



FACTSHEET RAPID REVIEW AUTHORS

I have been asked to complete a rapid review template – what does this mean?

This means that a serious incident has happened involving a South Gloucestershire child and this has been notified following the [Serious Incident Notification](#) process.

The National Panel have notified the Business Manager in South Gloucestershire to request a Rapid Review takes place. You can read about Rapid Reviews on the Rapid Review Factsheet. The whole Rapid review process has to be completed within 15 working days. The purpose is to gather facts quickly, identify immediate learning and help identify if a Child Safeguarding Practice Review (CSPR) should take place

This means all organisations who have been working with the child and family need to complete the rapid review paperwork on behalf of their organisation. **If at all possible the template should be completed by someone who has not worked with the child and is not the line manager of any practitioners working with the child.**

You will have a short deadline to complete the template – usually one week/five working days and then will need to return the template to the Business Manager, Sarah Taylor.

What should I include in my Rapid Review?

You should complete the whole template and complete all the boxes as fully as you can. Include your details, and how you can be contacted in case of questions.

Include the names and contact details of anyone else you know is working with the child. This information is used to cross check the list of organisations held by the Business Manager for the child, so the correct contact details are vital. It is not helpful to just write the name of the organisation and leave the other boxes blank, for example there are

frequently submissions that say 'GP' or 'the council' and without details it is difficult to follow this up in the time allowed.

Include a chronology from your organisation for the time period specified on the template. Try not to use acronyms.

Include details of anything that happened outside of the time frame that might be relevant. For example the maximum time frame for a rapid review is usually 6 months, but if you know that two years earlier a relevant incident happened please include this. You could be the only organisation that knows about this and it could help make a decision about whether the criteria for a CSPR has been met.

Include relevant information about the parents or siblings you think would be helpful for the rapid review to know.

Include an overview of your organisation's involvement.

Include any immediate learning you have identified for your organisation. Sometimes you will identify learning for another organisation while checking your records. Include this too. The learning you identify will be followed up by the CSPR sub group later for assurance about implementation of learning.

Make sure you answer the last four boxes on the template about the criteria for a CSPR.

Return your template within the timescales.

Should I tell the family I am completing a rapid review?

No. It is important this part of the process is completely confidential. If a CSPR is initiated the family will be contacted by the Business Manager of the Children's Partnership and invited to take part. This must happen in the right way so that all the correct information is provided to the family and they can be supported effectively to take part and understand this process. The rapid review process is confidential and you should not discuss this with anyone else.

What Happens after I have submitted my template?

All of the templates will all be circulated to members of the CSPR sub group to read. There will be a Rapid Review Meeting a few days after the deadline for submission. The members of the CSPR sub group will attend and everyone who completed a template will also be invited. It is important to prioritise attendance as the person who completed the template. The Rapid Review meeting will be chaired by Catherine Boyce, Chair of the CSPR sub group.

The Rapid Review Meeting

At this meeting the aim is to:

- Hear from all the organisations who have been working with the child and their family
- Identify immediate learning
- Make a recommendation to the Executive of the Children’s Partnership about whether the criteria for a CSPR is met.

During the meeting you will be asked to give an overview of your organisation’s involvement with the child. You won’t need to read out the whole of your information, as the CSPR sub group members will have read your submission. Be ready to provide a succinct summary.

You are likely to hear information you were not already aware of from other organisations, remember this is a confidential meeting and don’t discuss this afterwards.

The members of the CSPR sub group hold the responsibility for decision making about whether the criteria is met for a CSPR, so you won’t need to contribute, but the chair might ask your opinion or for clarification, if something is not clear.

What Happens after the Rapid Review Meeting?

The chair of the CSPR sub group will write to the Children’s Partnership Executive to ask them to agree the recommendation of the sub group. A report will be sent to the National Panel for ratification.

If the decision is made to commence a CSPR that will begin and should be completed within 6 months.

Where can I get more information or help with the Rapid Review Process?

Working Together to Safeguard Children 2018 – Chapter 4 gives all the Statutory Guidance about CSPRs and Rapid Reviews and outlines the whole process.

The Children’s Partnership Business Manager manages the process for rapid reviews and CSPRs in South Gloucestershire. You can contact the Business Manager [here](#)

The Children’s Partnership has a CSPR sub group who hold responsibility for oversight of the process in South Gloucestershire – you can contact the chair [here](#)

For local information in South Gloucestershire you can read our process flow chart [here](#)

The Children’s Partnership Website has a page about CSPRs and this page also is the place that CSPRs are published. You can find the page [here](#)