

ROTH-Tactical Group (RTG) Process Flowchart

Stage

Process

Referrals

Referrals are emailed to VRP@southglos.gov.uk. Referrals regarding individual children should include a completed ROTH Tool.

Quick QA check of referral by VRP Coordinator.

VRP Coordinator to contact referrer to confirm receipt of referral and next steps i.e. progressing to Triage Meeting or not able to proceed due to missing information.

VRP/CST add referral to relevant folder in RTG SharePoint site and RTG referrals spreadsheet is updated.

Where referral proceeds to Triage Meeting

Triage Meeting

VRP/CST send link to papers for Triage Meeting to relevant members.

Triage Meeting takes place involving representatives from Children's Services, VRP and Police. At this meeting decision is made as to whether to list each referral for discussion at next RTG Meeting.

VRP/CST update RTG referrals spreadsheet in relation to whether referral proceeds to RTG Meeting and rationale for this decision.

VRP Coordinator to send feedback to referrer regarding outcome of Triage Meeting.

Where referral proceeds to RTG Meeting

ROTH-Tactical Group Meeting

VRP Coordinator to set agenda for RTG Meeting.

VRP/CST invite additional attendees e.g. co-opted members and referrers.

VRP/CST send out link to papers relevant for RTG Meeting.

RTG Meeting takes place. Core members to have read papers in advance and come prepared with information for discussion.

At RTG Meeting minutes are taken by VRP/CST and actions tracker is updated by VRP/CST.

Core members are responsible for ensuring key messages are shared as appropriate within their organisation.

Actions tracker to be updated by members in advance of next RTG Meeting.