



## Pan Bedfordshire Serious Incident Notification & Rapid Review Process

**Serious Incident** - Case identified where: Abuse or Neglect Known or Suspected and Child Dies or is Seriously Harmed

**NON-Serious Incident Notification** – Agency identifies a non-serious incident case which may have learning for multi-agency partners using the form below or at this [link](#).

The Local Authority or other Organisation notifies the incident to the relevant Safeguarding Children Board Business Unit of a Serious Incident **within 5 working days** of the incident using the form to the right or at this [link](#)



**Safeguarding Partners determine if the incident meets the criteria for notification to the Child Safeguarding Practice Review Panel. Conference call between 3 safeguarding partners. BBC, CCG, Police within 5 working days of receiving notification. Independent chair consulted and scrutinises decision.**

If **criteria met** the Local Authority sends Notification the Child Safeguarding Practice Review Panel within **5 working days** of the incident.

Child Safeguarding Practice Review Panel  
[Mailbox.NationalReviewPanel@education.gov.uk](mailto:Mailbox.NationalReviewPanel@education.gov.uk)

If based on the information available the **criteria is not met** the relevant Safeguarding Children Board Business Unit:

- Notifies Board members of the incident
- Requests information and a review of records from partner organisations
- Arranges a Multi-Agency Information Gathering meeting if a Case Review Group is not already arranged.

Information request sent to partners

Individual organisations submit their findings/information to the relevant Safeguarding Children Board within **5 working days** of the request.

If it is a **NHS Serious Incident** the response will be coordinated/supported via the designated nurse - submit the Provider NHS Trust 72 hr report.

Individual organisations submit their findings to the relevant Safeguarding Children Board prior to the Multi-Agency Information Gathering Meeting/CRG.

Information discussed at the Rapid Review Meeting

- A Case Review Group (CRG) is already scheduled within the **next 10 working days**
- If no meeting scheduled within the **next 10 working days** then a Rapid Review meeting to be organised

A Multi-Agency Information Gathering Meeting/CRG undertakes the same steps as a Rapid Review and the following decision must be made by 3 safeguarding partners and chair (to be quorate)

Decision made by Rapid Review Meeting where 3 safeguarding partners and chair must be present to be quorate.

Yes

No

Child Safeguarding Practice Review Panel notified of decision to carry out a Child Safeguarding Practice Review. This must take place within 15 days of original notification

Child Safeguarding Practice Review Panel notified of decision not to carry out a Child Safeguarding Practice Review. This must take place within 15 days of original notification

Multi-Agency Information Gathering Meeting/CRG agrees that the notification and information gathered **meets the criteria** for a Local or National Child Safeguarding Practice Review then a notification will be made to the Child Safeguarding Practice Review Panel by the Local Authority along with a Rapid Review Report.

Multi-Agency Information Gathering Meeting/CRG agrees that the notification and information gathered **does not meet the criteria** for a Local or National Child Safeguarding Practice Review then it will recommend should happen next – NFA or an audit or Learning Review etc.

The Child Safeguarding Practice Review Panel will communicate their decision to the relevant Safeguarding Children Board within 15 working days of submission including any further information or clarification they require from the relevant Safeguarding Children Board.

If the case is a **NHS Serious Incident**, irrespective of whether the case proceeds to a Child Safeguarding Practice Review the CCG/ Health provider will share a copy of the 30 day and 60 day report with the relevant Case Review Group.

Independent Review Author commissioned. Review Panel selected. Methodology, TOR and process agreed

Other type of learning review commissioned Methodology, TOR and process agreed

No further action taken

The aim of the notification/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 should be taken next, including whether or not to undertake a child safeguarding practice review.