

# Terms of Reference

## Rapid Review Group (May 2020)

### 1. The Rapid Review

The Safeguarding Partners should promptly undertake a rapid review of the case, in line with any guidance published by the Panel. The aim of this rapid review is to enable safeguarding partners to:

- gather the facts about the case, as far as they can be readily established at the time
- discuss whether there is any immediate action needed to ensure children's safety and share any learning appropriately
- consider the potential for identifying improvements to safeguard and promote the welfare of children
- decide what steps they should take next, including whether or not to undertake a child safeguarding practice review

*Working Together 2018*

### 2. Purpose

Supports the Safeguarding Partnership in establishing the initial scope for any local child safeguarding practice reviews where the criteria as set out in Working Together to Safeguard Children 2018 are met, and to develop procedures and protocols for undertaking these practice reviews.

To provide the Child Safeguarding Practice Review Panel (CSPRP) with timely information regarding the Safeguarding Partnership's decisions on the undertaking of Practice Reviews.

### 3. Objectives

To involve agencies and staff in a collective endeavour to positively reflect and learn from what has happened in those cases reviewed in order to improve practice in the future, with a focus on accountability and not on culpability.

The premise on which the group operates will be that of challenge and transparency, with the concept of publication always in mind when commissioning a case review. This acknowledges the benefits of sharing learning through the direct engagement of front-line practitioners and families, and the Safeguarding Partnership's drive to hold itself more publicly accountable.

### 4. Responsibilities

- a) To provide an opportunity for a serious incident to be reviewed in a culture that is experienced as open, fair and just by all concerned.
- b) To focus on key learning identified through the review process so that the learning from these themes to be embedded in to front-line practice, (working alongside the Safeguarding Partnership's Learning and Development programme).
- c) To take a streamlined, flexible and proportionate approach to reviewing and learning from complex cases.
- d) To allow a more constructive use of resources and to work to shorter timescales.
- e) To use the learning from other related review processes and increase, including learning from Domestic Homicide and Safeguarding Adult reviews.
- f) To reflect on learning and themes arising from previous reviews when commissioning new reviews.

## **5. Accountability**

- (a) Undertake a Rapid Review within the 15 working day timeline (as per the Child Safeguarding Practice Review Panel's guidance).
- (b) Using the criteria and guidance in Working Together 2018, recommend to the Safeguarding Partnership, whether a case meets the criteria for a local practice case review.
- (c) Recommend the style and methodology for any practice review to be undertaken.

## **6. Membership**

Members will provide objectivity and transparency, as well as having the flexibility to draw in professional expertise on specific cases. The membership of the group is detailed below:

- Director Integrated Children's Services (Chair)
- Detective Superintendent/Detective Chief Inspector, Protecting Vulnerable People Command, Kent Police
- Head of Adult and Child Safeguarding, Kent and Medway CCG
- Designated Doctor/Designated Nurse
- Partnership Team Manager

The Group will not be deemed quorate if any of the above (or their representative) are not available.

## **7. Rapid Review Process**

- There is no set schedule for the meetings of the Rapid Review Group.
- The group will be informed of the submission of a Practice Review Notification.
- The Rapid Review time clock commences on receipt of the Notification.
- The Partnership Team will initiate the gathering of the appropriate agencies' involvement with the child and family.
- The agency reports will be collated and shared with Rapid Review Group members.
- The Group will meet, either face to face or virtually, where the case will be discussed, and a decision made as to whether a Practice review is required.
- A report, with the Group's decision and rationale, will be compiled and forwarded to the CSPRP by the Safeguarding Partnership's Business Support Team (as per the guidance in Working Together 2018).
- The CSPRP will provide feedback on the submissions within 10 working days of the meeting where the case is discussed.
- The Rapid Review Group and Safeguarding partners will be informed of the feedback from the CSPRP.

## **8. Support from the Partnership Team**

- Receive the Practice Review Notification from ICS (following their decision to notify the CSPRP of a Serious Incident as per WT 2018).
- Inform Group members of any Practice Review Notification.
- Commence the gathering and collation of agency information.
- Send out the collated reports to Group members.
- Convene a Group meeting (face to face or virtual).
- Administer the Group meeting.
- Produce a report on the Group's decision to the Group members.
- Inform the CSPRP of the Group's decision.

- Be the ongoing liaison with the CSPRP.
- Coordinate the undertaking of any subsequent Practice Review.

