

Rapid Review Attendee Roles and Responsibilities

Following receipt of a statutory Serious Incident Notification, the Staffordshire Safeguarding Children Board (SSCB) has convened a Rapid Review. You have been invited to attend as your agency's representative.

Rapid Review

A Rapid Review must be held within 15 working days of the Serious Incident Notification. The aim of the 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

To inform the Rapid Review meeting, attendees need to gather the basic facts about the case **and** determine the extent of agency involvement with the subject child and/or any family members. This will help attendees decide whether the criteria for undertaking a statutory Child Safeguarding Practice Review has been met and to determine the most appropriate method to identify and cascade learning from this case.

You or your agency will have been asked to:

- Prioritise this process in your diary. This is a statutory process, and as such you are required to attend
- Read all documentation carefully
- Clarify if your agency had any involvement with the subject child and/or named individuals within the family composition during the specified time frame
- Fully complete the '*Initial Scoping and Information Sharing*' form if your agency has had any involvement with the subject child or a member of their family during the agreed time frame/ scoping period
- Immediately secure all records/files in relation to this case, ensuring that they are removed to a secure place where they are only accessible to you or your nominated representatives
- Ensure an alert ("subject to a Rapid Review") has been added to the child/sibling/parents/carers' record
- Keep your agency's submission in relation to this case confidential and separate from the case records/files
- Inform those staff who have had contact with the child and/or family and offer ongoing support to them throughout the review process. This includes sharing the information you have gathered for the rapid review, updating them of the outcome and sharing the completed rapid review template. You may also wish to provide support by other means particularly if staff are feeling worried/ concerned, and especially where there has been a death

Under the requirements of Working Together to Safeguard Children 2023, you must make every

effort to attend the Rapid Review once your agency has confirmed involvement with the child and/or family. The Rapid Review should include representatives from each of the safeguarding partners and any other relevant individuals.

Your roles and responsibilities in the review

As a Rapid Review attendee, you will be responsible for;

- Bringing with you the completed 'Initial Scoping and Information Sharing' form and updating the review with relevant information from that form, immediate learning, actions, key information of note. It is expected that senior leaders in your organisation are sighted on this document, and the analysis therein.
- Providing information about any immediate learning and actions already undertaken as a result of your analysis
- Taking further responsibility for acting on any learning identified in the review as soon as it emerges and ensuring the learning is shared with senior leaders, safeguarding leads and practitioners within your agency with immediate effect
- Taking a fully involved role and contributing your perspectives without fear of being blamed for actions you took in good faith
- Respectfully challenging other agencies to seek clarity and establish assurance around the safeguarding arrangements of this case
- Having prior discussions with practitioners involved with the child and family to identify opportunities for improved working within and between agencies in the future. All of which is helpful when deciding on the most appropriate and proportionate final recommendation to the Board and National Panel
- Understanding the criteria for conducting a local statutory Child Safeguarding Practice Review (as outlined in the guidance which is attached to the email) and fully contributing to that decision once it is reached.

For more information about the Rapid review process, your attendance or anything else please contact:

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ⁱ Chapter 5, Working Together to Safeguard Children, 2023