



**Referral Form of Serious Incidents for Consideration by
SSCB Serious Case Review Group
Name of child:**

Working Together 2015 provides clear criteria in Chapter 4 about when the SSCB should conduct a Serious Case Review (SCR). **SSCB partner agencies should ensure that serious incidents which may meet the criteria for a serious case review, or other type of learning/review,** are brought to the attention of the SSCB Strategic Case Review Group (SCRG) using this form.

Professionals wishing to have a case considered by the SSCB Strategic Case Review Group should notify the SSCB Office as soon as possible.

Anyone wishing to refer a case to the SSCB SCRG should discuss the case, and their reasons for referring it to the group, with their agency designated safeguarding lead/officer and/or the SSCB Business Support Team.

The SSCB SCRG will also consider cases for other types of review and requests for consideration can be made using this form.

Please send the completed form to:

Email: anastasia.drenou@surreycc.gcsx.gov.uk

Name of child/family being referred for SCRG consideration:

REFERRER

NAME	AGENCY & DESIGNATION/TITLE	CONTACT DETAILS – Address, telephone number and e-mail address

Please give the details of the designated safeguarding lead/officer with whom you have discussed the case.

NAME	AGENCY & DESIGNATION/TITLE	CONTACT DETAILS – Address, telephone number and e-mail address

Date of referral to SSCB Business Support Team/SSCB SCRG:

Signed:

SECTION 1

Once completed, this form should be sent to the SSCB Business Support Team as soon as possible, preferably by email: anastasia.drenou@surreycc.qcsx.gov.uk

THE ABOVE SHOULD FOLLOW A DISCUSSION WITH A NOMINATED MANAGER OR SAFEGUARDING ADVISOR IN YOUR AGENCY.

1.1 BRIEF INFORMATION OF FACTS AND FAMILY COMPOSITION

CHILD'S DETAILS

Name of Child	
Date of Birth	
Home address	
Ethnic Origin	
Faith/Religion	
Disability	
Is the child/young person subject to a child protection plan or has been previously?	
(If so when, for what and for how long?)	
Is the child/young person open to Children's Social Care or a Children & Families Practice (if so, who is the lead practitioner)?	
Date of Death or Serious Incident	
Address of location of incident	
Carer at time of incident	
Is this case known to be the subject of a criminal investigation? (If so who is the lead investigator?)	
Is this case known to be the subject of a Coroner's Inquiry? (If so who is the key contact?)	
Are there any adult safeguarding concerns and have these been shared via Adult referral form? If so who is the key contact?	

1.2 FAMILY DETAILS

Name	Relationship to Child	Date of Birth	Legal Status	Ethnic Origin

1.3 OTHER AGENCIES KNOWN TO BE INVOLVED

Agency	Contact Details: Address, Telephone and E-mail	Reason for involvement (include whether current or not)

1.4 BRIEF SYNOPSIS OF CASE

PLEASE NOTE: The information you provide will be used to help establish whether the case meets the criteria for a Serious Case Review or other type of learning review.

Please provide a brief outline of the child and family circumstances:

Please provide details of the incident which triggered this referral:

Please outline why you are making this referral for SCRG consideration:

Please use the chronology table below to outline any events around the time of the incident.
 PLEASE NOTE: This should only include key events and DOES NOT need to be a detailed chronology at this stage.

Date and Time	Event

SECTION 2 - TO BE COMPLETED BY THE SSCB Strategic Case Review Group

When notifying the SSCB of a case which may meet the threshold for a SCR, or Learning review, then a nominated senior manager should be identified immediately within the referring agency who will ensure that the information known to the agency is made available and shared appropriately with the SSCB SCRG.

After reviewing the information from all agencies it has been agreed that this case:

- a) Meets the threshold for a Serious Case Review
- b) Does not meet the threshold for a Serious Case Review
- c) Warrants a Significant Incident Learning Review (SILP)
- d) Warrants a Multi-Agency Review
- e) Warrants a Single-Agency Review
- f) Warrants a Multi-Agency Audit
- g) Warrants a Single Agency Audit
- h) Further information to be gathered before a decision can be made
- i) Needs no further action



Definition of terms

Review: Is an evaluation designed to identify potential service delivery and procedural improvements.

Audit: The process of systematic examination carried out to assess how successfully processes have been implemented. For further information see flow chart on pg 8.

It is recommended/not recommended that this case is subject to a Serious Case Review for the following reasons:

Record the decision and the reason why that decision has been made:

When the SSCB SCRG decision is that a case does not meet the criteria for a Serious Case Review, other review options must be considered, for example a Multi-Agency Case Audit (see flow chart on pg 8)

Record the decision process and the reason why that decision has been made:

The following Strategic Case Review Group members took part in this decision:

Name	Job Role/Title	Agency/Organisation

Has legal advice been sought? Please give details.

Date of SCRG meeting, and decision:

Signed (SCRG Chair):

Name:

Title:

Organisation:



SECTION 3 - TO BE COMPLETED BY THE SSCB CHAIR

As SSCB chair I have been made aware of this case and the above details of the case discussion and recommendation by the SSCB Strategic Case Review Group .

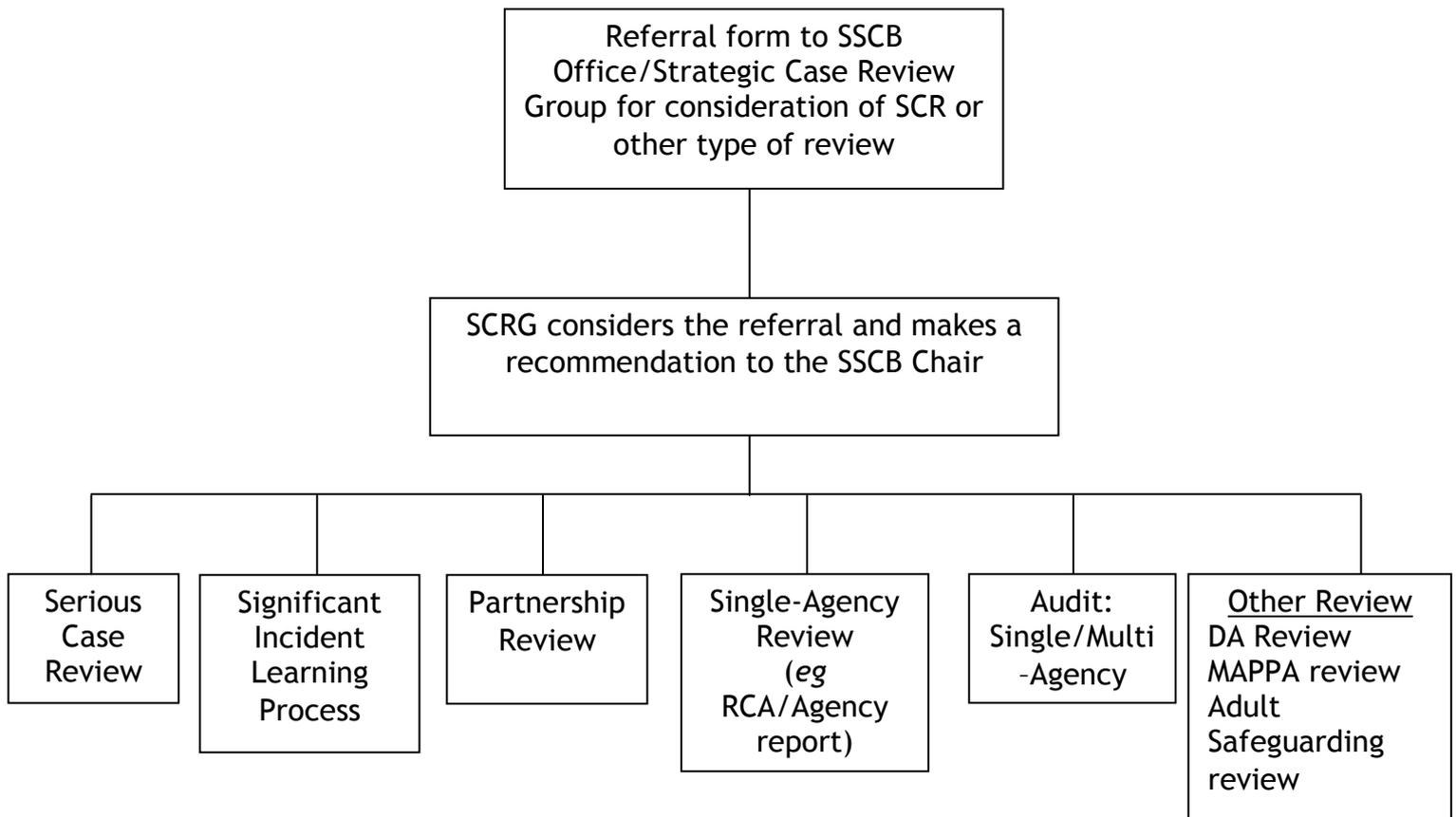
I agree / disagree with the decision and recommendations made by the SSCB SCRG because:

If the decision is the case meets a Serious Case Review, the following issues should be considered in the Terms of Reference:

NB THE SSCB WILL SEND A FORMAL LETTER TO THE REFERRER ADVISING OF THE OUTCOME OF THE CASE AND WHERE A REVIEW HAS BEEN AGREED GIVING A STEER ON THE TERMS OF REFERENCE

Date:

Signed (SSCB Independent Chair):



Definitions of different kinds of learning/review:

Serious Case Review (SCR)

Working Together 2015 provides clear criteria in Chapter 4 about when the SSCB should conduct a Serious Case Review (SCR). The SSCB should consider whether to conduct a SCR where

- (a) abuse of neglect of a child is known or suspected; and
- (b) either
 - (i) the child has died and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child
 - (ii) the child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.

Significant Incident Learning Process (SILP)

A learning event where agencies come together with a facilitator to review the case together, identify learning and agree any actions arising from the SILP.

The key agencies and professionals involved in an identified case will be invited to a half or full day event to examine the case together. Agencies will provide chronologies of events (rather than a detailed management report). One facilitator will chair the event and another will write up the learning.

This process will involve operational staff and their managers who will own the summary of learning at the end of the process. A second event takes place to review how the agreed actions had been met and how the learning was disseminated within agencies.

Partnership Review



Case where the criteria for a serious case review is not met, but the case involved a number of agencies and the SCRG considers there to be multi-agency learning that can be gained from a review of the case.

Single-Agency Review

A review of the case is carried out by an individual agency and the findings and learning shared with the SSCB SCRG. Agencies can choose the method they use to conduct the single agency reviews. Examples of methods include Root Cause Analysis reports or Internal Management Reports.

Audit

Multi-agency

SSCB Quality Assurance (QA) group will conduct an audit of practice in the agencies involved in a particular case. Audits will follow a signs of safety approach to identify what was working well with the case, what agencies were worried about, and what needs to happen now. Audits will include the voice of the child, and the voice of the practitioners involved in the case.

Single-agency

An agency will be asked to conduct an audit of a particular area of practice and report their findings to the SSCB QA Group. Audits will include the voice of the child, and the voice of the practitioners involved in the case, where appropriate.