



KRSCP Guidance for the review of serious child safeguarding incidents and the case review subgroup

Purpose

This KRSCP guidance describes how the partnership will be notified of and review serious child safeguarding incidents through the work of the Case Review Subgroup (please see the Case Review Subgroup Terms of Reference also). The guidance is intended to function as a toolbox to support the work of the subgroup.

Context

According to legislation and accompanying government guidance, reviews of serious child safeguarding incidents should be undertaken, according to the criteria, to identify improvements to be made to safeguard and promote the welfare of children. At a local level responsibility for this work lies with the safeguarding partners and at a national level, with the Child Safeguarding Practice Review Panel (to be referred to in this document as CSPRP).

The following guidance is relevant to this document:

[Working Together to Safeguard Children 2026](#)

[Child Safeguarding Practice Review Panel guidance for safeguarding partners – June 2025](#)

Criteria for notifying of a serious child safeguarding incident

Working Together to Safeguard Children 2026 provides the following legal criteria for a serious child safeguarding incident notification

16C (1) of the Children Act 2004 (as amended by the Children and Social Work Act 2017) states:

Where a local authority in England knows or suspects that a child has been abused or neglected, the local authority must notify the Child Safeguarding Practice Review Panel if:

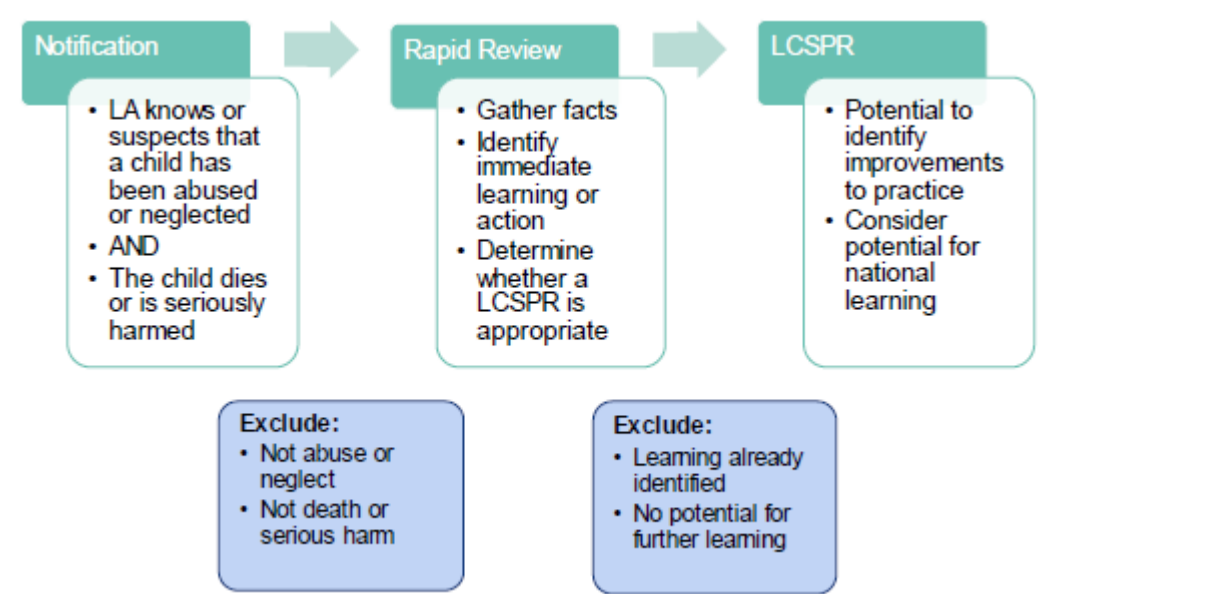
- (a) the child dies or is seriously harmed in the local authority's area
- (b) while normally resident in the local authority's area, the child dies or is seriously harmed outside England

Serious harm includes (but is not limited to) serious and/or long-term impairment of a child's mental health or intellectual, emotional, social or behavioural development. This is not an exhaustive list. When making decisions, judgement should be exercised in cases where impairment is likely to be long-term, even if this is not immediately certain. Even if a child recovers, including from a one-off incident, serious harm may still have occurred.

Further guidance on how to interpret the above definition and its terms i.e. abuse, neglect and serious harm, as well as typical circumstances in which a notification may or may not be appropriate, can be found on pages 12-16, and 43-46 [Child Safeguarding Practice Review Panel guidance for safeguarding partners – June 2025](#)

Decision making

The following gives an overview of the considerations for decision making re referral and review of potential serious child safeguarding incidents:



Notification

The duty to notify a serious child safeguarding case lies with the local authority, on behalf of all three safeguarding partners, and this responsibility is delegated locally to the Associate Director for Practice Development in Achieving for Children, who provide children’s services on behalf of the Royal Borough of Kingston upon Thames and the London Borough of Richmond upon Thames.

Detailed guidance for the process that AfC must undertake is available:

<https://www.gov.uk/guidance/report-a-serious-child-safeguarding-incident>

The following key principles are:

- Notifications should be made if a child dies or is seriously harmed (either in your area, or outside of England but who is normally resident in your area), and it’s known or suspected that the child has been abused or neglected.
- The CSPPR should also be notified of the death of any looked after child whether or not abuse or neglect is known or suspected (where there are no concerns regarding abuse or neglect a rapid review will not be required).
- The local authority should also notify the Secretary of State for Education and Ofsted of the death of a care leaver up to and including the age of 24. This should be notified via the Child Safeguarding Online Notification System. The death of a care leaver does not require a rapid review or local child safeguarding practice review. However, safeguarding partners must consider whether the criteria for a serious incident have been met and respond accordingly, in the event the deceased care leaver was under the age of 18. If local partners think that

learning can be gained from the death of a looked after child or care leaver in circumstances where those criteria do not apply, they may wish to undertake a local child safeguarding practice review.

- Notifications should be made within 5 working days of becoming aware of the incident.
- The CSPRP will share the notification with Ofsted and the Department for Education.
- The local safeguarding children partners/partnership should also be notified (notification to other partnerships should be considered for example if it were a death of looked after child placed out of area).
- Although the responsibility to notify rests with the local authority, all three safeguarding partners should agree which incidents should be notified in their local area. Where there is disagreement, safeguarding partners should follow their own local dispute resolution processes (locally requires urgent escalation to Operational Safeguarding Executive Group, with consideration for consulting our Independent Scrutineer where there is continued disagreement) – all related multiagency meetings will be chaired by the Partnership Manager and will use an agreed agenda.

When making a notification to the CSPRP, AfC will notify KRSCP via email to the Partnership Manager on the same day, this will in turn be shared with the Operational Safeguarding Executive Group (Op SEG) for their information. A copy of the submitted notification will be made available to the partnership team, Op SEG, and the independent scrutineer. The partnership team will initiate a summary of serious child safeguarding incident overview record (see appendix 9) to ensure all key information around decision-making is captured for transparency and ease of reference.

Generally, AfC will be aware of serious child safeguarding cases however there may be occasions when other agencies are first aware of incidents that may meet the threshold for notification. In these instances, they should be notified to the Associate Director for Practice Development copying in KRSCP (see appendix 1), and a discussion between partners convened to consider if a notification should be made – these meetings will be chaired by the Partnership Manager and will use an agreed agenda.

Notifications should be submitted for all incidents that meet the criteria - this process should be followed irrespective of whether or not it is believed it will yield further learning.

Please note that for all local reviews arising from local serious incident notifications, the Metropolitan Police Service Specialist Crime Review Group must be included and should be contacted at SCRGMailbox@met.police.uk

Rapid review

Once a notification has been made to the CSPRP of a serious child safeguarding incident, the responsibility for a rapid review rests with the three safeguarding partners.

The key aims are as follows:

- Gather the facts about the case, as far as they can be readily established
- Discuss whether any immediate action is needed to ensure children's safety and share any learning appropriately
- Consider the potential for identifying improvements to safeguard and promote the welfare of children
- Decide what steps should be taken next, including whether to undertake a local child safeguarding practice review using the criteria set out in WT2026 or whether the case may

raise issues that are complex or of national importance such that a national review may be appropriate.

Generally responsibility for a rapid review and any subsequent LCSPR will sit with the partnership where the child was ordinarily resident (or typically to whom they are looked after in case of children looked after); however, there should be liaison with other partnerships in the event that a joint approach is indicated – for example if a child ordinarily resident in Kingston or Richmond is harmed elsewhere (not abroad) it becomes the responsibility of that local authority to notify but may be most appropriate for our partnership to lead on the rapid review.

Following receipt of a notification of a serious child safeguarding incident made by AfC to the CSPRP, the partnership team will notify all relevant agencies of the incident and the need to convene a rapid review and request agency reports to support this via an agreed template (see appendix 2) with supporting guidance; these should ideally co-produced with frontline practitioners and feature their perspectives and shared analysis. These must be completed and returned within 5 working days; they should be quality assured and signed off by a senior representative of the agency. The rapid review will also seek minutes of any meetings held as part of a joint agency response where the serious safeguarding incident concerns a child death.

The partnership team will organise a rapid review meeting (separate to the standing meetings of the case review subgroup) to be held approximately 10 working days from the notification of incident; this will be chaired by the Partnership Manager or an agreed deputy, to promote a consistent approach. Agency reports will be shared with attendees 5 working days before the meeting and invitees are expected to attend having read the collated information and prepared to share their analysis of their own agency and multiagency practice and contribute to decision making and identification of learning and related actions.

There may be professionals who are not part of the case review subgroup who have relevant input, who will be invited to contribute to the rapid review meeting on an ad hoc basis in an advisory capacity, but typically this will be limited to the core CRS members for that borough to aid focus and expertise in the review process and local context. The independent scrutineer will be invited to all rapid reviews as optional.

Prior to the rapid review meeting, a pre-meet will be held with representatives of each statutory partner (presently the co-chairs from ICB and MPS, with addition of AfC) and the partnership team. The purpose of this meeting will be to:

- Consider if there is any missing or further information required.
- Consider who should attend the rapid review meeting, and who will have any role in presenting/sharing a pen picture.
- Consider emerging analysis and lines of enquiry to assist focus the rapid review meeting and reporting process.

Rapid review meetings will use the agenda at appendix 3.

Rapid reviews will be captured and written up using the report template at appendix 4.

Once the meeting has been held the partnership team will write up the discussion using this template and share for agreement with the rapid review chair(s), and the three delegated safeguarding partners for agreement prior to submission to the CSPRP. The report will also be shared with the independent scrutineer.

It is for safeguarding partners to determine whether a review is appropriate, given that the purpose of a review is to identify improvements to practice. According to the following criteria:

The criteria safeguarding partners must take into account include whether the case¹⁹⁷:

- highlights or may highlight improvements needed to safeguard and promote the welfare of children, including where those improvements have been previously identified
- highlights or may highlight recurrent themes in the safeguarding and promotion of the welfare of children
- highlights or may highlight concerns regarding two or more organisations or agencies working together effectively to safeguard and promote the welfare of children
- is one the panel has considered and has concluded a local review may be more appropriate

Safeguarding partners should also have regard to circumstances where:

- they have cause for concern about the actions of a single agency
- there has been no agency involvement, and this gives them cause for concern
- more than one local authority, police area or ICB is involved, including in cases where a family has moved around
- the case may raise issues related to safeguarding or promoting the welfare of children in institutional settings¹⁹⁸

Meeting the criteria does not mean that safeguarding partners must automatically carry out a local child safeguarding practice review. All incidents should be considered on a case-by-case basis using all information that is available to local safeguarding arrangements. Issues might appear to be the same in some cases, but reasons for actions and behaviours may differ resulting in useful learning for the local area.

Decisions on whether to undertake reviews should be made transparently and collaboratively between safeguarding partners, and the rationale recorded and communicated appropriately, including to families. Where there are disagreements, local dispute resolution processes should be followed. In the rapid review meeting, primary decision-making responsibility will lie with the representatives of the three statutory safeguarding partners as they hold ultimate responsibility for commissioning. It is expected that there will be liaison between representatives to the rapid review and the respective DSPs.

Where a rapid review has already identified sufficient learning and the partnership determines it is not proportionate to seek further learning through a local child safeguarding practice review (LCSPR), the safeguarding partners should outline how the learning already identified will be

disseminated and acted on, or how the learning outcomes have been achieved. This should be clearly expressed in the rapid review report in a concise action plan.

The agreed rapid review report will be submitted to the CSPRP by the partnership team via email to Mailbox.NationalReviewPanel@education.gov.uk

A copy will also be shared with the case review subgroup and contributing agencies for their information.

The 15-day timescale for rapid reviews should be adhered to generally irrespective of information that may be pending (for example post-mortem results) as the key focus is on multi-agency working. If a rapid review cannot be completed within 15 working days, the CSPRP secretariat should be informed and provided with a reason for the delay and an anticipated timescale for submission.

For each review submitted, the CSPRP provides a response which will confirm their views on the case and provide feedback on the decision making, analysis and learning, or to request further information. Their feedback will be shared with Op SEG and the case review subgroup and other interested parties, by the partnership team once received.

The Partnership Manager and Coordinator will be responsible for ensuring agreed actions are effectively communicated to the agencies/individuals nominated to take them forward. The case review subgroup is responsible for overseeing the outcomes of all rapid reviews (with delivery and support from other relevant subgroups) and these will be logged on the serious child safeguarding case tracker.

For each subgroup chairs meeting, any rapid reviews or local child safeguarding practice review reports completed in the period, will be shared for their information and coordination and oversight as to action plans.

It is not expected that families will be informed of or involved in rapid reviews; however, safeguarding partners should consider whether to inform families that they have undertaken as serious child safeguarding incident notification and rapid review, and should give consideration to whether and how any learning and recommendations arising from this process is shared with families. KRSCP will consider how to develop practice in this area in the context of emerging best practice from other partnership areas. Information sharing with families will be captured on our case review tracker and a serious child safeguarding incident overview record (see appendix 9).

Local Child Safeguarding Practice Reviews

In cases where a recommendation is made to proceed to LCSPR and this is endorsed by the CSPRP, a review will be commissioned and all relevant providers and safeguarding children partnerships, notified formally by the partnership team (note the decision to commission a LCSPR rests with the statutory safeguarding partners, so they may proceed with one irrespective of if the CSPRP supports this). The partnership team will liaise with leads in partner agencies to ensure that the decision to proceed with a LCSPR is communicated supportively to all relevant colleagues, firstly through the case review subgroup leads and then through appropriate line management channels. The partnership team must also inform the CSPRP of who will undertake the review.

The safeguarding partners are responsible for commissioning and supervising reviewers for LCSPRs. Partners should consider the following re potential reviewers:

- Professional knowledge, understanding and practice relevant to local child safeguarding practice reviews, including the ability to engage both with practitioners and children and families
- Knowledge and understanding of research relevant to children's safeguarding issues
- Ability to recognise the complex circumstances in which practitioners work together to safeguard children
- Ability to understand practice from the viewpoint of the individuals, organisations or agencies involved at the time rather than using hindsight
- Ability to communicate findings effectively
- Any real or perceived conflict of interest

In KRSCP, several multiagency professionals have received training in the Social Care Institute for Excellence Learning Together Model for systems reviews. This means there is some capacity both for commissioning and supporting systems reviews where appropriate within the partnership.

There may be cases where an independent reviewer with specialist expertise is indicated. The case review subgroup will consider who may be appropriate and make a recommendation but ultimately this decision is for Op SEG. The rationale for selection will be documented. Documents to support engaging an independent reviewer are found at appendix 6 and 7.

LSCPRs will be supported by a range of local professionals (depending on the methodology this may constitute a panel, and the case review subgroup may be used for this purpose with the addition of the SCRG to ensure their involvement in developing and agreeing learning), identified by the case review subgroup and agreed by Op SEG. It is important that this group has an appropriate range of experience. Where nominated professionals are new to participating in LSCPRs, it is the expectation that they will be supported by one or more of the case review subgroup members from their organisation. The partnership team will assist in providing information to support their participation.

Key principles for LSCPRs are as follows:

- The review should be proportionate to the circumstances of the case, focus on potential learning, and establish and explain the reasons the incidents occurred as they did.
- LSCPRs should use a systems methodology or similar, to provide a way of looking at and analysing frontline practice as well as organisational structures and learning and allow those involved in the review to reach recommendations that will improve outcomes for children.
- The scope, aims, and terms of reference of the LSCPR should be determined at the start and specified in the report. These should build upon and progress identified learning from the rapid review, and feedback from the CSPRP.
- The review should include appropriate involvement of families and professionals to ensure their perspectives are considered and included.
- The perspectives and lived experience of a child and where possible and appropriate, their voice, should be dominant throughout a review.
- Use of key practice episodes is recommended to analyse significant events.
- The review must consider characteristics of a child's identity and to what extent this may have impacted professional decision making.
- Partnerships should use an intersectional lens.
- There is an expectation that the report from the LSCPR will be published within 6 months.
- Every effort should be made to identify and disseminate learning and take corrective action as the review progresses, rather than being limited to its conclusion.

It is acknowledged that sometimes there may be parallel processes such as criminal investigations and proceedings that may mean the partnership is inclined to delay the LCSPR process until the conclusion of these. CSPRP guidance emphasises that in most cases it should be possible to progress these alongside other processes as their focus is different. Detailed guidance should be accessed at pages of 34-37 [Child Safeguarding Practice Review Panel guidance for safeguarding partners – June 2025](#)

Generally, LCSPRs should be completed within 6 months of the partnership deciding to undertake a review. Any delays in this timescale should be communicated to the CSPRP and the Secretary of State for Education with the reasons.

The scope, aims, and terms of reference should be determined at the start and specified clearly in the report. The partnership team will help develop draft terms of reference according to a local template which can be elaborated upon once reviewer(s)/review team have been appointed (see appendix 5). A pseudonym will be allocated to the review from the outset to ensure there is a working anonymisation that supports keeping in mind individual people affected; if the family wishes to participate in the review, they will be given the opportunity to identify a pseudonym that is meaningful to them which may be used for publication.

The partnership will have standardised easy read materials and a cover letter for sharing with families to inform them about a review and invite them to participate (see appendix 8). Where possible these will be shared with the family by an appropriate lead professional. Generally, family members will be invited to meet with the reviewer(s) to gather their views and experiences and test emerging learning and then offered a further meeting to share the findings and how they will be published. The partnership team in liaison with reviewers and partners, will document how families are informed and involved, and what information is shared with them as part of the review process, including a rationale where this is not undertaken/possible (appendix 9).

Safeguarding partners must ensure that final reports:

- Provide a summary of any recommended improvements to be made by individuals or organisations in the area to safeguard and promote the welfare of children.
- Include an analysis of any systemic or underlying reasons that actions were taken or not taken in respect of matters covered by the report.
- Any recommendations should make clear what is required of relevant agencies and others collectively and individually, and by when, and focussed on improving outcomes for children.

The partnership will ensure all reports from reviews are written for publication and consider carefully how to manage impact on family and practitioners; the safeguarding partners should ensure that reports are written in such a way so that what is published avoids harming the welfare of any children or vulnerable adults involved in the case. For each LCSPR the final decision as to whether it is appropriate to publish will rest with Op SEG and be communicated to the CSPRP. All LCSPR reports will be shared with the CSPRP with details of the plan for publication (at least 7 days prior to publication if this is being undertaken). Completed reviews should also be shared with the Secretary of State for Education.

Where the safeguarding partners decide only to publish information relating to the improvements to be made following the review, they must also provide a copy of that information to the CSPRP and the Secretary of State within the same timescale. They should also provide the report, or information about improvements to Ofsted, within the same timescale. The name of reviewers should be included.

The partnership should have regard to any comments the CSPRP and/or Secretary of State for Education make with respect to publication.

Published reports or information relating to improvements must be publicly available for at least one year.

Outcomes from completed LSCPRs will be monitored by the case review subgroup and logged on the serious child safeguarding case tracker. The case review subgroup will have lead responsibility for overseeing the process of consideration of recommendations and devising relevant actions to take forward from reviews and ensuring these are appropriately allocated across the partnership by agreement with Op SEG and in liaison with subgroup chairs group.

National child safeguarding practice reviews

In determining whether a national child safeguarding practice review (NCSPR) should be held, the CSPRP will consider the following criteria upon receipt of a completed rapid review:

The criteria which the Panel must take into account include whether the case⁸⁶:

- highlights or may highlight improvements needed to safeguard and promote the welfare of children, including where those improvements have been previously identified
- raises or may raise issues requiring legislative change or changes to guidance issued under or further to any enactment
- highlights or may highlight recurrent themes in the safeguarding and promotion of the welfare of children

The Panel should also have regard to the following circumstances:

- significant harm or death to a child educated otherwise than at school
- where a child is seriously harmed or dies while in the care of a local authority, or while on (or recently removed from) a child protection plan
- cases which involve a range of types of abuse⁸⁷
where the case may raise issues relating to safeguarding or promoting the welfare of children in institutional settings⁸⁸

Likewise, in determining whether a NCSPR may be appropriate, the case review subgroup undertaking the rapid review should include in their report, commentary as to whether in their view the above criteria apply in the relevant section.

The CSPRP will also consider a range of evidence including inspection reports and other research to inform their decision.

It is anticipated as likely that there will need to be dialogue between the partnership and the CSPRP to support decision making in cases that may require a national review, and the safeguarding partners must share further information with the CSPRP as required.

The CSPRP will communicate their decision and rationale as to whether a NCSPR is indicated including to families. They will also notify the Secretary of State for Education, where a NCSPR is being taken forward.

There may be cases where local reviews subsequently form part of thematic reviews undertaken by the CSPRP. In these cases, there will be liaison between the CSPRP and the safeguarding partners as to how this is taken conducted.

Expectations for reports from national reviews are broadly the same as for LCSPRs but with some differences for example timescale for public availability – please see pages 144-147 of WT2026 for full detail.

Interface with other reviews/parallel processes

WT2026 and CSPRP guidance acknowledges serious incidents may trigger more than one statutory review process. Statutory safeguarding partners are advised to organise locally how these can successfully combine while still meeting the core purpose of each. Safeguarding partners should ensure that they have processes in place for how they contribute to other investigations, including domestic homicide reviews, independent investigation reports into homicide, multi-agency public protection arrangements or safeguarding adult reviews. There should be flexibility in the arrangements for completing LCSPRs to enable partners to design a review process that incorporates the needs of other processes to ensure the learning is identified collaboratively and the review processes are proportionate and minimise burden on families. There should be communication from the outset between the different bodies involved to agree how this will be managed.

Where there are criminal or coronial investigations, there should be liaison with the necessary police/coronial leads to ensure the review can progress alongside whilst minimising/mitigating risks to those proceedings - see pages 34-36 [Child Safeguarding Practice Review Panel guidance for safeguarding partners – June 2025](#)

Sharing learning

The partnership will develop standardised formats for sharing learning from reviews to strengthen sharing to all agencies using tools such as virtual and written briefings that can be used in single and multiagency training and communications. The partnership will undertake future evaluation as to what is most impactful to practice so we may be assured our selected means are serving children effectively.

Monitoring outcomes and impact

The partnership will monitor outcomes and impact of the learning from all reviews (rapid, local, and national) through a tracker to be maintained by the partnership team and overseen by the case review subgroup. Part of the responsibility of case review subgroup members will be to ensure their agency actions are owned and updates provided.

For all reviews, identified improvement actions should align with any existing action plans that have been developed from previous learning activity. Where similar incidents have occurred locally, the partnership will need to review existing action plans to understand how effective these were in preventing the current incident from happening.

The tracker will be developed to aid thematic analysis.

Learning from local and national reviews, how it is shared, its impact, and related scrutiny activity will be included in the KRSCP yearly report. The yearly report will be shared with the CSPRP (via NationalReviewPanel@education.gov.uk).

Appendix 1

Serious Child Safeguarding Incident Notification

A serious child safeguarding incident notification should be made by the relevant local authority to the Child Safeguarding Practice Review Panel when the following has occurred:

- *A child dies or is seriously harmed where abuse or neglect is known or suspected (where the harm occurs in Kingston or Richmond and/or the child resides there).*
- *A child dies or is seriously harmed outside England where abuse or neglect is known or suspected, who is normally resident in Kingston or Richmond*
- *A looked after child has died (irrespective of whether abuse or neglect are known or suspected, please include details if these concerns do apply)*

The following detailed guidance is available for local authorities [Serious Incident Notification Guide for local authorities September 2025](#)

In instances where this information may be first held by another agency and/or there is disagreement about the application of threshold, the following details should be completed and emailed securely to:

Georgina Andrews, Associate Director for Practice Development:
georgina.andrews@achievingforchildren.org.uk and copy to
natalie.logan@achievingforchildren.org.uk

Please also copy in the KRSCP Manager daksha.mistry@kingrichlscb.org.uk

Information should include

1. Incident outline
2. What action have been taken i.e. what is being done to safeguard any child at risk
3. Any other person at risk
4. Name of child/ren affected
5. Date of birth/date of death if applicable
6. Sex
7. Gender
8. Ethnic group (using ONS 2021 census categories)
9. Religion
10. Disability
11. Legal status for social care purposes including whether UASC
12. Other agencies the child/ren are known to
13. Where the child/ren were living, nature of accommodation i.e. home, foster care etc.
14. Education status and contact details

Appendix 2

Kingston and Richmond Safeguarding Children Partnership Template for Agency Report to Rapid Review

Chapter 5 of Working Together 2026 provides guidance for safeguarding children partnerships to learn from serious child safeguarding incidents and improve child protection and safeguarding practice. KRSCP has received a notification of a serious child safeguarding case and is convening a rapid review to identify learning and consider whether a further review is indicated. We therefore need to gather further information from the agencies to which the child/family was known.

Agency details

Agency	
Agency report author and contact details	

Subject details

Name	
Age	
Date of birth	
Date of death (if applicable)	
Gender	
Ethnicity	
Religion	
Known health needs including disability (if applicable)	

Background information

KRSCP team to insert brief details of indication for rapid review.

Please record agencies were you in contact with whilst working this child/family and the provider

Adult Social Care		GP	
Children’s Social Care		Midwifery	
Early Help		Health Visiting Service	
Youth Offending Service		School Nursing Service	
LADO		CAMHS	
Police (MPS etc.)		Perinatal Mental Health Service	
Fire service (LFB etc.)		Adult Mental Health Services	
Probation		Ambulance Service (LAS etc.)	
CAFCASS		Hospital	

Education/EY		Substance Misuse Service	
Housing		Other Local Authority	
Domestic abuse service		Any other agency e.g. voluntary sector	

Time period for agency submission

The period we would be grateful for you to analyse in depth is: Partnership team to confirm.

Chronology

For specified scoping period only. This section should be focused upon significant events relevant to safeguarding. Please include analysis of practice where appropriate. Please refer to the accompanying guidance to support your completion.

Provide a brief summary of your agency’s involvement with children and adults listed above. The Child Safeguarding Practice Review Panel requires a concise summary of the facts, so far as they can be ascertained, about the serious incident and relevant context; this should give sufficient detail to underpin the analysis against the Working Together criteria, but does not require lengthy detailed chronologies of agency involvement that can obscure the pertinent facts;

Give details of key events in chronological order including periods when your agency was involved and gaps in contact. NB if the involvement was extended over a period of time, use the date column to state start and end date.

Date(s)	Subject, event, and outcome	Commentary/analysis

Are there any ongoing safeguarding concerns for this child/ren and/or other family members? Please provide details

Please include any current concerns and action being taken to safeguard children.

Voice of the child and their lived experience

Based on information gathered for this report, please describe your understanding of what daily life for this child/ren would likely have been from their perspective and include how their voice was captured by your agency.

What are the issues and learning identifiable?

Important issues to consider in this section include:

Understanding children and their needs

- *How well practitioners understood and responded to children’s lived experiences, how well the voices and experiences of children were sought.*

- *How well sex, race, ethnicity, faith, sexual orientation, disability, social and economic background and other protected characteristics were explored in practice and what impact they had on children’s and families’ experiences, including parenting practice.*

Children’s and families’ experiences of services

- *The quality of professional engagement with the family, including parents and carers. If there were barriers to engagement, what work has been done to address these?*
- *The quality of support offered to children and their families, including support to address their cultural needs.*
- *How any disability, physical or mental health issues, or environmental factors such as poverty or caring roles impacted on children’s and families’ experiences.*

Assessment of risk and need, and decision making

- *The quality of assessment of needs and risk, and information sharing and communication within and between agencies.*
- *Analysis of the quality of individual and multi-agency decision making, highlighting what worked well and where improvements are indicated.*

Does this case highlight concerns regarding either single or multiagency working?

What are the strengths in single and multiagency practice?

Are there any relevant local or national reviews/workstreams that relate to the learning in this case?

What single agency actions do you plan to address single agency learning?

What multi-agency action may be taken to address multi-agency learning?

Appendix 3

KRSCP Rapid Review Meeting concerning INSERT DETAILS

DATE, TIME, Microsoft Teams

Agenda item	Lead	Time
1. Introductions and housekeeping	Chair	
2. Summary of child/family (verbal portrait), overview of contact with services, and brief details of incident triggering review	Representative from lead agency	
3. Update on immediate safeguarding arrangements for children affected	Representative from lead agency	
4. Overview of information gathered - <i>Acknowledge/explore any discrepant or missing information, including any agencies it has not been possible to contact/include</i>	Chair/Partnership Team	
5. What may we learn about practice? - <i>This should include strengths, and areas for development.</i>	All	
6. Comfort break	All	
7. What learning and work are we aware of that relates these issues? - <i>Consider local and national context</i>	All	
8. Would the issues we have identified benefit from a further review such as a LCSPR or a national CSPR, and what is our rationale? - <i>See guidance excerpt and criteria at the end of this document.</i>	Representatives of statutory safeguarding partners for decision	
9. Next steps and action plan - <i>To include any immediate action needed to ensure children’s safety and share any learning appropriately.</i>	All	

Excerpt from relevant guidance to support meeting process (WT2026 and Child Safeguarding Practice Review Panel non-statutory guidance June 2025)

The purpose of a rapid review is to:

- Gather the facts about the case, as far as they can be readily established
- Discuss whether any immediate action is needed to ensure children’s safety and share any learning appropriately
- Consider the potential for identifying improvements to safeguard and promote the welfare of children
- Decide what steps they should take next, including whether to undertake a child safeguarding practice review.

It is for safeguarding partners to determine whether a review is appropriate, given that the purpose of a review is to identify improvements to practice. Meeting the criteria does not mean that safeguarding partners must automatically carry out a local child safeguarding practice review.

Safeguarding partners do not have to progress to an LCSPR for all serious incidents. Many serious incidents will capture learning that is already known in the system through other local or national published reviews. We encourage safeguarding partnerships to reflect on the learning from national reviews and consider how this is being acted on locally. Where an incident reflects issues already explored, safeguarding partners should carefully consider what additional local learning is likely to be achieved through an LCSPR. Well-constructed rapid reviews can draw out significant learning that negates the need to proceed to an LCSPR.

Appendix 4



Kingston and Richmond
Safeguarding Children Partnership

Rapid Review Report

Details of child:

Name	
Age	
Date of birth	
Date of death (if applicable)	
Gender	
Ethnicity	
Religion	
Known health needs including disability (if applicable)	

Other family/household members:

Name	
Age	
Relationship to child	
Date of birth	
Date of death (if applicable)	
Gender	
Ethnicity	
Religion	
Known health needs including disability (if applicable)	

Genogram

Pen picture

Overview of involvement with multi-agency services

Summary of serious incident and relevant context

Supporting information

Agency	Submitted agency report	Represented at rapid review
Achieving for Children – Children’s Social Care		
Achieving for Children – Education related		
South London Legal Partnership		
South West London Integrated Care Board Designated Safeguarding Team		
Kingston and Richmond NHS Foundation Trust		
Metropolitan Police Service		
South West London St George’s Mental Health Trust		
LA Public Health		
Your Healthcare		
Central London Community Healthcare NHS Trust		
Chelsea & Westminster Hospital NHS Trust (West Mid)		
GP		
Education for example school, nursery etc		

Any information not gathered/included

Immediate safeguarding arrangements of any children involved

What are the issues and learning identifiable?

What are the strengths in single and multiagency practice?

Are there any relevant local or national reviews/workstreams that relate to the learning in this case?

Decision making

Has child died or been seriously harmed?
Yes/No
Is abuse or neglect known or suspected?
Yes/No
Are the criteria for a child safeguarding practice review met?
Does the partnership consider there is additional learning, beyond existing local and national reviews or similar, which could be determined through a child safeguarding practice review?
Yes/No

Is a local child safeguarding practice review (CSPR) recommended?
Yes/No
What is the rationale for this decision?
If a CSPR is indicated what are the key lines of enquiry and/or research questions that the partnership would like to explore?
Is a national child safeguarding practice review is recommended?
Yes/No
Is any other form of review indicated, including where a CSPR is not recommended?
Yes/No, details as applicable
Is there any learning identified by this rapid review and how will it be shared?

Endorsement by Safeguarding Executive Group (Delegated Safeguarding Partners for Kingston and Richmond Safeguarding Children Partnership ¹)	
Fergus Keegan, Director of Quality, South West London Integrated Care Board	<i>Please insert comments and signature (see footnote)</i>
Ian Dodds, Executive Director of Children’s Services for Kingston and Richmond Councils	
Steven Tod, Detective Superintendent, Metropolitan Police Service	

¹ [CSPRP Non-Statutory Guidance](#) stipulates that rapid reviews should be signed off by the three statutory delegated safeguarding leads, who should provide their observations of the review, together with their decision and rationale for any decision.

Appendix 5



Local Child Safeguarding Practice Review Author Contract Agreement

Parties to the Agreement

This Agreement is made between:

- Kingston and Richmond Safeguarding Children Partnership hereafter referred to as KRSCP.
-hereafter referred to as “the Author”.

1. Definitions and interpretation

1.1 The following terms shall have the following meanings for the purpose of this Agreement:

1.1.1. ‘Agreement’ means these terms and conditions and all Schedules to this Agreement as the same may be amended, modified or supplemented from time to time in accordance with this Agreement.

1.1.2. “The Author” means the Individual who is the Author of the local child safeguarding practice review (LCSPR).

1.1.3. ‘Commencement Date’ means the beginning of the child safeguarding practice review process.

1.1.4. ‘Personal Data’ means data which relates to a living individual who can be identified from those data, or from those data and other information which are in the possession of or are likely to come into the possession of either Party. They include, without limitation, expressions of opinion or intentions in respect of such a living individual.

1.1.5. ‘Service Specification’ is as set out in Schedule 1.

1.1.6. ‘Sensitive Personal Data’ means Personal Data consisting of information as to the racial or ethnic origin, the political beliefs, religious or similar beliefs, trade union membership, details of physical or mental health, sexual life and alleged commission of crimes or criminal record of the data subject.

1.1.7. ‘Services’ means the services detailed in the Role Specification.

1.2 The headings in these terms and conditions are inserted only for convenience and shall not affect its construction.

1.3 The singular includes the plural and vice versa.

1.4 Reference to any statute or statutory provision includes a reference to the statute or statutory provision as from time to time amended, extended or re-enacted.

2. Appointment and Extensions

2.1 The Author is appointed by KRSCP to carry out the work set out in this Contract and Service Specification, who may not sub-contract the work to a third party without the prior written agreement of the KRSCP, such agreement to be at the absolute discretion of the KRSCP.

2.2 The work will be carried out for the equivalent of no more than [insert agreed number] working days and will be undertaken in accordance with the expectations within Working Together to Safeguard Children 2026 and associated guidance.

2.3 The Author shall inform the KRSCP if the agreed work is going to take longer than specified within this contract. The Author will need to notify the KRSCP within two weeks prior to the expected end of this contract should an extension be necessary. Should actions taken by the KRSCP result in a delay to the Author’s work then the KRSCP shall inform the Author of the likely delay and renegotiations to the contract should take place.

2.4 The author declares that there are no actual or potential conflicts of interest in authoring this LCSPR and, should any come to light, will inform the KRSCP immediately.

3. Purpose

3.1 To commission the Author to undertake a LCSPR in accordance with national guidance.

4. Scope of Work

The Author will:

- 4.1 Conduct the LCSPR using agreed methodology.
- 4.2 Liaise with KRSCP and relevant agencies.
- 4.3 Produce a final report with findings, analysis, and recommendations.
- 4.4 Attend review meetings as required.
- 4.5 Present findings of the review to KRSCP and its partners.

5. Confidentiality

The Author agrees to:

- 5.1 Treat all information received during the LCSPR process as confidential.
- 5.2 Not disclose any personal or sensitive data to third parties without written consent from KRSCP.
- 5.3 Comply with the Pan London Safeguarding children and any relevant KRSCP Procedures and UK GDPR & Data Protection Act (2018).

6. Data Sharing and Information Governance

- 6.1 Data shared under this agreement is governed by the KRSCP’s Data Sharing Agreement and UK GDPR & Data Protection Act (2018) protocols.
- 6.2 The Author will only access data necessary for the LCSPR and must ensure secure storage and deletion post-review.
- 6.3 Any data breach, or suspected data breach, must be reported immediately to the KRSCP Partnership Manager, who will in turn report to the appropriate Data Protection Officer.

6.4 The Author shall not at any time during or after the Term divulge or allow to be divulged to any person any confidential information relating to the KRSCP or the cases that they have reviewed except with the prior written agreement of the KRSCP.

6.5 The Author will discuss and agree any use of artificial intelligence in the writing of this review.

6.6 The Author acknowledges that the KRSCP may provide Personal Data and/or Sensitive Personal Data to the Author in order for the Author to provide the Services required under this Agreement.

The Author undertakes to:

6.7 Keep all Personal Data confidential and shall at all times comply with the provisions of UK GDPR & Data Protection Act (2018).

6.8 Only use the Personal Data and Sensitive Personal Data disclosed by the KRSCP in order to provide the Services for which they have been commissioned.

6.9 Destroy all material and information relating to the reviews on completion of the report.

6.10 The Author agrees to indemnify the KRSCP against any income tax or national insurance due by him/her, which may be levied on the KRSCP by the appropriate authorities. It is the Author's responsibility to ensure they have professional indemnity insurance *at a sufficient level to cover eventualities related to this contract*. This agreement does not form the basis of an employment relationship between the KRSCP and the Author, and the Author is responsible for paying their own tax and national insurance contributions.

7. Ownership and Publication

7.1 The final LCSPR report is the property of the KRSCP.

7.2 KRSCP reserves the right to publish the report, subject to redaction and legal review.

7.3 The Author agrees to partake in agreed publicity activity related to the work undertaken. The Author is entitled to mention the fact that consultancy work with the KRSCP has taken place in any future publicity material.

8. Fees and Payment

8.1 The Author will be paid a fixed fee of [insert agreed amount] per day inclusive of VAT and expenses.

8.2 Payments will be made in response to invoices sent by the author at pre-agreed points throughout the process.

9. Termination

9.1 Either party may terminate the agreement with 14 days' notice.

9.2 KRSCP may terminate immediately in case of breach of confidentiality or UK GDPR & Data Protection Act (2018).

10. Notices

10.1. Notices under this agreement may be served by hand, email, or post to the addresses of the parties.

11. Governing Law

11.1. This Agreement is governed by English law and subject to the exclusive jurisdiction of the English courts.

12. Contact Arrangements

12.1. The Author will not contact any regulatory body regarding practice or LCSPR production without first consulting the KRSCP.

KRSCP Contacts:

Daksha Mistry	KRSCP Partnership Manager
Amanda Boodhoo	KRSCP Scrutineer
Keerthana Jeevathas	KRSCP Support Officer

SCHEDULE ONE – SERVICE SPECIFICATION

- The Author will complete a LCSPR in line with statutory guidance and in consultation with the KRSCP.
- The Author must be sufficiently independent.
- The LCSPR report must:
 - Summarise recommended improvements for safeguarding children.
 - Analyse systemic or underlying reasons for actions taken/not taken.
 - Make clear recommendations for agencies and individuals with timescales.
 - Be written in plain English, suitable for publication, and accessible to professionals and the public.
 - Be published unless the KRSCP considers it inappropriate; in such cases, key findings will be published.
 - Be accessible to those accessing KRSCP website for an agreed period (minimum of 1 year from publication).
- The Author will attend an initial briefing, receive relevant case information and Terms of Reference, and produce draft and final reports for KRSCP approval.

Signatures

Signed on behalf of KRSCP:

Official

Name: Position:
KRSCP Partnership Manager
Date:

Signed by the Author:

Name Date:

Appendix 6



CSPR Declaration of Interest Form

The purpose of this form is for you to declare any interests to Kingston and Richmond Safeguarding Children Partnership (KRSCP) for the named child and family relating to the work of the Child Safeguarding Practice Review (CSPR) and being a member of the multi-agency panel or author of the report.

Interest can arise from professional or personal activities relating to the parents/caregivers or children or the direct management/supervision of staff providing services. Declarations of interest that are not relevant or could not be seen to be relevant to this CSPR do not need to be declared.

You are responsible for the accuracy and completeness of the form and are encouraged to fully disclose any interests.

A declaration of interest does not necessarily mean that you will not be allowed to sit on the panel/author the report. This will be assessed by the KRSCP Partnership Manager and the Safeguarding Executive Group (SEG).

The first step would be to explore how the declaration of interest can be managed alongside the CSPR review process. Please complete the following section and submit to the email address requested by the partnership team.

Declaring an Interest

Your name:

Role:

Agency:

Do you have any interests to declare? Yes/No (delete as applicable)

If yes, please provide details:

Timeframe of your involvement with the family?

What was your role when involved with the family?

What was your role with any professional involved with the family?

Timeframe of your involvement with that professional?

Do you feel you can offer a level of independence in this review? Yes/No (delete as applicable)

Signed: (electronical signature)

Date:

Appendix 7



KRSCP Local Child Safeguarding Practice Review re Insert detail – Terms of Reference

This local child safeguarding practice review (LCSPR) has been instigated by Kingston & Richmond Safeguarding Children Partnership (KRSCP) under the auspices of Working Together 2026.

A rapid review was submitted on Insert detail and concluded an LCSPR was recommended. This was agreed by KRSCP SEG and the CSPRP.

Rationale for this review

Insert detail

Pen picture of the child/children

Insert detail

What time period of the case do we need to look at to explore these issues?

Insert detail

Principles underpinning the review

Insert detail

Key lines of enquiry

Insert detail

Research evidence

Insert detail

Methodology

Insert detail

Roles and responsibilities

Insert detail including review lead/author, contributors, support from partnership team.

Which agencies/individuals need to participate?

List organisations/individuals to be involved in the review

What further information needs to be gathered from the relevant agencies?

Insert detail

What vulnerabilities, sensitivities and/or tensions are there for individuals and agencies around this case?

Insert detail

Who needs to be informed from the person, their representatives, advocates or family members?
What options can we offer them for contributing to the review?

Insert detail

The review report

The review report will be prepared following collation of chronologies, practitioner meetings/events, and engagement with family. This is to be written with the expectation that it will be published.

Confidentiality and Data Protection

Insert detail including with respect to document retention expectations for partnership/contributing agencies

Timescale and milestones

Outline timeline for review (**to be tailored according to chosen methodology, engagement of independent reviewer etc*):

What	When	Lead
Lead Reviewer(s) to be agreed/commissioned		
Reviewer(s) to meet and determine individuals to be invited to senior stakeholder meeting (review team)		
Chronologies to be received and merged and shared with reviewers		
Develop timeline: identify practitioners/managers and agencies and key documents to source and read.		
Senior stakeholder meeting of involved agencies (Review team) to agree organisational research questions		
Practitioner meeting: Introduce everyone to methodology to be used in the LCSPR		
Inform family about review in liaison with appropriate practitioners and consideration to support needs		
Reviewer(s) identify key practice episodes and draft analysis using available data		
Family members supported to participate if they wish to		
1 st Practitioner workshop: Input from practitioners to – • Appreciate ‘view from the tunnel’ • Finesse KPE analysis by discussing appraisal and identifying contributory factors • Discussion potential systems findings		

Reviewer(s) update KPEs from workshop, draft case findings summary and systems findings		
2 nd Review team meeting: input data to test and finesse draft systems findings and agree case findings summary		
2 nd Practitioners workshop to share final draft systems findings to check challenge and amplify; and discuss case findings summary.		
Reviewers finalise write up of case findings summary, systems findings, and final report		
Report considered by case review subgroup, to consider: - Any further data to support or challenge systems findings - Sensitivity check of case findings summary		
Family informed of findings		
Reviewers finalise report		
Report presented to SEG – SEG to agree how partnership will take learning forward		

Appendix 8



INSERT DETAIL

INSERT DATE

Dear INSERT,

Confidential: Local Child Safeguarding Practice Review

Kingston and Richmond Safeguarding Children Partnership (KRSCP) help protect children from harm.

When children are seriously harmed, we collect and share information to understand what happened.

The information we collect helps us to learn how to protect children better.

This process is known as a child safeguarding practice review.

KRSCP are holding a child safeguarding practice review regarding INSERT DETAIL

INSERT DETAIL have been chosen to lead this review.

I would like to invite you to talk to me about your experiences, if you would like to. We could meet in person or virtually. You are welcome to have anyone present that you feel would be helpful support you. If you would like to meet with me, we can make a plan to do this through INSERT DETAIL

When the review is complete there will be a report which will be published. This report is published so people can read and learn from it.

The report will not identify you or others involved. We will share its contents with you prior to publication if you have chosen to contribute.

All the information shared with this review will be kept confidential and safe and we will only use it to assist our work in protecting children. There is a privacy notice with this letter that has more information about how we use information.

Yours sincerely,

INSERT DETAIL



Quick Easy Read
Privacy Notice - KRSC

Appendix 9



Kingston and Richmond
Safeguarding Children Partnership

KRSCP Serious Child Safeguarding Incident Overview Record

Child/children’s Name(s)	
Working title	
Borough child resides in/is looked after by	
Borough making notification	
Borough leading on review (include partnership lead contact)	
Date notification made to CSPRP	
Date rapid review submitted	
Date rapid review report shared with CRS members and ad-hoc contributors	
Were the family informed about the rapid review? Was any learning shared with them?	
Date feedback from CSPRP received	
Date feedback shared with CRS members and ad-hoc contributors	
Was a national CSPR recommended/taken forward?	
Was a local child safeguarding practice review initiated? If yes, please complete next section	

LSCPR lead(s)	
Involvement of family: - Were the family informed/involved? - Was the review shared with them at conclusion? For these items please provide details of any meetings/key documents re decision making/sharing.	
Meetings/dates/versions report considered (please include version and group i.e. CRS, WSEG etc)	
Date LSCPR submitted to CSPRP	
Date CSPRP feedback received	
Date of publication	
Notes on publication (include what was published, anonymised title, date agreed report should be available till)	