



FACTSHEET REVIEW GROUP MEMBERS

I have been asked to be part of a CSPR Review Group – what does this mean?

This means that a Child Safeguarding Practice Review (CSPR) is taking place about a child or family that is known to your organisation.

As part of the process the independent reviewer will work with a group of professionals to understand what happened and how organisations worked together.

It is important that review group members are professionals who have not worked with the child or line managed the practitioners who have. Review group members should be of sufficient seniority that they can speak on behalf of their organisation.

What will I need to do?

- The reviewer will provide a chronology template and as the review group member you will be expected to complete this for your organisation. This template will sit alongside the information already provided in the Rapid Review, and usually has a longer time frame and asks for more in-depth information than was gathered for the rapid review. There is usually a time frame of about 6 weeks to complete this template. There will usually be a 'set up' meeting with the reviewer where the expectations of what they are looking for from the chronologies is explained. It is vital to attend this as it will shape how you complete the template.
- As well as completing the chronology for your organisation you will also be expected to attend regular review group meetings chaired by the reviewer over the 6 months that the review is taking place. Usually there are two or three of these meetings and all of the dates will be provided to your organisation before the review group members are appointed.

It is vital that when you are appointed as review group member you check that you can attend all the review group meetings that have been scheduled and you will be expected to prioritise these, rather than delegate to a representative.

- The independent reviewer who is writing the Child Safeguarding Practice Review – they will chair the review group meetings
- The Business Manager from the South Gloucestershire Children’s Partnership will also attend and will take notes for each meeting and will be your point of contact throughout the review – this is Sarah Taylor. Sarah can be contacted on 01454 863136 sarah.taylor2@southglos.gov.uk

What do I need to do to prepare for Review Groups?

- Read the information provided for the review. This will mean setting aside time to read the papers and all the chronologies provided for the CSPR prior to attending the meetings. Be prepared to commit to the time needed for this so that you are able to contribute effectively
- Identify practitioners from your organisation who have worked directly with the child and their family. You will be responsible for inviting them to practitioner events – the dates for these will be available right from the start of the process and the earlier practitioners know about this the better the attendance and availability will be. There is a fact sheet that can be given to practitioners so they know what to expect.
- Read the draft report when it is written and be ready to discuss the findings and recommendations proposed

How will happen after the review groups have finished?

At the end of the process when the draft report is complete it will be quality assured by the CSPR sub group and signed off by the Children’s Partnership Executive. You will have seen the final draft before this happens and will have had the opportunity to share the learning and recommendations relevant to your organisation with your senior leaders before sign off.

Once the CSPR has been signed off it will usually be published on the Children’s Partnership website [here](#)

There will be an action plan to make sure learning from this review is embedded and organisations make changes where they need to. This action plan will be monitored by the Executive of the South Gloucestershire Children’s Partnership and the Child Safeguarding Practice Review sub group

Any more questions?

Please contact the Business Manager, [Sarah Taylor](#), with any questions about being part of the Review Group or about the process of the review.