

# Serious Incident & Learning Group

## Terms of Reference

Refreshed: November 2023

For Review: May 2024



### Aims

- To oversee and assist the 'rapid review' process for cases that meet serious incident and Child Safeguarding Practice Review (CSPR) criteria on behalf of the Southampton Safeguarding Children Partnership (SSCP) within statutory timescales
- To recommend level of case review appropriate to the Independent Chair, following notification of serious incidents and other cases notified to SSCP
- To oversee the process of CSPRS and other learning reviews from notifications to conclusion, ensuring proportionate, appropriate and timely review processes
- To ensure that lessons learned from CSPRS and other learning reviews by monitoring agency progress against review recommendations.

### Functions

The SILG will deliver the functions below to meet these aims:

1. Receive all notification of serious incidents /cases deemed appropriate for review from partner organisations.
2. Undertake a Rapid Review (where incidents meet the criteria for Serious Incidents) within 15 working days of notification and ensure this is sent to the Child Safeguarding Practice Review Panel within this timescale.
3. Ensure that the Rapid Review:
  - a. Gathers the facts about the case, as far as they can be readily established at the time
  - b. Provides assurance that any immediate action needed to ensure children's safety has been taken and share any learning appropriately
  - c. Considers the potential for identifying improvements to safeguard and promote the welfare of children
  - d. Decides what steps they should take next including whether to commission an CSPR
4. Consider the cases against the statutory definition of a statutory review as detailed in Working Together 2018. When recommending a review, consider carefully where additional learning will be gained or not gained based on previous similar reviews
5. Recommend level and type of review to the Independent Chair of the Safeguarding Partnership for final decision and sign off
6. Contribute to initiation of review and appointment of appropriate reviewer for the case
7. Identify the scope of agencies involved
8. Ensure proportionality in the methodology that is adopted, considering thematic approaches where appropriate
9. Oversee timelines for review process and monitor progress at each meeting

10. Consider draft review reports / information and learning in advance of the main partnership meeting
11. Oversee development of action plans in response to recommendations of reviews
12. Regularly evaluate progress of single agency and multi-agency actions taken in response to reviews to ensure lessons learned from the review once the panel has completed its role.

## **Membership**

- SCC Children and Family Service
- SCC Education & Early Years
- Health:
  - Hampshire and Isle of Wight ICB
  - Solent NHS Trust
  - University Hospital Southampton NHS Trust
- Hampshire and Isle of Wight Constabulary
- SCC Housing
- SCC Legal Services (to also provide legal advice to the Group)
- SCC Youth Justice Service
- National Probation Service/CRC
- South Central Ambulance Service (SCAS)
- Independent Domestic Violence Adviser (IDVA)
- Other attendees may be invited to attend as necessary.

## **Administrative Function and Coordination**

- Manager, Coordinator and Administrator; Safeguarding Partnership Team

## **Chair**

The chair and the vice chair of the SILG are senior representatives of one of the partner agencies.

## **Reporting and Accountability**

SILG will report to the joint SSCP/SSAB Business Group on referrals and decisions as well as progress of case reviews and the learning gained. SILG will ensure that CSPRs and other review reports are received by the Safeguarding Partnership Main Board in a timely and appropriate manner.

The group will raise issues that need resolution beyond the remit of its members to the Independent Chair who will send on to the Board if these cannot be resolved.

## **Frequency of Meetings**

The group will meet every month for 2 hours.

## **Roles and Responsibilities of Members**

- To actively participate and take a lead role for their own agency in terms of serious case reviews
- To support the group to achieve its aims and functions

- To promote a culture of learning and improvement in terms of safeguarding children and young people.
- To share and cascade relevant guidance, tools and other resources in relation the work of the committee
- To monitor and evaluate actions coming from reviews
- To highlight areas of good practice and areas for development.
- To ensure issues relevant to their agency are reported to the responsible senior manager / Board lead / decision makers for safeguarding within their agency
- To positively contribute to meetings and to the work of the group.