



Kingston and Richmond
Safeguarding Children Partnership

Kingston & Richmond Safeguarding Children Partnership
Case Review Subgroup - Terms of Reference
February 2025

I. Purpose

- To receive notifications of serious child safeguarding cases and undertake rapid reviews to include making a judgement as to whether a child safeguarding practice review is indicated.
- To oversee commissioning and quality assurance of local child safeguarding practice reviews where these are indicated.
- To oversee implementation of recommendations and actions resulting from rapid reviews and local child safeguarding practice reviews.
- To consider and oversee implementation of any relevant recommendations and actions resulting from national child safeguarding practice reviews or any other guidance from the national panel in the local context.
- To identify and inform the partnership of the strategic and service implications for improving systems and practice.
- To contribute to a tracker that supports thematic analysis of learning from local and national reviews, how it is responded to across the partnership, and its impact.
- To maintain clear communication pathways with other strategic boards/partnerships to identify reviews where there is learning for both children and adult safeguarding practice, ensuring collaborative working throughout the process for such reviews, providing professional challenge to ensure the adoption of a "think family" approach.

The Case Review Subgroup operates in alignment with the Working Together to Safeguard Children 2023 Guidance. Safeguarding partners are tasked with ensuring that serious child safeguarding cases are reviewed with diligence, and that the resulting learning is effectively implemented across the partnership to improve safeguarding practices and outcomes for children and families.

Key aspects of this alignment include:

- **Rapid Reviews and Local Child Safeguarding Practice Reviews:** Safeguarding partners should ensure that the rapid review is undertaken to consider whether the case meets the criteria for a local child safeguarding practice review and to gather the facts about the case, as far as they can be readily established at the time. (Chapter 5)
- **Commissioning and Oversight:** The commissioning and oversight of local child safeguarding practice reviews should be carried out by the safeguarding partners, who are responsible for ensuring the review is of good quality, is delivered in a timely manner, and that the learning is effectively disseminated and implemented. (Chapter 5)
- **Strategic Learning and Implementation:** The findings from reviews should be shared across the local safeguarding system to inform improvements in practice and service delivery. Safeguarding partners should consider the strategic implications of the learning and ensure that this is reflected in local priorities and practice. (Chapter 5)
- For further context, please refer to [Working Together to Safeguard Children 2023](#).

II. Anti-racist and discriminatory practice

The Case Review Subgroup is committed to upholding the principles of Equality, Diversity, and Inclusion (EDI) as outlined in the Kingston and Richmond Safeguarding Children Partnership EDI Statement¹. The subgroup will consider carefully issues of identity and their impact on serious child safeguarding cases and challenge discriminatory practice where this is identified

¹ [Equality, diversity and inclusion statement - Kingston and Richmond Safeguarding Children Partnership](#)

III. Membership

Membership of the subgroup will consist of strategic leads from each of the statutory safeguarding partners and education:

- AfC Children's Services representatives
- Detective Inspector for Metropolitan Police Service
- Designated Nurse for Safeguarding Children
- Designated Doctor for Safeguarding Children
- Named Nurses for Safeguarding Children or other lead professionals for local health providers
- AfC/other Education representatives

Other members will be co-opted to assist rapid reviews on an ad hoc basis according to their involvement, for example South London Legal Partnership.

IV. Duties of subgroup members

- To represent their sector or agency as a senior leader, and to ensure timely provision of information and development of analysis to support the review of serious child safeguarding cases and contribute to decision making.
- To nominate staff from their organisations or take responsibility for identifying members from the wider partnership, to contribute to rapid reviews, child safeguarding practice reviews, and/or sit on task and finish groups, as and when required, to develop specific activities on the work plan. This will include supporting them as required.
- Responsible for overseeing delivery of action plans arising from the review of serious child safeguarding cases (including rapid, LCSPR and national CSPR) including securing updates from agency/sector.
- Where a member is not able to attend, they will identify an appropriate colleague as deputy representative to attend on their behalf.
- To maintain confidentiality appropriately and ensure documents and electronic information are stored, transported, and communicated securely.

V. Governance and accountability

- The Case Review Subgroup is co-chaired by Louise Doherty, Designated Nurse for Safeguarding Children, Kingston, SWL ICB, and Sian Hutchings, Detective Inspector, SW BCU, MPS and is coordinated by the KRSCP team. The subgroup chairs will report quarterly on activity and outcomes achieved by the subgroup to the statutory strategic leadership. The chair will also attend the meeting of subgroup chairs.
- Subgroup members will provide an annual update as part of the KRSCP annual report.
- Each of the statutory safeguarding partners must be represented for the subgroup meetings and rapid reviews to be considered quorate.

VI. Subgroup operation

- Subgroup meetings will take place four times a year. The subgroup will meet additionally on an ad hoc basis for the purpose of rapid reviews.

- Subgroup members are expected to attend every meeting. Where there is a legitimate reason for non-attendance, an apology must be sent and a representative nominated to attend. Attendance at subgroup meetings will be monitored, and lack of representation from agencies will be highlighted.
- Meeting agendas and papers will be circulated at least five working days before subgroup meetings. Minutes will be distributed to members after the meeting.

VII. Review

The terms of reference will be reviewed at least every two years, or more frequently if necessary, to ensure they remain relevant and effective in guiding the subgroup's work.