**Reference (SSCP use): **

**CONFIDENTIAL WHEN COMPLETED**

# PRACTICE REVIEW – SINGLE AGENCY SUMMARY

Information is requested from agencies involved with a child and/ or family where there has been a notification of a serious incident, or referral for a practice review. To do this, we need to gather the basic facts about the case and determine the extent of agency involvement with the child and family. This will help the safeguarding partners decide whether to progress a formal child safeguarding practice review or to determine the most appropriate method to continue or cascade learning following this incident.

You have been identified as an agency who may have had contact with a child who has been referred to the SSCP for consideration of a practice review. You are asked to check your records to establish if you have had contact with the child, family members or close associates listed in the referral form.

Further guidance is provided in the Appendices, which you should read prior to completion of this form.

|  |  |
| --- | --- |
| Child’s Name |  |
| Date of Birth |  |
| Address |  |
| Alias |  |

Agency details and declaration of involvement

|  |  |
| --- | --- |
| Organisation submitting report |  |
|  |  |
| Report Author |  |
| Designation |  |
| Contact Details (telephone, email) |  |
| Work Address |  |
| Date Submitted |  |
| Report Quality Assured by |  |

|  |  |
| --- | --- |
| Declaration of involvement: Has the agency named in section above had contact with the child (or family or close associates) listed in the referral form).  If you have answered no, you do not need to complete further sections and should return the form to the email address provided. | Yes / No |

## Family and Significant Others

Details of the family and significant others subject to review are provided below. All agencies are asked to check whether these details match information held on their systems. Please advise of any anomalies or additions and list those below.

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship to child | Name | DOB / DOD | Address |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Agency Information and Involvement

This section of the report should:

1. gather the facts about the family, as far as they can be readily established at the time
2. discuss whether there is any immediate action needed to ensure children’s safety and share any learning appropriately
3. consider the potential for identifying improvements to safeguard and promote the welfare of children
4. decide what steps they should take next

|  |
| --- |
| Section 1- Facts About the Family |
| Please complete the **chronology template** from DATE until DATE  Please provide a **brief summary of your agency’s Involvement** with the subject child and family. |
|  |
| **About the child and their lived experience***:* Have you had any contact with teh child about this specific incident? If so, what is the impact on their lived experience? |
|  |
| Views of the parents/ carer and wider family/friends about the current situation or referring incident |
|  |
| **Views from Key Professionals** who have had direct involvement with this family. Include an explanation if it has not been possible to obtain their perspective. Please list practitioners involved in discussions and their roles. |
|  |
| **Are you aware of involvement of any other agencies?** If Yes, please give details (eg, Voluntary or community services/ private services/ faith groups) |
|  |
| Section 2: Immediate action to ensure children’s safety |
| Immediate thoughts/Reflective Observations (consider interim safeguarding measures/ safety planning for significant people) |
|  |
| Section3: Analysis |
| Brief analysis of the factors that may have influenced the presenting issue/incident e.g. consideration of drivers of presenting issues/ behaviour (developmental issues, parental capacity, neurodiversity, culture, values &beliefs, substance misuse and environment) |
|  |
| Brief analysis of individual safeguarding practice or / and agency practice |
|  |
| What are you worried about/ any areas for concern as to the way in which partners have worked together? |
|  |
| What has worked well? Any outstanding practice? |
|  |
| Section 4: Identify improvements to safeguard and promote the welfare of children |
| Have you identified any themes or learning either for your own agency or multi agency practice? Please detail SMART actions below. |
|  |
| Section 5: Any Other Information |
| Please include any further relevant information that you wish to bring to the attention of the Practice Review meeting.  If a further review is required, what do you think the key lines of enquiry should focus on? |
|  |

|  |  |
| --- | --- |
| Report Author | Signature:  Date: |
| Report Quality Assured and Approved by | Name:  Signature:  Date: |

The single agency summary report is complete. Please return the summary report and chronology securely to: [SSCP@salford.gov.uk](mailto:SSCP@salford.gov.uk)

# Appendix 1: Guidance Notes for statutory Rapid Review and non statutory Multi Agency Practice Review

When a child suffers a serious injury or death as a result of child abuse or neglect, understanding not only what happened but also why things happened as they did can help to improve our response in the future. Understanding the impact that the actions of different organisations and agencies had on the child’s life, and on the lives of their family, and whether or not different approaches or actions may have resulted in a different outcome, is essential to improve our collective knowledge. It is in this way that we can make good judgements about what might need to change at a local or national level. (Working Together to Safeguard Children 2023)

* In order to allow the Local Safeguarding Partners to complete a Rapid Review in the required time period of 15 days (from receipt of referral to completion), it is essential that you provide **a considered response that analyses the contact your agency had in the light of the referral information** that has now been received. Please ensure that the information you provide summarises:
* **Relevant** and **significant** events from the history of your agency’s involvement with the child, family members and significant others;
* An **analysis** of how these relevant/significant events have impacted upon the child and the implications for practice and outcomes for children.
* It is not sufficient to list appointments, contacts, events etc without providing an analysis.
* Please provide information within the period of the review. Good practice suggests that the time period examined should be limited, however please include information from outside this time period if you feel it is relevant to the review.
* **If you have had contact, but do not consider there to be anything significant**, it is not necessary to list multiple non-significant events – instead, please **summarise** by providing a Date Range, an explanation of the general overall picture of events and brief analysis of why these are not relevant or significant events.
* We will be holding a rapid review or if it does not meet the criteria, a non statutory multi agency practice review to consider safeguarding practice based on all available intelligence.
* Timescales for rapid reviews are statutory and 15 working days, therefore you should return the completed form within the timescale provided to you by the SSCP.
* Agencies are reminded of the need to secure their files as soon as they become aware that a national child safeguarding practice review might take place.

# Appendix 2: Supporting Information

## Serious child safeguarding cases are those in which:

* abuse or neglect of a child is known or suspected **and**
* the child has died or been seriously harmed

Serious harm includes (but is not limited to) serious **and/or** long-term impairment of a child’s mental health or intellectual, emotional, social or behavioural development. It should also cover impairment of physical health. This is not an exhaustive list. When making decisions, judgment should be exercised in cases where impairment is likely to be long-term, even if this is not immediately certain. Even if a child recovers, including from a one-off incident, serious harm may still have occurred (Working Together, 2023).

## The criteria which the local safeguarding partners must take into account include whether the case:

* highlights or may highlight improvements needed to safeguard and promote the welfare of children, including where those improvements have been previously identified
* highlights or may highlight recurrent themes in the safeguarding and promotion of the welfare of children
* highlights or may highlight concerns regarding two or more organisations or agencies working together effectively to safeguard and promote the welfare of children
* is one which the Child Safeguarding Practice Review Panel have considered and concluded a local review may be more appropriate

## Safeguarding partners should also have regard to the following circumstances:

* where the safeguarding partners have cause for concern about the actions of a single agency
* where there has been no agency involvement and this gives the safeguarding partners cause for concern
* where more than one Local Authority, Police area or Integrated Care Board/ locality is involved, including in cases where families have moved around
* where the case may raise issues relating to safeguarding or promoting the welfare of children in institutional settings\*
* Includes children’s homes (including secure children’s homes) and other settings with residential provision for children; custodial settings where a child is held, including police custody, young offender institutions and secure training centres; and all settings where detention of a child takes place, including under the Mental Health Act 1983 or the Mental Capacity Act 2005.