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**CASE REVIEW SUB-GROUP**

**TERMS OF REFERENCE**

**PURPOSE**

The purpose of the DSCP Case Review Group (CRG) is to carry out the functions of:

* the safeguarding children partners as described in national statutory guidance **Working Together to Safeguarding Children 2018, Chapter 4, Improving child protection and safeguarding practice** <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
* any tasks linked to the **DSCP & DSAB Safeguarding Strategic Plan 2019-21**

**OBJECTIVES**

* To ensure that systems and capacities are agreed for identifying serious child safeguarding cases, and for commissioning and overseeing (children’s) rapid reviews and Local Child Safeguarding Practice Reviews (LCSPR)
* To commission a reviewer for a statutory review
* To agree statutory review terms of reference
* To quality assure draft statutory review reports before publication. This may require the establishment of a task and finish group to lead on this work. Where this is necessary the task and finish group will be comprised of the key agencies involved in the review and be chaired by the CRG Chair
* To consider how findings from statutory reviews, e.g. local and national CSPR reviews, rapid reviews should be disseminated by DSCP (WT2018 4:43) by the CRG, by partner agencies, sub-groups, working groups, or any strategic partnership. This will include the findings of thematic analysis from the National Panel
* To oversee action plans linked to LSCPR, learning reviews or National SCPR to ensure implementation and identify how best to evaluate the impact of these.
* To consider partnership requests for (non-urgent) multi-agency learning reviews for any case that is not notifiable, or not meeting the criteria for a local or national CSPR, but nevertheless may yield significant learning for the effectiveness of the multi-agency safeguarding arrangements. Where such a review is agreed then to agree a proportionate methodology for undertaking this.

**MEETINGS**

The CRG sub-group will meet for its routine business on a monthly basis.

Where a specific case is to be subject to Rapid Review, the members of the Case Review Group will be invited to the Rapid Review Meeting. It is recognised that not all CRG members will need to actually attend the Rapid Review meeting as this will be for those agencies with relevant information to contribute but the date for the meeting will be set before agencies have had the opportunity to review what information they hold. Those involved in the Rapid Review meeting also have sight of the Rapid Review report prior to sign off by the Safeguarding Partners, in order to check for accuracy and completeness.

The CRG sub-group will be responsible for ensuring that recommendations arising from reviews are actioned and for ensuring and tracking the completion of any actions in order to ensure that system learning is achieved and improvements in practice and outcomes for children are realised.

The procedures and process for Rapid Reviews and LCSPRs are included in Appendix one below.

**CHAIR**

The sub-group will be chaired by a senior manager from one of the member organisations. of the DSC Partnership Board. The Chair will

* Agree the agenda with the Safeguarding Business Unit
* Ensure that the business in the meeting is expedited, actions agreed, allocated, and monitored, etc. the Chair will be supported in discharging this by the group having an agreed format and process for information sharing/gathering within each respective agency. prior to CRG
* Agree the draft meeting minutes prior to circulation.
* If unavailable, identify and brief a stand-in chair from within the group (not from the Safeguarding Business Unit).
* Ensure that there is a clear reporting line for sub-group business into the Partnership Board
* Escalate any issues of concern or significant risk arising from the group’s business, or any concern around the functioning of the group.

**MEMBERSHIP:**

The DSCP Partnership Board (members) will facilitate the identification of appropriate members of this group, who will have appropriate seniority, knowledge base and service area involvement to meaningfully contribute to the objectives above.

At a minimum, membership will include representatives from the Doncaster Council, the Children’s Services Trust, Police, and Clinical Commissioning Group, as well as representatives from key relevant agencies, including Doncaster and Bassetlaw Teaching Hospitals NHS Trust (DBTH), Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH), National Probation Service (NPS), Community Rehabilitation Company (CRC) pending re-structure in June 2021and CAFCASS. The connectivity for schools will be provided through DMBC Schools’ Safeguarding Team.

**QUORACY:**

For decision-making in relation to functions delegated to this sub-group by the DSCP Board, quoracy requires the attendance of representatives from the Doncaster Council, Children’s Services Trust, Police, and Clinical Commissioning Group, or a health provider attending as the CCG’s representative.

**FREQUENCY OF MEETINGS:**

The meetings will be scheduled monthly, the dates planned in advance to fit with the DSCP’s quarterly and annual business cycles.

The Chair or the group may decide to convene working groups with varied membership as may be deemed necessary to assist CRG’s objectives.

**REPORTING:**

The Chair is responsible for compiling a highlight Report in the format provided at the end of each quarter, for tabling at the next scheduled DSCP Board meeting.

**ESCALATION:**

Where there are issues of concern or risk (eg lack of attendance or engagement with, or by, a specific agency, non-compliance or practice that may be putting children a risk etc., it is the Chair’s responsibility to escalate (or ensure that the issue is escalated) to the DSCP Board or the DSCP Independent Convenor, taking account of the urgency, or otherwise, of the issue.

**ADMINISTRATION:**

The agendas and papers will be circulated by the Safeguarding Business Unit 5 working days before the meeting.

A Support Officer from the Safeguarding Business Unit will attend to take minutes and record an action log/s. These will be agreed with the Chair and circulated within 5 working days of the meeting.

**ARPIL 2021**

**RAPID REVIEW PROCESS - NOTIFIABLE DEATHS/INCIDENTS**

Unexpected child death DBTH Joint Agency Rapid (CDOP) process initiated

Child dies and was looked after by local authority (DCST) notifies OFSTED and Secretary of State within 5 working days

Child dies or is seriously harmed in DCST area

DCST initiates a review of circumstances against the statutory notification criteria with the

DSCT Director of Children’s Social Care

DCST Director of Children’s Social Care makes a decision about notification to the National Panel

Statutory Notification criteria not met

**Statutory Notification criteria met**

DCST completes the online notification

**Within 5 working days of becoming aware of the incident**

DCST to complete the not met statutory notification criteria template and upload to the child’s record

DCST notifies DSCP Safeguarding Business Unit, Members of DCSP Case Review Group, the DSCP Independent Convenor and Statutory Partners **within 5 working days of becoming aware of the incident**

**15 working days**

DSCP Business unit set the Rapid Review meeting date and send Rapid Review chronology templates to all Partner agencies safeguarding leads that have involvement with the child **within 5 working days of DCST becoming aware of incident**

Partner agencies return completed Rapid Review templates to the DSCP Business Unit **within 5 working days of being sent**

The DSCP Business Unit convene the Rapid Review meeting **within 8 working days of Rapid Review templates being sent out.** The meeting is chaired by the Independent Convenor, attendance includes senior safeguarding leads, partner agencies, CRG members and

Senior Officers of statutory Partners

The draft Rapid Review report is shared with the DSCP CRG group for quality/accuracy checks **within 10 working days of the review being commissioned**

The Rapid Review draft report is shared with the DSCP Independent Convenor and Statutory Partners for final approval **within 12 working days of the review being commissioned**

The final approved Rapid Review report is sent by the DSCP Business Unit to the National Panel **within 15 working days of Rapid Review being commissioned**