

Dudley Safeguarding Children Board Serious Case Review Sub group

Terms of Reference

INTRODUCTION

Regulation 5 of the Local Safeguarding Children Board (LSCB) Regulations 2006 sets out the functions of LSCBs. This includes the requirement for LSCBs to undertake reviews of serious cases in specified circumstances.

Regulation 5(1) and (2) set out an LSCB's function in relation to serious case reviews, namely: 5(1)(e) undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

(2) For the purposes of paragraph (1)(e) a serious case is one where:

- (a) Abuse or neglect of a child is known or suspected; and
- (b) either – (i) the child has died; or (ii) the child has been seriously harmed and there is a cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.

Chapter 4 of Working Together to Safeguard children (2015) sets out guidance around conducting SCR's. In March 2015, the Department for Education issued new statutory guidance

MEMBERSHIP

Membership of the Serious Case Review Sub Group will consist of the following members:

Designated Nurse: Dudley CCG (Chair)
Divisional Lead Safeguarding and Review: Dudley MBC (Vice Chair)
Divisional lead safeguarding and Review: Dudley MBC
Divisional lead Family Support Services: Dudley MBC (Annette)
Designated Doctor: DGHFT
Named Nurse for safeguarding: BCPFT
Named Nurse for safeguarding: DGHFT
Named Nurse for safeguarding: DWMHFT
Consultant in Public Health Medicine
Lay member
Legal representation

RELATIONSHIP WITH THE LSCB AND QUALITY ASSURANCE AND COMMUNICATIONS GROUP (EXECUTIVE GROUP)

The Chair of the Serious Case Review Subgroup will take responsibility for reporting to the Executive Group. The Serious Case Review Subgroup will receive commissions from the DSCB and the Executive Board.

QUORACY

The meeting will be considered to be quorate when there are at least 3 member agencies in attendance.

FREQUENCY OF MEETINGS

Meetings will be held monthly due to increased demand, to be reviewed at beginning of 2016. Extra-ordinary meetings will be held as required

ATTENDANCE

The members of the sub group are expected to attend 80% of the meetings and provide information and expertise towards decision making and the implementation of plans from Serious Case Reviews.

PURPOSE

KEY PURPOSE: To consider whether to hold a Serious Case Review (SCR) on the death of a child where abuse or neglect are factors, or where there are serious concerns regarding inter-agency working where a child suffers potentially life threatening concerns, serious impairment of health or development, or particularly serious sexual abuse.

Undertaking Serious Case Reviews (SCR) is part of the reviewing and investigative functions of Local Safeguarding Children Boards. The prime purpose of a SCR is for agencies and individuals to learn lessons to improve the way in which they work individually and collectively to safeguard and promote the welfare of children. The lessons learned should be disseminated effectively, and the recommendations should be implemented in a timely manner. It is essential, to maximise the quality of learning, that the child's daily life experiences and an understanding of his or her welfare, wishes and feelings are at the centre of the SCR, irrespective of whether the child died or was seriously harmed. This perspective should inform the scope and terms of reference of the SCR. Lessons should be acted upon quickly without necessarily awaiting for the SCR to be completed. Therefore the main aims of the SCR sub group are:

- To ensure cases where children or young people are involved in serious incidents are reviewed and any lessons learned are incorporated into safeguarding practice
- To undertake reviews of individual cases where the panel feel there are valuable lessons for multi-agency safeguarding practice
- To lead on any actions and / or learning arising from completed reviews; and to ensure any action plans are implemented and monitored effectively
- To receive and review data and significant case information on allegations against staff and volunteers
- To recommend to the LSCB board any practice, policy or procedural changes
- To convene a SCR Panel following the decision to undertake a serious case review
- To share lessons learned with the Training Subgroup and partners in order to disseminate and incorporate the learning into staff training

GOVERNANCE

- The Serious Case Review Sub Group will meet 6 times per annum and is accountable to the DSCB Quality Assurance and Communications Group and the Board.

- The group must be prepared to meet at short to notice to consider urgent or serious incidents
- The sub group is currently chaired by Chris Ballinger (Role)
- The chair will report on the activity of the sub group to the DSCB Quality Assurance and Communications Group and the Board.

ROLES AND RESPONSIBILITIES

- To receive and consider referrals from all agencies using appropriate referral form (appendix 1)
- To review the referrals against the criteria for holding a SCR and make appropriate recommendations to the DSCB board and chair (see appendix 2 and 3)
- To liaise with the National Panel of experts following a decision
- If the chair of the DSCB confirms the decision to conduct a SCR, the subgroup will commission a SCR Panel to manage the process
- To consider serious cases which do not meet the criteria for holding a SCR case review, but have a multi-agency element to determine if a local review is appropriate and would provide scope for learning around multi agency practice and procedures
- To monitor the SCR process and to oversee changes to this process
- To monitor the quality of the way in which agencies implement this process and recommend actions as necessary
- To undertake reviews of serious cases and advise the local authority and the DSCB board on lessons to be learned
- To oversee and audit DSCB and agency implementation of SCR action plans, ensuring that they are signed off in a timely manner and to negotiate corrective action where necessary and report to QA and Comms (Executive Group).
- To develop and monitor a learning development matrix for all cases referred to the SCR sub group, whether they meet the criteria or not
- The sub group will provide an annual report to the LSCB

Child Death Overview Panel (CDOP)

- The CDOP and SCR will work in close collaboration
- The CDOP Annual Report will be presented to the SCR sub group
- Any urgent issues arising from quarterly meetings of the CDOP will be communicated to the Chair of the SCR sub group by the Chair, or other members, of the CDOP panel.
- Any issues arising at the CDOP meeting requiring further attention, or which cannot be dealt with at the meeting will be referred to the SCR sub group for consideration.
- The SCR sub group and CDOP will endeavour, as far as possible, to use a common membership.

MINUTES

The minutes of each sub group will be forwarded to members prior to the next meeting.
REVIEW The terms of reference will be reviewed annually to ensure that they reflect the needs of Dudley Safeguarding Children Board.

**DSCB SERIOUS CASE REVIEW SUB GROUP
REFERRAL FORM**

A serious case review must be held if:

- a) Abuse or neglect of a child is known or suspected; and
- b) Either – (i) the child has died (including suspected suicide); or (ii) the child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.

In addition a serious case review **should always** be carried out when a child dies in custody, in police custody, on remand or following sentencing, in a Young Offender Institution, in a secure training centre or a secure children’s home, or where the child was detained under the Mental Health Act 2005.

Working Together to Safeguard Children (2015)

Referring agency:	
Name of referrer:	
Job title:	
Contact details: (Tel & E-mail)	
Date of referral:	

Section 1: To be completed by the referring officer

Name of child:		
Date of birth: (DD/MM/YYYY)		
Date of death (if applicable): (DD/MM/YYYY)		
Nature of critical incident:		
Date of critical incident: (DD/MM/YYYY)		
Location of incident:		
Name of GP (if known)		
Carer at time incident:		
Home address:		
Ethnic origin:		
(A) White	(B) Mixed	(C) Asian or Asian British
British Irish Any other White Background	Asian and White Black African and White Black Caribbean and Any other mixed	Indian Pakistani Bangladeshi Chinese Any other Asian background
(D) Black or Black British	(E) Other Ethnic Groups	(F) Not Declared
Caribbean African Any other Black background	Please specify	Not Declared
Faith:		
Disability:		

Who holds parental responsibility?

Family	Names	Dates of Birth	Address
Mother			
Father			
Siblings			
Significant others			

Currently on child protection plan:	Yes <input type="checkbox"/> No <input type="checkbox"/> Previously <input type="checkbox"/> Not known <input type="checkbox"/>
Category on child protection plan:	Physical Abuse Sexual Abuse Emotional Abuse Neglect

Please outline events and circumstances which triggered the referral: Refer to Chapter 4 of Working Together to Safeguard Children 2013 (published April 2015). This is to help establish if the case meets the serious case criteria and does not need to be a detailed analysis of involvement at this stage.

Reasons for concern:

Chronology of key dates

Please use the chronology for outlining key events which will help to establish whether the case meets the serious case review criteria. This should include key events but **DOES NOT** need to be a detailed chronology at this stage.

Date of event DD/MM/YYYY	Time of event (where appropriat	Description of event

NB Agencies are reminded of the need to secure their files as soon as they become aware that a serious case review might take place.

Once you have completed SECTION 1 of the form, please ring the DSCB office and email the completed form to: Safeguarding Admin: email: ccgsafeguardingteam@nhs.net

Section 2: To be completed by SCR sub committee

The objective of this section of the form is to determine whether DSCB should consider undertaking a serious case review.

Panel			
Date of panel:		Chair of panel:	
Members of panel present:			
Case : details of case discussion at panel meeting			
DRAFT			
Decision / recommendation			
Was the SCR Meeting quorate? No			
Yes Comments			
Was the recommendation unanimous? No			
Yes Comments/reasons for dissent/who?			

Was the criteria met? *(Please tick all that apply)*

- abuse of neglect of a child is known or suspected; and either;
- the child has died there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child
- the child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the

1) It was agreed that this case;

- a) Meets the threshold for a Serious Case Review
- b) Does not meet the threshold for a Serious Case Review

Reasons:

2) It was agreed that an alternative form of review should be recommended

- c) Partnership Case Review
- d) Management Review
- e) Single Agency Individual Management Review
- f) Warrants a Multi-Agency Audit

Definition of terms

Review: Is an evaluation designed to identify potential service delivery and procedural improvements.

Audit: The process of systematic examination carried out to assess how successfully processes have been implemented.

Reasons:

3) It was agreed that there are no multi-agency issues.

Reasons:

4) Any further action required?

Was the incident notified to Ofsted?

Yes

No

Decision fed back to referral agency?

Yes

No

by whom

Date

Section 3: To be completed by DSCB Chair

The decision in section 3 was discussed by the Serious Case Review sub-group on and the following type of review / action has been recommended

My decision is that a serious case review: should take place for the following reasons: should not take place for the following reasons:			
Name		Dated	
Signed		Organisation	

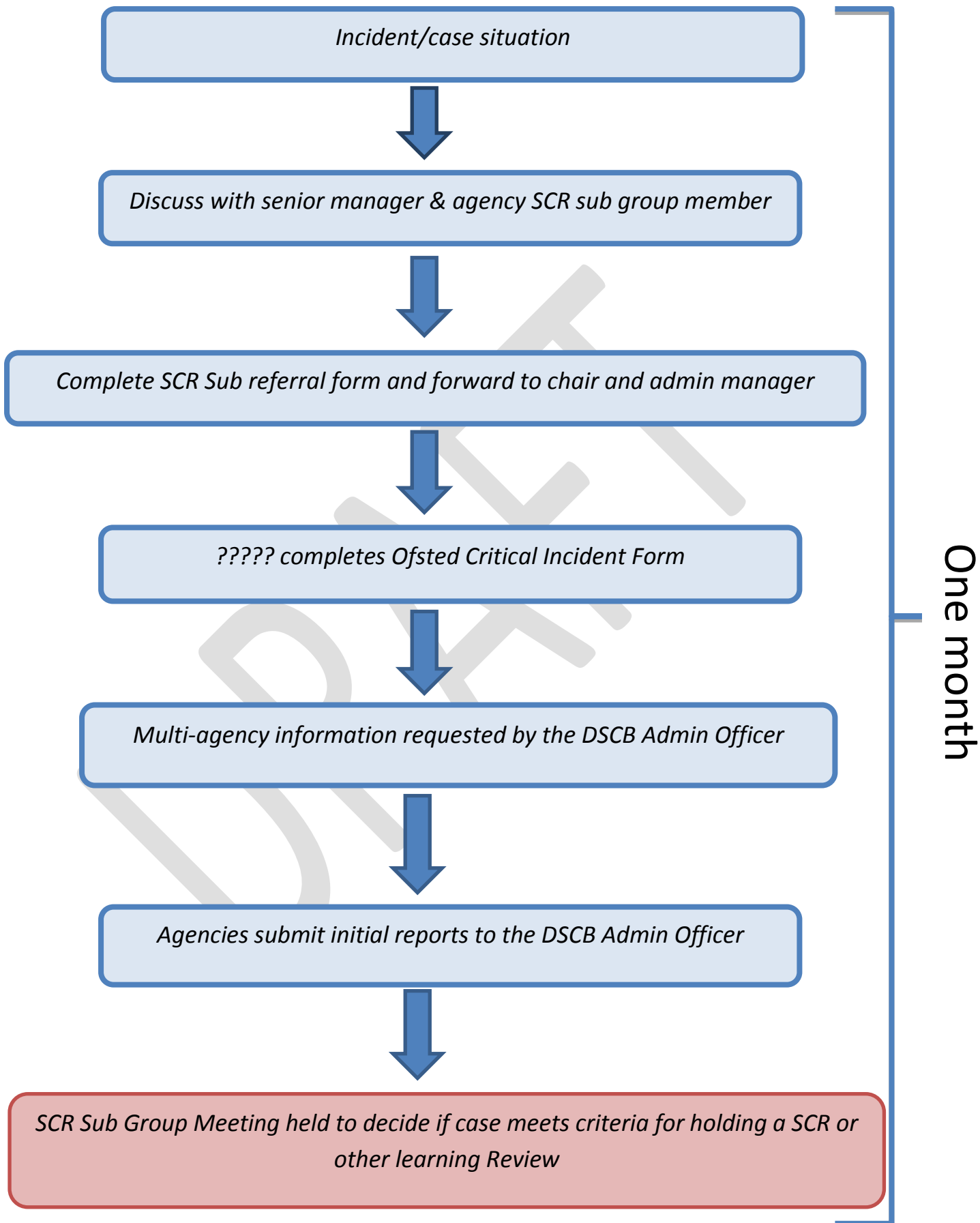
DRAFT

Appendix 2 Case Review Decision Matrix

This matrix identifies the potential outcomes from a referral and should support the initial screening and decision making process. Initial referrals will be screened by the LSCB Business Manager and the chair of the SCR sub-group resulting in a recommendation being made on how to progress.

	SCR Required	SCR Possible	Alternative Review/Serious Child Care Incident	No Further Action
Has the child died and abuse or neglect is a known or	<input type="checkbox"/>			
Has the child committed suicide and abuse or neglect is known or suspected to have experienced abuse or neglect?	<input type="checkbox"/>			
Has the child sustained a potentially life-threatening injury through abuse or neglect and there is cause for concern as to the way services have	<input type="checkbox"/>			
Has the child, or is the child likely to, have sustained serious and permanent impairment of their health or development as a result of abuse or neglect and there is cause for concern as to the	<input type="checkbox"/>			
Has the child died in custody, in police custody, on remand or following sentence, in a young offender's institution, in a secure training centre or secure children's home or while detained	<input type="checkbox"/>			
Has the child, or is the child likely to, have sustained serious and permanent impairment of their health		<input type="checkbox"/>	<input type="checkbox"/>	
Has a parent/carer been murdered and they have caring responsibilities for a child under 18?		<input type="checkbox"/>	<input type="checkbox"/>	
Has a child committed a serious physical or sexual		<input type="checkbox"/>	<input type="checkbox"/>	
Has a child been a victim of a serious physical or sexual assault, including organised sexual abuse, grooming or		<input type="checkbox"/>	<input type="checkbox"/>	
Has a child subject to a Child Protection Plan or Looked After been abducted, i.e. taken abroad, taken from contact etc and there is cause for concern as to the way services have worked together to protect the child?		<input type="checkbox"/>	<input type="checkbox"/>	
Has a child been abused or neglected within an institutional setting, e.g. school, nursery, Young Offenders Institution, children's home, foster care etc?		<input type="checkbox"/>	<input type="checkbox"/>	
Has a coroner's inquest highlighted new issues with		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 3 CASE REVIEW PROCESS FLOW CHART



Appendix 4: National SCR Panel Guidance Flowchart : SCR Initiation Decisions

Serious Incident occurs where:

- A child has sustained a potentially life threatening injury through abuse or neglect, serious sexual abuse, or sustained serious and permanent impairment of health or development through abuse or neglect.

OR

- A child dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in the child's death.

The case is discussed at SCR sub group and the LSCB Chair considers whether and how to proceed with an SCR

If the child has died the criteria for an SCR will most likely be met

Questions to consider include:

If the child has not died;

- Are there concerns about how agencies or professionals worked together to protect the child
- What is the scope of the review and who needs to be involved?
- Are there any criminal proceedings or other reviews of the case which will impact on the SCR?

Once an LSCB Chair has made a decision on whether or not to initiate an SCR, the LSCB Chair should inform the panel by emailing the secretariat at:

Mailbox.SCRPANEL@education.gsi.gov.uk

YES	NO
<p>If an LSCB Chair has decided to initiate an SCR, the LSCB Chair should let the panel and Ofsted know of their decision.</p> <p>Appointing reviewers LSCB Chairs should also let the panel know:</p> <ul style="list-style-type: none"> • Name(s) of the reviewer(s) appointed to conduct the SCR. <p>This will be for information. The panel has no formal role in vetting reviewers.</p>	<p>If an LSCB Chair has decided not to initiate an SCR, the LSCB Chair should let the panel know their decision within 14 days, providing a copy of the local authority's Serious Incident Notification and an explanation why the LSCB Chair has decided the case does not meet the SCR criteria</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Panel meetings</p> <p>The panel expects to meet every 2 months to review the details of cases submitted.</p> <p>The panel may request a meeting or further information from the LSCB Chair before being in a position to advise about a case. If so the panel will contact the Chair direct.</p>

National SCR Panel Guidance Flowchart 2: SCR Report Publication Decisions

LSCB Chair considers publication of the SCR report.

Questions the LSCB should consider as a minimum are:

- the public interest in seeing the report and understanding the issues raised by the case;
- the importance of ensuring that lessons are learnt and shared widely to improve services to children and families;
- how these public interests can be balanced with those of any children and vulnerable adults involved in the case;
- whether the style and content of the report make it fit for publication;
- whether there are any legal restrictions on releasing certain information in the report;
- what expert advice is needed e.g. from lawyers or medical or communications professionals; and
- how best to manage media interest in the case.



Once an LSCB Chair has decided whether or not to publish SCR report, the LSCB Chair should inform the panel by emailing the secretariat at:

Mailbox.SCRPANEL@education.gsi.gov.uk

If at any time during the course of the SCR the LSCB Chair comes to a view that publication of the report may not be possible, the LSCB Chair should alert the panel to its concerns.



YES	NO
<p>Will be published within 28 days of completion (signed off by the LSCB Chair) - If an LSCB Chair has decided to publish an SCR, the LSCB Chair should send a copy to the panel mailbox at least one week before publication</p> <p>Will be published but outside 28 days due to delays - if an LSCB Chair is planning to publish an SCR but is has been delayed please provide an expected date for publication to the panel.</p>	<p>If an LSCB Chair has decided not to publish an SCR report the LSCB Chair should let the panel know their decision providing an explanation of how they have considered the questions above.</p>
	<p style="text-align: center;">Panel meetings</p> <p>The panel expects to meet every 2 months to review the details of cases submitted.</p> <p>The panel may request a meeting or further information from the LSCB Chair before being in a position to advise about a case. If so the panel will contact the Chair direct.</p>