

## Child Safeguarding Practice Review Review Team Roles and Responsibilities

### Child Safeguarding Practice Review (CSPR)

Following receipt of a Serious Incident Notification (SIN)<sup>1</sup> the Staffordshire Safeguarding Children Board (SSCB) is required to hold a Rapid Review. Following agreement by the National Child Safeguarding Practice Review Panel, the outcome of the Rapid Review was that a statutory Local Child Safeguarding Practice Review should be conducted.

- A Child Safeguarding Practice Review (CSPR) aims to identify improvements to be made to safeguard and promote the welfare of children. Understanding whether there are systemic issues, and whether and how policy and practice need to change, is crucial to the system being dynamic and self-improving.

You have been identified as your agency's Review Team member. It is a requirement of the CSPR process for you to remain as the Review Team member throughout the review. Successful reviews are, in part, built upon the commitment and support of Review Team members, so ensuring a consistent attendance throughout is imperative.

### Your roles and responsibilities during the CSPR

As a Review Team member, you are responsible for;

- Ensure an alert ("subject to a Rapid Review") has been added to the child/sibling/parents/carers' record
- Completing all necessary paperwork outlined in the lead reviewer's methodology. You will be given guidance for completing these documents
- Identifying and make contact with practitioners from your agency, who were involved with the subject child and their family during the terms of reference period. Their contact details should be sent to [SSCB.admin@staffordshire.gov.uk](mailto:SSCB.admin@staffordshire.gov.uk)
- Maintaining regular contact with the identified practitioners above to keep them updated about the CSPR process and to support and guide them with the practitioner events. This includes before and after care as deemed appropriate.
- Taking a fully involved role and contributing without fear of being blamed for actions you took in good faith
- On behalf of your agency and the Safeguarding Partners take a fully involved role in ensuring the review is of satisfactory quality and meets the requirements in Working Together to Safeguard Children 2023
- Ensuring the voice of the child and the child's lived experience is always at the centre of the review
- Taking responsibility for acting on and sharing the learning, as soon as it emerges, within your agency. This includes checking it has landed and is understood
- Taking responsibility for including performance and/or development leads within your agency with regards to learning
- Taking a fully involved role in the learning action plan, ensuring progress and evidence against actions are completed and reported on
- Taking into account any parallel process and criminal investigations

<sup>1</sup> Chapter 5, Working Together to Safeguard Children, 2023

# Working together to keep children safe



- Remaining accountable for maintaining confidentiality throughout the CSPR process, and in line with the statutory requirements, particularly where there are other parallel proceedings such as a coroner's investigation and/ or criminal proceedings
- Remaining responsible throughout the publication planning process, providing information as and when required to minimise the burden and anxiety on both children and their families, and to minimise duplication of effort and uncertainty

For more information about the Child Safeguarding Practice Review process, your attendance or anything else please contact:

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