



BHR Safeguarding Partnership

Rapid Review Process

Day 1

Commissioning

Upon receipt of a referral to the Partnership Manager, the three local safeguarding partners will be notified of the initiation of the Rapid Review process. The communication will be sent to:

- Metropolitan Police Service (MPS)
- Director for Children's Services (Local Authority)
- Designated Safeguarding Nurse – CCG
- Nurse Director – CCG
- NELFT
- Education (if of school age)
- Legal (if applicable)

The communication will include timescales / rapid review pro-forma / details of the **Practice Review Group** or equivalent who will coordinate the Rapid Review.

The safeguarding partners must immediately identify a named person to lead on the review within their organisation and advise the Partnership office of their details.

The CCG Designated Nurse will co-ordinate notification to health providers relevant to the case.

Day 6 - 7

Internal reports: submission and circulation

All agency Rapid Review reports **MUST** be returned to the Children's Safeguarding Partnership Manager by close of business on day 6 of the Rapid Review timeline.

Health providers' reports will be collated and returned by the CCG Designated Nurse (or named person above). These reports must have been signed off by senior management.

Day 7 – The Partnership Manager will circulate to all involved parties, who will review and consider prior to the Rapid Review meeting.

All partner organisations will need to deploy their own internal processes for facilitating an effective response in the short timescale allowed.

Day 8

Practice Review Group - Rapid Review Meeting

Attendance will include:

- Representation from the safeguarding partners (LA, Police, CCG)
- Representation from any other key providers as identified by the Rapid Review reports
- Representation from Children's Services and Early Help

Purpose

- Discussion on the findings from the Rapid Review reports returned
- Agreement of what is working well and any areas for concerns
- Agree the completion of the Rapid Review report and any themes for the summary/analysis
- Identify any action already taken or required
- Agree any recommendations

Days 9 – 13

Completion first draft report (days 9 – 11)

Completion and finalisation of the Rapid Review report with focus on the summary and analysis section; and learning points.

Circulation and sign off (day 12)

- By day 12 the Partnership Manager will circulate the draft report to all parties involved
- All responses (comments and requested amendments) must be returned to the Partnership Manager by 9.30am on day 13

Sign off by senior managers (day 13)

- Partnership Manager & Head of Safeguarding, or equivalent senior officer, complete amendments and finalise report and send to Safeguarding Partners.

Day 14

Final report

Local Safeguarding Partners agree and sign off final copy.

Day 15

Partnership Manager submits the report to the National Panel

Mailbox.NationalReviewPanel@education.gov.uk