



Kingston & Richmond Safeguarding Children Partnership

Case Review Subgroup Terms of Reference

October 2023

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

Anti-racist/discriminatory practice

The case review subgroup will consider carefully issues of identity and their impact on serious child safeguarding cases and challenge discriminatory practice where this is identified.

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 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

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.

Governance

The case review subgroup will meet quarterly for general business and on an ad hoc basis for the purpose of rapid reviews.

The subgroup chair(s) will provide updates to the SLG quarterly.

Administration of the work of subgroup will be undertaken by the partnership team.

The chairing will ideally be shared across two agency representatives. Careful planning will be supported by the partnership team to assist in effective co-chairing arrangements.

Each of the statutory safeguarding partners must be represented for the subgroup meetings and rapid reviews to be considered quorate.

Attendance at subgroup meetings will be monitored to ensure consistent contribution of relevant agencies.

Potential conflict of interests should be declared and if there is disagreement within the subgroup, escalation to the SLG for decision making should be undertaken.

Meeting agendas and papers will be circulated at least five working days before subgroup meetings. Minutes will be distributed to the subgroup within three weeks of the meeting.

Review

The terms of reference will be reviewed annually.