

Role Profiles for Local Child Safeguarding Practice Reviews

Lead Reviewer

The Lead Reviewer ensures an open and collaborative approach to undertaking Child Safeguarding Practice Reviews (CSPRs) which includes the perspectives and views of family members and practitioners, that there is a focus on what happened and why practice decisions were made. This seeks to move beyond a focus on individual practice to an understanding of lessons for the safeguarding system as a whole.

The Lead Reviewer prepares and presents a Report which is agreed by the Case Review Panel (CRP), before submission to and approval by Case Review Group (CRG). Final approval is given by the SSCP Executive. The expectation is that the Lead Reviewer attends a series of panel meetings and potentially a Practitioner Learning Event and Practitioner Feedback session.

Final CSPR Reports should:

- Provide a sound analysis of what happened in the case, why, and subsequent recommendations.
- Be written in plain English and in a way that can be easily understood by professionals and the public alike.

Chair of the CSPR Panel Review

The Chair should be a senior leader with significant child safeguarding knowledge and experience, with awareness that the National Panel requires that this process should be completed within 6 months, however, commitment may be required for longer due to extenuating circumstances:

Key responsibilities of the Chair include:

- Share identified key lines of enquiry (established at Rapid Review) and any emerging key lines of enquiry, agree methodology with the Lead Reviewer, prior to the first panel meeting.
- Ensure breadth of experience across the panel members is relevant to the case.
- Chair each of the Panel meetings including Practitioner Learning Events.
- Work collaboratively between the relevant agencies and Lead Reviewer to support the process.
- Work alongside the Partnership Development and Engagement Officer (PDEO) to ensure the process is completed within 6 months.
- Ensure panel meetings are continually focused on identifying learning and improvements and kept on track.
- To ensure an action plan is produced by the Panel based on the recommendations in the final draft report.

The Case Review Panel are a team comprised of senior managers from agencies across the partnership relevant to the case who have multi-agency safeguarding experience but have had no direct involvement with the case where possible. It is recommended that Review Panel members are **not necessarily** the same agency representatives who sit on the Case Review sub-group (CRG).

Case Review Panel member act as the representative for their agency. Responsibilities include:

- To ensure information requested from their agency is provided in a timely manner.
- To act as a point of contact for their agency and provide advice or support to their colleagues on the process.
- To identify relevant practitioners and their line managers involved in the case to be invited to contribute to the review. Practitioners should be supported to attend any meetings or Practitioner Learning Events for the review, including sharing guidance and offering appropriate support through the process.
- To assist the Lead Reviewer where applicable for providing information or contact details of further relevant parties.
- Where relevant, to support the facilitation of meeting with family members.
- Provide the SSCP Support Team with up-to-date contact details of key parties.
- To attend all meetings, or if necessary, appoint an appropriate substitute of equivalent seniority to attend on their behalf. If any actions are drawn from meetings for the specific agency, the member must action these for their service and update the SSCP Support Team as soon as possible.
- To provide local context, and to explain or advise on their own internal processes within their agency where relevant to the review.
- To work with the Lead Reviewer to develop robust recommendations based on the learning from reviews, and to ensure the recommendations are achievable and impactful.
- To contribute to the drafting of an action plan in response to the recommendations in the report, which will be presented for sign off by the CRG and SSCP Executive.
- To champion the process with their own agency; this includes informing colleagues of progress on reviews and sharing any immediately identified learning that can be put into practice.
- Once the report is at a draft stage, Review Panel members must read and review draft reports to check for factual accuracy, provide comments and if necessary, to raise any issues with the draft report on their agencies' behalf.
- To take back the recommendations to their own agency to develop the response.

SSCP Partnership Development and Engagement Officer (PDEO) will support the process by:

- Ensuring all information requests from agencies are collated and shared with Panel Members in advance of meetings.
- Being key point of contact for agencies, Lead Reviewer, Chair and Case Review Panel Members
- Liaising with Chair and Lead Reviewer to facilitate effective panel meetings.
- Coordinating meetings and Practitioner Learning events
- Ensuring process is within timescale and inform the [National Panel](#) and SSCP Executive if there are any delays
- Offering professional advice support and challenge as appropriate

For further information on the Surrey Safeguarding Children Partnership please refer to our [SSCP website](#)