Dear colleague

We have received a new referral (CASE NUMBER) to the Practice Review sub group and will need to arrange a rapid review meeting before (DATE).  The rapid review report will be submitted to the National Panel by (DATE).

All agencies should also secure all records/files in relation to the case, ensuring they are removed to a secure place where they are not accessible to agency personnel other than through a nominated representative. Where access to the records is required for on-going case work, a copy should be made and secured.

Please check the details in the attached referral and confirm:

1.    that your service was not involved with this family  
**or**

2.    provide a chronology of significant events from (DATE) to (DATE) and a summary of all relevant involvement with the family using the attached templates by (DATE) **(Day 8)**.

3.    Confirm who from your agency should be invited to this meeting and provide their contact details.

a.     If during the process of checking your records you become aware of another agency/service who had significant involvement with this family, please inform [sscp@salford.gov.uk](mailto:sscp@salford.gov.uk) immediately so they can be asked to contribute to the rapid review.

The summary should

       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 serious case review

To submit your summary you can:

       Use Salford City Council’s Secure Upload facility (<https://services.salford.gov.uk/secureuploadpage/>)

       Upload your agency summary direct to Sharepoint: (ADDRESS)

       Email using your agency’s secure email facility to [sscp@salford.gov.uk](mailto:sscp@salford.gov.uk)