



Procedure for identifying and reviewing Serious Child Safeguarding Cases in Brent

Approved by	Brent Safeguarding Partners
Approval date	19 September 2019
Implementation	21 September 2019
Updated	V.2 July 2021

1. Purpose of child safeguarding practice reviews

- 1.1. The purpose of reviews of serious child safeguarding cases, at both local and national level, is to identify improvements to be made to safeguard and promote the welfare of children. Learning is relevant locally, but it has a wider importance for all practitioners working with children and families and for the government and policy-makers.
- 1.2. [Working Together 2018](#) sets out the legislative and statutory framework for reviewing serious child safeguarding cases.
- 1.3. The responsibility for how the system learns the lessons from serious child safeguarding incidents lies;
 - at a national level with the Child Safeguarding Practice Review Panel and
 - at local level with the Brent Safeguarding Partners
- 1.4. The Brent Safeguarding Partners have made arrangements to identify and review serious child safeguarding cases which, in their view, raise issues of importance in relation to their area. They must commission and oversee the review of those cases, where they consider it appropriate for a review to be undertaken.
- 1.5. The Case Review Group (chaired by the Independent Convener) is the key mechanism agreed by the Brent Safeguarding Partners that will carry out rapid reviews and local child safeguarding practice reviews.
- 1.6. The Case Review Group will report their findings to the Brent Safeguarding Partners for ratification and approval.

2. Identifying a serious child safeguarding incident and notifying the Child Safeguarding Practice Review Panel

- 2.1. The local authority (Brent Council) must notify the Child Safeguarding Practice Review Panel of any serious event that meets the criteria set out in Working Together 2018 within **5 working days** of becoming aware the incident has occurred
- 2.2. The notification criteria set out in Working Together (2018) is;
 - *abuse or neglect of a child is known or suspected; **and***
 - *the child has died or been seriously harmed.*
- 2.3. The [Child Safeguarding Practice Review Panel: practice guidance \(April 2018\)](#) also states that;

'...Notifications must always be made if abuse or neglect is a cause of, or a contributory factor to, the serious incident, or where it is suspected.

The exception to this is the local authority must notify the Secretary of State and Ofsted where a looked after child has died, whether or not abuse or neglect is known or suspected...'
- 2.4. The definition of abuse provided by Working Together 2018 is
'A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.'

- 2.5. When a serious safeguarding incident occurs involving a Brent child, the three safeguarding partner representatives¹ will arrange to jointly consider whether the circumstances known about the incident meet the serious child safeguarding case criteria highlighted in paragraph 2.2. This fact-finding meeting will take place as soon as possible within 5 working days of the incident.
- 2.6. This fact-finding process is recorded on the pro-forma (Appendix A) and informs the final Brent Council decision to notify the Child Safeguarding Practice Review Panel of the incident.
- 2.7. Any serious incident that Brent Council considers may meet the criteria noted in paragraph 2.2 will be shared and discussed with the Safeguarding Forum Independent Convener (Chair of the Brent Case Review Group) before any notification is made.
- 2.8. The Strategic Partnerships Lead – Safeguarding Children will also be informed before any notifications are made. (In the absence of the Strategic Partnerships Lead - Safeguarding Children, this will be undertaken by the Strategic Partnerships Manager.)
- 2.9. The Safeguarding Forum Independent Convener may advise Brent Council on any considerations to make a notification.
- 2.10. Where it has been determined by Brent Council that the incident meets the criteria to make a notification to the Child Safeguarding Practice Review Panel;
- The Strategic Director, Children and Young People will inform the Brent Safeguarding Partners of the incident and a notification will be made to the Child Safeguarding Practice Review Panel (within 5 working days).
(In the absence of the Strategic Director, this will be undertaken by an Operational Director, Children and Young People.)
 - The Head of Safeguarding and Quality Assurance, Children and Young People will make a notification to the Child Safeguarding Practice Review Panel via the [Child Safeguarding Online Notification Form](#).² (In the absence of the Head of Safeguarding and Quality Assurance, this will be undertaken by an Operational Director, Children and Young People.)
 - The Head of Safeguarding and Quality Assurance, Children and Young People will provide details of the notification and the serious safeguarding case to the Safeguarding Forum Independent Convener and Strategic Partnerships Lead – Safeguarding Children.
(In the absence of the Head of Safeguarding and Quality Assurance, this will be undertaken by an Operational Director, Children and Young People.)
 - The Safeguarding Forum Independent Convener and Strategic Partnerships Lead - Safeguarding Children will arrange for a Rapid Review of the case to be conducted.
 - The Strategic Partnerships Lead – Safeguarding Children, will notify the Metropolitan Police NW BCU Commander and the Specialist Crime Review Group (SCRG) who will participate in the Rapid Review.

¹ Brent CYP Head of Safeguarding & Quality Assurance, Metropolitan Police North West BCU DCI for Safeguarding and Brent CCG Designated Safeguarding Professionals

² Online notifications to the Panel will be shared with Ofsted (to inform its inspection and regulatory activity) and with DfE to enable it to carry out its functions.

2.11. Following submission of the notification, the Child Safeguarding Practice Review Panel Secretariat will contact the Brent Safeguarding Partners via the Strategic Partnerships Lead - Safeguarding Children with instructions to conduct a rapid review of the case within **15 working days**.³

3. Rapid Reviews

3.1. The Brent Case Review Group led by the Safeguarding Forum Independent Convener will conduct the Rapid Review following all serious safeguarding incidents.

3.2. The Safeguarding Forum Independent Convener will invite relevant agencies and other individuals with detailed knowledge of the case to participate in the Rapid Review.

3.3. Rapid Reviews will focus on the multi-agency working between agencies **before** the serious incident occurred and must include considerations whether the case meets the criteria set out in Working Together 2018 for a local child safeguarding practice review.

3.4. The Brent Case Review Group will complete a record of the Rapid Review which must include;

- relevant identifying details of the child and family
- a concise summary of the facts, so far as they can be ascertained, about the serious incident and relevant context
- immediate safeguarding arrangements of any children involved.
- which agencies have been involved in the rapid review, explaining any agency omission whose involvement would be usually expected and who has been involved in the decision-making process
- a clear decision as to whether the criteria for a local child safeguarding practice review have been met and on what grounds, and if not, why not.⁴
- a recommendation on whether or not a national review would be considered necessary, and if so, why
- any immediate learning already established and plans for dissemination and potential for additional learning (if the decision is not to proceed with a local child safeguarding practice review; a summary of why it is thought there is no further learning to be gained)

3.5. The Safeguarding Forum Independent Convener will share the completed record of the Rapid Review with the Brent Safeguarding Partners.

3.6. The Brent Safeguarding Partners will ratify and approve the record of the Rapid Review and make a decision whether or not to conduct a local child safeguarding practice review.

3.7. The Strategic Partnerships Lead - Safeguarding Children will submit the approved Rapid Review record to the Child Safeguarding Practice Review Panel securely NationalReviewPanel@education.gov.uk.

³ A submission date for the Rapid Review will also be confirmed by the Child Safeguarding Practice Review Panel Secretariat

⁴ *...Meeting the criteria does not mean that safeguarding partners must automatically carry out a local child safeguarding practice review. It is for them to determine whether a review is appropriate, taking into account that the overall purpose of a review is to identify improvements to practice. Issues might appear to be the same in some child safeguarding cases but reasons for actions and behaviours may be different and so there may be different learning to be gained from similar cases. Decisions on whether to undertake reviews should be made transparently and the rationale communicated appropriately, including to families...* **Working Together 2018**

4. Local Child Safeguarding Practice Reviews

- 4.1. The Strategic Partnerships Lead – Safeguarding Children will inform the Child Safeguarding Practice Review Panel, Ofsted and DfE, once the Brent Safeguarding Partners have agreed that a local child safeguarding practice review will be undertaken.
- 4.2. The Case Review Group will commission and supervise the reviewers for the local reviews on behalf of the Brent Safeguarding Partners.
- 4.3. The Case Review Group will agree with the reviewer(s) the method by which the review will be conducted.
- 4.4. The Case Review Group will supervise the review to ensure that the reviewer is making satisfactory progress and that the review is of satisfactory quality.
- 4.5. The Brent Safeguarding Partners may request information from the reviewer during the review to enable them to assess progress and quality; any such requests must be made in writing.
- 4.6. The Brent Safeguarding Partners will approve and agree to publish the final report (or an improvement plan where more appropriate) on the Safeguarding in Brent independent website **within 6 months** from the date to initiate a review.
- 4.7. The Strategic Partnerships Lead -Safeguarding Children will send a copy of the full report no later than **seven working days** before the date of publication to:
 - The Child Safeguarding Practice Review Panel
 - Ofsted
 - The Secretary of State.
- 4.8. Where other proceedings may have an impact on or delay publication, for example an ongoing criminal investigation, inquest or future prosecution, the Brent Safeguarding Partners will inform the Child Safeguarding Practice Review Panel and the Secretary of State of the reasons for the delay.
- 4.9. Where the Brent Safeguarding Partners decide not to publish either the full report or information relating to improvements, the justification for this decision will be set out for the Child Safeguarding Practice Review Panel and the Secretary of State for comment.
- 4.10. All published reports will remain published on the website for one year, after this time the reports will be available on request.

5. Actions in response to local and national reviews

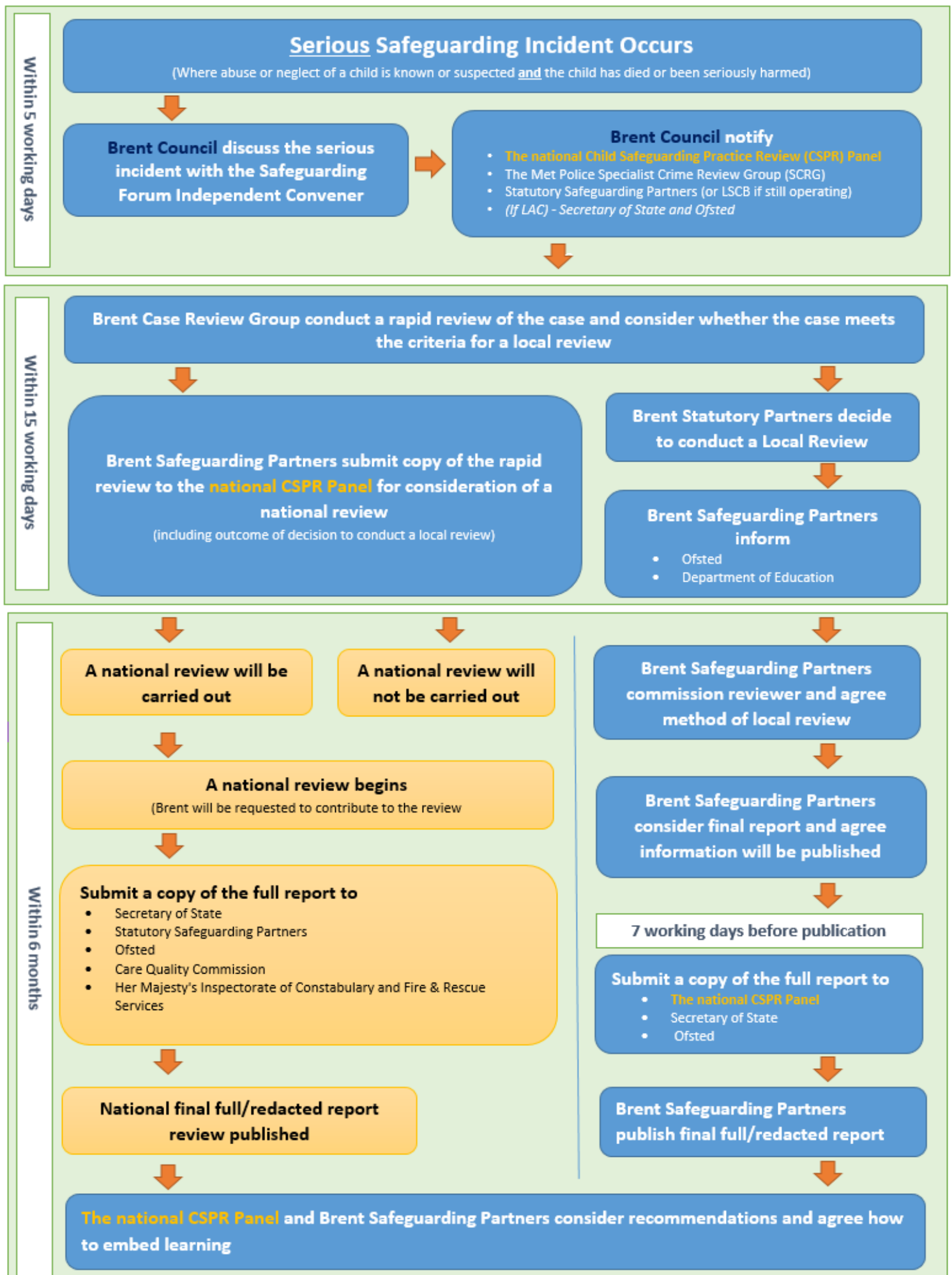
- 5.1. The Brent Safeguarding Partners will take account of the findings from all Brent reviews and national reviews, with a view to considering how identified improvements should be implemented locally.
- 5.2. The Brent Case Review Group will highlight findings from reviews with relevant parties locally and will regularly monitor progress on the implementation of recommended improvements, so that the findings from these reviews make a real impact on improving outcomes for children

6. References

[Working Together 2018 Chapter Four](#)

[Child Safeguarding Practice Review Panel: practice guidance \(April 2018\)](#)

Brent Serious Child Safeguarding Practice Reviews



Appendix A

Fact-Finding and Decision Making Pro-forma

Serious child safeguarding cases are those in which:

- Abuse or neglect of a child is known or suspected; and
- The child has died or been seriously harmed.

The local authority must notify any event that meets the following criteria to the National Panel *(within 5 working days)*;

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.

[Chapter 4 Working Together 2018](#)

Name/s of Child:	
Address	
NHS Number	
Date of Birth	
Date of Death (if applicable)	

Date of Incident	
-------------------------	--

Summary of incident	
----------------------------	--

Details of known Family Members and Significant Others

Name	Relationship to child	Date of Birth (age)

Is there any information available that evidences abuse/neglect in this case at this time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Comment:		
Is there evidence that leads you to suspect abuse/neglect in this case at this time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Comment:		
Has this event been discussed with the Brent Safeguarding Forum Convener?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Comment:		
Has this event been discussed with the Brent CCG Designated Professionals and the Met Police Safeguarding Lead?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Comment:		
Preliminary fact-finding information sought (CCG to include any information from health provider known to be involved)			

Decision made	Make notification to national panel <input type="checkbox"/>
	Do not make notification to national panel <input type="checkbox"/>
Rationale for decision following criteria	

Approved By	
--------------------	--