Communication with National Panel. They will copy it to the Head of QA and Partnerships who will share a copy with the Head of Locality and Strategy providing support to the child.

- 6.7 In concluding the rapid review, the PDSCP Leadership will consider whether and how any learning and recommendations arising from the rapid review should be shared with the family.
- 6.8 The National Panel will respond to the PDSCP Business Manager advising the Panel date on which they will consider the recommendation. The response from the National Panel will be sent to the PDSCP Business Manager and Chair of the Rapid Review Panel within 10 working days of being considered at the National Panel's meeting. This will then be shared with the Rapid Review Panel and the CSPR sub-group.

7. Local Child Safeguarding Practice Review (LCSPR)

- 7.1 Prior to the National Panel responding to recommend that Dorset undertake an LCSPR, the PDSCP Business Manager will begin to source CVs of authors and will share with the Head of QA and Partnerships and Chair of LCSPR subgroup for shortlisting.
- 7.2 PDSCP Business Manager will arrange meetings with those shortlisted to discuss scope, timeline, type of report, process, and costs. The meetings will include Head of QA and Partnerships and Chair of LCSPR subgroup.
- 7.3 The Head of QA and Partnerships will recommend one or more LCSPR authors in consultation with the Corporate Director, QA and Safeguarding Families and the Corporate Director, Commissioning and Partnerships.
- 7.4 The LCSPR Group will make the final decision on the appointment of the LCSPR author(s).
- 7.5 The LCSPR subgroup will usually form the Panel for the LCSPR; the Panel will select a Chair.
- 7.6 The CSPR should be completed and published within 6 months of the National Panel's recommendation. The PDSCP Business Manager will immediately set out a timeline of meetings agreed with the author and send out a hold the date for the first Review Panel Meeting.
- 7.7 PDSCP Business Manager in consultation with the author and the Head of QA and Partnerships will draft a Terms of Reference (ToR) to include scope, timeline, timescale for completion. The PDSCP Business Manager will issue a contract to the author for their signature and return, using Dorset Council's standard template.
- 7.8 The first Review Panel Meeting should take place within 3 weeks of the National Panel recommending an LCSPR and will sign off the ToR and confirm the report type and chronology required and detail how the family can be involved.

The first Review Panel Meeting will seek to determine how best the family should be supported throughout the Review Process. It will also determine how we prepare practitioners to be involved in this process in terms of the learning events.

- 7.9 Immediately following the First Review meeting the PDSCP Business Manager will send out requests for the Reports and chronologies to be returned within the agreed timescale.
- 7.10 The Head of QA and Partnerships will ask the QA Service Manager to complete the Children's Services chronology. The QA Service Manager will request an accuracy check on these by the relevant Head of Locality/Service prior to submission to the Head of QA and Partnerships for quality assurance and then to the Corporate Director, QA, and Safeguarding Families for sign off.
- 7.11 Once signed off the Head of QA and Partnerships submits the chronology and report, attaches to Mosaic, and provides a copy to the Head of Locality/Service.
- 7.12 The PDSCP Business Manager will send out diary invites for the agreed Review Panel dates and Learning events depending on the structure of the CSPR.
- 7.13 At each subsequent Review Panel, the draft report will be considered, and amendments made. Version control is important, and the Business Support will need to keep a copy of all versions.
- 7.14 The Head of QA and Partnerships will regularly update the relevant Head of Locality and Strategy of progress of the CSPR.
- 7.15 The draft report should be sent to Legal Services for their approval in terms of reviewing for anything potentially incriminating to DC or the wider Partnership. Legal should also be kept up to date with any draft changes to review the changes where necessary and have had sight of the final copy of the report prior to publication.
- 7.16 The final Review Meeting should take place not later than 5 weeks before the target publication date of the LCSPR. At this meeting, final amendments will be agreed. Consideration of a Comms plan and agreement as to how the report will be shared with the family, when and by whom. Once the Review Panel have agreed the final draft the PDSCP Business Manager will convene a PDSCP Leadership Meeting for formal approval of the report.
- 7.17 The PDSCP Business Manager will convene a Comms planning meeting no later than 4 weeks before target publication date, inviting the Executive Director if the latter wishes this. This meeting will agree a Comms plan, confirm publication date, and decide who to inform in advance (for example, Members of the council) and the timeline for this.

- 7.18 Dorset Council Comms will consult with the Executive Director to agree the reactive statement and update partner Comms as required. Dorset Council Comms will also update the Lead member and the Chief Executive of the Council of the Comms Plan.
- 7.19 To comply with the requirements of *Working Together to Safeguard Children*³, the PDSCP Business Manager must send a copy of the full report to the Panel and to the Secretary of State no later than seven working days before the date of publication. Where the safeguarding partners decide only to publish information relating to the improvements to be made following the review, they must also provide a copy of that information to the Panel and the Secretary of State within the same timescale. They should also provide the report, or information about improvements, to Ofsted within the same timescale⁴.
- 7.20 The Head of QA and Partnerships will inform the child's Head of Locality and other relevant Children's Services staff and managers about the point of contact for press and media enquiries.
- 7.21 The PDSCP Business Manager will send an invite to all of those invited to the LCSPR panel to a dedicated action planning meeting to take place after the LCSPR process has been completed. The purpose of the meeting will be to produce the multi-agency action plan in relation to the recommendations agreed in the LCSPR.

8. Additional requirements

- 8.1 The PDSCP Business Manager will remind the Head of QA and Partnerships and the Corporate Director, QA and Safeguarding Families of key dates and reporting timelines.
- 8.2 The PDSCP Business Manager will maintain an action tracker for all actions required under this procedure. There will be a single action tracker for each case, with separate sheets for Serious Incident Report, Rapid Review and LCSPR.
- 8.3 The PDSCP Business Manager will present the action tracker for scrutiny at each meeting of the Dorset CSPR subgroup. They will also present it at each MAQPAG meeting for assurance and additional scrutiny by exceptions.
- 8.4 The Head of QA and Partnerships will report any outstanding actions for Dorset Council to the Quality of Practice and Action Group (QPAG).

³ [Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk), p.93

⁴ See appendix 1 for contact details for SInS, Rapid Review and LCSPRs from WT 2018

- 8.5 The Head of QA and Partnerships will update the child’s Head of Locality following each panel meeting and provide them with a copy of the draft CSPR Action Plan as soon as possible.
- 8.6 The Head of QA and Partnerships will ensure that each Action Plan for Rapid Review or LCSPR is cross-referenced with the Strengthening Services Plan to identify actions already in progress or initiate a new action to meet the recommendation/action identified in the Rapid Review or LCSPR action plans.
- 8.7 The Synopsis of Learning for an LCSPR/learning review will be formulated by the PDSCP Business Manager and should use the format of a 7-minute briefing - see example template from Warwickshire Partnership here [7-Minute Briefings \(safeguardingwarwickshire.co.uk\)](http://safeguardingwarwickshire.co.uk), to make it easy and accessible for practitioners.
- 8.8 The Synopsis of Learning should be presented to the Dorset CSPR sub-group for sign-off before this is then published on the PDSCP website.
- 8.9 The PDSCP Business Manager should ensure key contacts, including the report author, are made aware of the publication of the Synopsis of Learning, and share this with Dorset Children’s Services colleagues in Dorset as well as with Partnership contacts.

From *Working Together to Safeguard Children 2018*

How to notify a serious incident, rapid review, and local child safeguarding practice review

Stage	Details
Serious incident notification	All serious child safeguarding incidents must be notified to the Panel. Notifications should be sent within five working days of the local authority becoming aware of the incident. Notifications are made through the online notification system which is accessible 24 hours a day.
The rapid review	Rapid reviews should be submitted to the Panel within 15 working days of the incident. This is a non-statutory requirement and more details can be found in the Panel’s practice guidance . ⁹⁵ Rapid reviews should be submitted to the Panel secretariat at: Mailbox.NationalReviewPanel@education.gov.uk .
Local child safeguarding	Full reports must be sent to the Panel and the Secretary of State for Education ⁹⁶ no later than seven working days before the

practice review	date of publication. Final reports, information relating to improvements to be made following a review, and reasons for any delay, should be notified to Mailbox.NationalReviewPanel@education.gov.uk and Mailbox.CPOD@education.gov.uk In addition, final reports and information about improvements should also be sent to Ofsted SCR.SIN@ofsted.gov.uk
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