



## **SGSCB Serious Case Review Sub Group Terms of Reference**

**Chair** Catherine Boyce  
**Vice Chair** Lisa Harvey

### **The Purpose of the Serious Case Review Sub Group**

The Serious Case Review Sub Group is a sub-group of South Gloucestershire Safeguarding Children Board and its work is part of the Learning and Improvement Framework with a focus on supporting the achievement of the SGSCB strategic priorities and business plan.

The members of the SCR sub group have a responsibility to ensure that the requirements of the relevant statutory guidance (Working Together 2015) are met where a case meets the criteria for a serious case review; that is:

- for every case where abuse or neglect is known or suspected and either
  - a child dies; or
  - a child is seriously harmed and there are concerns about how organisations or professionals worked together to safeguard the child .

The group will receive referrals of cases from member organisations and make recommendations to the Chair of the SGSCB as to whether the criteria are met.

Referrals will also be received for reviews of a child protection incident which fall below the threshold for a SCR and review and audit practice in one or more agencies to provide valuable lessons about how organisations within the SGSCB area are working together to safeguard and promote the welfare of children.

The SCR sub group alongside the Training Sub Group will also be responsible for reviewing published reports from serious case reviews nationally and considering if recommendations are relevant for South Gloucestershire.

### **The Function of the Serious Case Review Sub Group**

1. To receive referrals from other organisations and other SGSCB sub groups including the Child Death Overview Panel, to consider if the criteria is met for a Serious Case Review.
2. To receive referrals from other organisations of cases for multi-agency review which are below the threshold for a Serious Case Review.

3. To make recommendations to the Chair of the Safeguarding Children Board as to whether a Serious Case Review should or shouldn't take place.
4. To be responsible for recommendations regarding the process of reviews, to agree who should form the Review Team in any Serious Case Review; to identify organisations to be included in the Case Team; to lead on the selection of lead reviewers. A flow chart developed by the SCR sub group (appendix1) provides an outline of processes to be followed.
5. To provide expert advice to the SGSCB Chair and/or Board in relation to the implementation of Working Together regarding Serious Case Reviews.
6. To scrutinise and monitor the quality of the lead reviewers reports to ensure that they 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. To ensure they are written in plain English and in a way that can be easily understood by professionals and the public alike; and are suitable for publication without needing to be amended or redacted.
7. To monitor the compliance with action plans to ensure that learning from reviews influences practice.
8. To feedback to individual agencies, SGSCB Chair and/or Board if implementation of action plans is not effective or timely and give advice to improve implementation.
9. To maintain a data base of cases reviewed and actions completed.
10. To conduct regular multi-agency case reviews on referred cases which do not meet the threshold for Serious Case Review, to provide lessons about how organisations within South Gloucestershire are working together to safeguard and promote the welfare of children. To consider various methodologies in conducting case reviews to include full reviews, mini reviews and hot debriefs. To provide a chair/lead from the sub group
11. To review published reports from Serious Case Reviews nationally and consider if learning points are relevant for South Gloucestershire and if actions are required.
12. To ensure that lessons learned from local and national reviews are disseminated to relevant staff in all local organisations by making recommendations about feedback sessions, training courses or other activities.
13. To make recommendations regarding audits of practice to the Quality Assurance Sub Group or to make recommendations to other sub groups.
14. To support Serious Case Reviews being undertaken by LSCBs from other areas.
15. To work with the Safeguarding Adults Board when reviews have implications for adult safeguarding

## **Membership**

Membership will reflect organisations represented on SGSCB. Core members will include Children's Social Care; Health; Police, Voluntary Sector and Education. Other organisations may be co-opted onto the sub group in order to provide specialist information.

In order for this Sub Group to be quorate when making recommendations about whether the threshold for a Serious Case Review has been met in relation to a particular case, core members from Children's Social Care; Health; Police and Education must be represented.

## **Frequency**

The Serious Case Review Sub Group will meet quarterly. Additional meetings of core members will be arranged to consider referred cases if required.

## **Accountability**

The Sub Group is accountable to SGSCB.

Reports from Serious Case Reviews/case reviews will be provided to SGSCB and subject to scrutiny by SGSCB, or the Executive, as delegated by the Board.

The Executive will receive quarterly reports from the SCR Sub-Group regarding the work the sub group has undertaken during the previous quarter.

The SCR Sub Group will contribute as required to the production of the SGSCB Annual Report.

<b>Date Terms of Reference agreed:</b>	<b>May 2014</b>
<b>Reviewed and updated:</b>	<b>September 2015</b>
<b>Reviewed and updated:</b>	<b>September 2016</b>
<b>Date of Planned Review:</b>	<b>September 2017</b>

