

Child Safeguarding Practice Reviews

Role profiles

Updated June 2022



Introduction

This document sets out the roles and responsibilities of those taking part in reviews in order to assist with understanding of expectations of participants and ensure that reviews are run effectively and that individuals are supported appropriately

Each role is also underpinned by the following equality and diversity principle.

The ESCB and its partner agencies should demonstrate a high level of commitment to equality and diversity to:

- eliminate discrimination, harassment, and victimisation
- advance equity between all people
- foster good relations between communities, tackle prejudice and promote understanding.

The ESCB and its partner agencies should draw on different values and experiences that reflect the communities we serve in our work together to safeguard children and young people.

The roles covered in this document are:

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ESCB Support Team - Project Officers and Business Manager

The ESCB Support Team Project Officers are responsible for managing and administering Child Safeguarding Practice Review (CSPR) processes from the point of referral to the completion of the review to ensure the delivery of reviews to timescale. This includes working collaboratively with the organisation's Independent Chair/Facilitator and partner agencies to ensure the best overall outcome for children and young people.

Business Manager - The ESCB Business Manager oversees the CSPR Process on behalf of the Statutory Partners and CSPR Sub-committee.

The Business Manager will act as professional advisor to the Statutory Partners to ensure that statutory requirements around reviews are clear and will also support the Lead Reviewer in ensuring the reviews are carried out according to requirements. The manager also oversees the work of the ESCB Support Team Project Officers.

[More information on the ESCB Support Team.](#)

CSPR Sub-committee Members

Expectations of Sub-committee Members

- Awareness and understanding of the Essex Safeguarding Children Board, and how the board operates, including the CSPR Process, the criteria for undertaking a Child Safeguarding Practice Review, and to be aware of the guidance in Working Together in respect of Child Safeguarding Practice Reviews.
- To have a good level of awareness of safeguarding issues, policies and processes locally and nationally.
- Pro-actively participate in meetings and contribute to the safeguarding agenda including promoting the welfare of children within partnership arrangements and within their individual agency.
- To champion the CSPR process within their own agency, including:
 - informing colleagues of progress on reviews,
 - sharing any learning that can be put into practice in their agency,
 - informing their agency of upcoming publication dates, or reviews approaching publication or circulation among partners,
 - taking forward any relevant information discussed at the Sub-committee meeting with their agency; including any actions raised – these must be taken forward by the relevant Sub-committee member for the service and an update provided to the ESCB Support Team as soon as possible.
 - supporting and encouraging a learning culture to achieve good outcomes for children in Essex across the partnership.
- To be part of CSPR Review Teams in specific circumstances where necessary
- Report on identified safeguarding risks within their own organisations, between organisations and work to identify effective solutions.
- Attend all meetings, or if necessary, appoint an appropriate substitute of equivalent seniority to attend on their behalf who has been fully briefed on the agenda and any relevant cases. Attendance will be monitored and reported to the Statutory partners on a regular basis.
- In the event of the named representative resigning from the Sub-committee, resignation should be made in writing to the Chair and to confirm their replacement and/or any interim cover arrangements.
- Provide the ESCB Support Team with up-to-date contact details, including where possible, a secure email address for the receipt of confidential documents.
- To read and review final draft reports when available to provide comments and if necessary, to challenge issues raised in the report on their agency's behalf.

Rapid Review Process and role of CSPR Sub-committee members:

In the event of a CSPR referral being made to the ESCB, a Rapid Review request will be sent to Sub-Committee members and to all health providers across Essex with a turnaround time of 72 hours. Sub-committee members and Designated Nurses Safeguarding Children for each Integrated Care System (ICS) area must ensure this deadline is met and if it cannot be met, the ESCB Support Team must be informed in a timely manner.

The ESCB may require assistance from sub-committee members where there has been a delay in receiving information from agencies.

Monthly Rapid Review meetings are held in the diaries of all Sub-committee members in the event of a referral. Sub-committee members must prioritise attending these meetings.

Triage Process

The Key Statutory Partners (Essex County Council, Health and Police) quality assure the referral and make a decision on whether it proceeds to Rapid Review. This depends on whether the criteria has been met and if any potential new learning can be gained from the case. If the case does not meet the criteria and will not be proceeding to Rapid Review, the referrer will be informed of the decision.

Lead Reviewer

- The Lead Reviewer ensures an open and collaborative approach to undertaking CSPRs which includes the perspectives and views of family members and practitioners, that there is a focus on *what* happened and *why* practice decisions were made. This seeks to move beyond a focus on individual practice to an understanding of lessons for the safeguarding system as a whole.
- The Lead Reviewer follows the core model for conducting Child Safeguarding Practice Review (CSPR) and adapts this to suit the details and complexity of the case.
- The Lead Reviewer prepares a Report for submission to and approval by the Child Safeguarding Practice Review (CSPR) Sub-committee in respect of the Review in accordance with the Terms of Reference prepared by the CSPR Sub-committee. The Report must also be presented to the ESCB Executive for agreement.
- The Lead Reviewer is to write the Overview Report in such a way that it can be published and needs to be of the standard agreed with the Statutory partners in line with guidance from the National Child Safeguarding Practice Review Panel.
- The Lead Reviewer may be asked to present the review to a multi-agency audience as part of a learning or sharing event hosted by ESCB where appropriate for any published reviews.

Final CSPR Reports should:

- provide a sound analysis of what happened in the case, and why, and what needs to happen in order to reduce the risk of recurrence,
- be written in plain English and in a way that can be easily understood by professionals and the public alike,
- include a section containing actions and learning that will be suitable for publication without amendment or redaction.

Review Team Member

The Review Team are a small team comprised of senior managers from agencies across the partnership relevant to the case who have multi-agency safeguarding experience but have had no direct involvement with the case where possible. It is recommended that Review Team members are not the same agency representatives who sit on the CSPR Sub-committee.

The Role of Review Team Members is:

To act as the representative for their agency;

- To ensure information requested from their agency is provided in a timely manner and work collaboratively with the Chronology Author for their agency
- To act as a point of contact for their agency, and provide advice or support to their colleagues on the process
- To identify relevant practitioners and their line managers involved in the case to be invited to contribute to the review. This includes:
 - i. Supporting practitioners to attend any meetings for the review, including sharing guidance with them beforehand and ensuring they are fully briefed ahead of any meetings
 - ii. Ensuring practitioners are offered appropriate support before, during and after the review process and to ensure practitioners have seen their agency's contribution to the review
 - iii. To ensure agency commitment to enable practitioners to fully participate in the process
 - iv. To act as the link between the ESCB Support Team and Practitioners to ensure practitioners are kept informed throughout the review
 - v. To ensure that an agreed draft is shared with the practitioner group and checked for accuracy, returning all comments to the Lead Reviewer
- To assist the Lead Reviewer where applicable for providing further information or contact details of further relevant parties.
- To support the facilitation of meeting with family members
- Provide the ESCB Support Team with up-to-date contact details, including where possible, a secure email address for the receipt of confidential documents.
- To attend all meetings, or if necessary, appoint an appropriate substitute of equivalent seniority to attend on their behalf. If any actions are drawn from meetings for the specific agency, these must be taken forward by the relevant Review Team member for that service and update the ESCB Support Team or Lead Reviewer as soon as possible.
- To provide local context, and to explain or advise on their own internal processes within their agency where relevant to the review.
- To work with the Lead Reviewer to develop robust recommendations based on the learning from reviews, and to ensure the recommendations are achievable and impactful.
- To champion the process with their own agency; this includes informing colleagues of progress on reviews and sharing any immediately identified learning that can be put into practice.

- Once the report is at a draft stage, Review Team members must read and review draft reports to check for factual accuracy, provide comments and if necessary, to raise any issues with the draft report on their agencies' behalf.
- To take back the recommendations to their own agency to develop the response

Front Line Practitioners and their Line Managers

Front Line Practitioners and Line Managers directly involved in the case will be invited to contribute to reviews as part of their statutory role and will be actively involved in a collaborative and analytical process, with their involvement intended to make a significant contribution to the eventual development of Learning and Development from the case.

Practitioners are expected to:

- Prioritise CSPR meetings including Practitioner meetings/events, and discussion with the Lead Reviewer or relevant Review Team member.
- Liaise with the relevant Review Team member for their agency if advice or support is needed around the review process.
- Be fully briefed prior to attending meetings, including reading any papers circulated ahead of a meeting and the information submitted to ESCB on their agency's behalf i.e. a Chronology and Agency Summary Report.
- Reflect on both their practice and their agency as a whole, to consider why events took place as they did and any factors that contributed to practice decisions and contribute views that may further develop local inter agency safeguarding practice.

Line Managers are expected to:

- Support staff throughout the review process:
 - To ensure that practitioners are fully briefed ahead of any meetings.
 - To ensure practitioners are provided with support before, during and after the review process.
- Liaise with the relevant Review Team member for their agency ahead of meetings for additional support or guidance.
- To reflect on their practice, and that of their staff and/or agency as a whole, to consider why events took place as they did, any factors that contributed to practice decisions, what worked and what did not work well, has anything changed in practice between then and now, and what would be done differently now.
- Identify how the experiences of this case could be used to further develop local Inter-Agency safeguarding practice.
- Review reports for accuracy when circulated and provide feedback to their agency representative