

Angus Child Protection Committee Initial and Significant Case Review Guidance



*working together to protect
children in Angus*

A Significant Case Review is a multi-agency process for establishing the facts of, and learning lessons from, a situation where a child has died or has been significantly harmed. Significant Case Reviews should be seen in the context of a culture of continuous improvement and should focus on learning and reflection on day-to-day practices, and the systems within which these practices operate.

The [National Guidance for Child Protection Committees Conducting a Significant Case Review](#) notes the overarching objectives of Significant Case Reviews are to:

- Establish whether there are lessons to be learned about how better to protect children and young people, and help ensure they get the help they need when they need it in the future;
- Learn and improve services as well as recognise good practice;
- If and when appropriate, make recommendations for action (albeit that immediate action to improve service or professional shortcomings need not await the outcome of a formal review);
- Consider how any findings, recommended actions and learning will be implemented;
- Address the requirement to be accountable, both at the level of the agency/agencies and the occupational groups involved;
- Increase public confidence in public services, providing a level of assurance about how those services acted in relation to a significant case about a child; and
- Identify national implications (where appropriate) including good practice.

Any agency can ask for a case to be considered for review by a Child Protection Committee, but a family cannot ask for a review.

Criteria for establishing whether a case is significant

“When a child dies and the incident or accumulation of incidents (a case) gives rise to significant/serious concerns about professional and/or service involvement or lack of involvement, and **one or more of the following apply:**

- Abuse or neglect is known or suspected to be a factor in the child’s death;
- The child is on, or has been on, the Child Protection Register (CPR) or a sibling is or was on the CPR. This is regardless of whether or not abuse or neglect is known or suspected to be a factor in the child’s death unless it is absolutely clear to the Child Protection Committee that the child having been on the CPR has no bearing on the case;
- The death is by suicide or accidental death;
- The death is by alleged murder, culpable homicide, reckless conduct, or act of violence;
- At the time of their death the child was looked after by, or was receiving aftercare or continuing care from, the local authority,

When a child has not died but has sustained **significant** harm or risk of significant harm as defined in the [National Guidance for Child Protection Scotland](#), and in addition to this, the incident or accumulation of incidents (a case) gives rise to serious concerns about professional and/or service involvement or lack of involvement, and the relevant Child Protection Committee determines that there may be learning to be gained through conducting a Significant Case Review.

Initial Case Review

Angus Child Protection Committee may not immediately appreciate that a case is significant. An Initial Case Review is, therefore an opportunity to consider relevant information, determine the course of action and recommend whether an SCR or other response is required.

An ICR should not be escalated beyond what is proportionate, taking account of the severity and complexity of the case and the process and its timescales. It should not detract from agencies taking whatever urgent action is required to protect any other children and young people who may be at risk.

Summary of the ICR process

Step 1: Potential significant case notified to CPC as soon as practicable after the event or when a series of events suggests an SCR may be appropriate. Any practitioner within any agency can ask for a case to be reviewed.

The initial case review notification form should be used (**Appendix 1**): This includes:

- A statement about the current position of the child, and, if they are alive, what actions have been or will be taken on their behalf;
- A brief description of the case and the basis for referral;
- Any other formal proceedings underway;
- A summary of agency/professional involvement;
- Lead contacts for each agency.

When complete, the initial case review notification form should be emailed to acpc@angus.gov.uk and the Team Leader, Protecting People, or nominated person, who notifies the ACPC Independent Chair. At this point the ACPC member representing any agency involved with the child should also be informed and requested to complete the ICR Report Template (**Appendix 2, Part A**).

The Team Leader, Protecting People, Service Leader Child Protection and Review and ACPC Chair agree will agree a Mandated Sub Group (MSG) of the ACPC who have no direct involvement with the case to consider the collated information from relevant agencies.

Step 2: ACPC representatives gather information from their respective agencies as requested and each submit a report(s) to acpc@angus.gov.uk as soon as possible but no longer than **14 calendar days** from initial notification using the ICR Report template (**Appendix 2, Part A**).

If agencies cannot reasonably complete the ICR Report within the agreed timescale, the reasons for this should be recorded. All reports returned will be acknowledged.

Step 3: The CPC MSG will meet to consider the information as soon as possible.

Within **28 days of the ICR being requested**, the CPC MSG convenes to consider agency/service information.

Having a multiagency chronology and a timeline for this stage can help with decision making and identifying information gaps.

The output of the meeting will be either:

- Further information required to enable a recommendation – set timescale for completion and supplementary meeting; or
- Sufficient information available to enable recommendation to progress to SCR or not (recording rationale and identifying areas of learning).

Step 4: CPC MSG decide whether or not to proceed to a Significant Case Review (SCR):

An SCR should only be undertaken when the criteria are met; where there is potential for significant corporate learning; and where an SCR is in the public interest and in the best interests of children and young people and their family. If there is no clear consensus within the CPC MSG as to whether or not to progress to an SCR, the final decision rests with the CPC Chair.

The CPC MSG may decide that no SCR is needed but follow-up action by one or more agencies is required:

- This may be the case if, for example, there has been a misunderstanding of guidance, or if local protocols need to be reinforced. The CPC may want to draw appropriate guidance to staff's attention or review training or protocols on a particular theme.
- They may also decide to initiate local action to rectify an immediate issue or to undertake single agency action. Follow-up action should be agreed and scheduled into the CPC's future work programme.

Where the CPC is satisfied there are no concerns and there is no scope for significant corporate/multi-agency learning or it is clear that appropriate action has already been taken they may decide to take no further action.

Step 5: Ratification of decision

The CPC should report the outcome of an ICR to the Chief Officers Group (COG) for full ratification. COG will be notified when the CPC MSG have convened and made a recommendation.

Step 6: Notification and recording of decisions

All decisions (including no further action) and the reasons for these decisions should be recorded by the CPC in a report, using the headings in Appendix 2 and a record of decision making. This will be added to the register of potentially significant cases referred to ACPC.

A written record of the decision (**Appendix 2, part B**) will be sent to all agencies directly involved with the child and recorded in the child's case files and the case files of relevant adults.

If a decision is made to proceed to an SCR, the Chair of the ACPC will advise the child/young person and/or family/carers of the CPC's intentions and ensure they are kept informed of the stages of the review and any outcomes. A single point of contact will be agreed for family members.

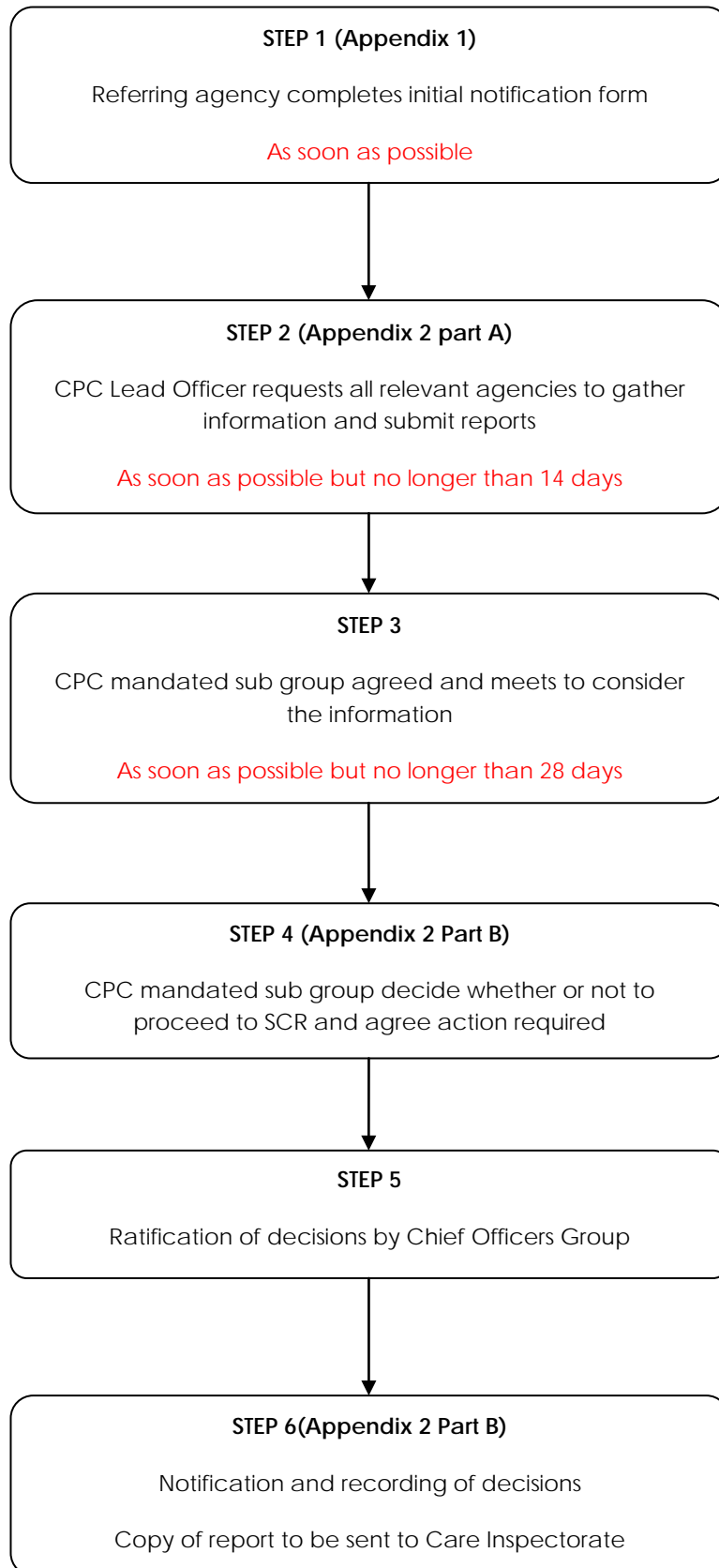
The Team Leader Protecting People will send the report to the Care Inspectorate, using Part B of the initial case review report (**Appendix 2, part B**) and if appropriate, for parallel processes to other relevant parties (for example, Crown Office and Procurator Fiscal Service - COPFS).

Individual agencies should record on the child's file and those of any relevant adults that an SCR has been agreed.

Any actions arising from the ICR/SCR will be developed into an Action Plan by the MSG and ratified by COG. The plan will be actioned by the CPC Practice Sub Committee and Training Sub Committee where appropriate. Progress of the Action Plan will be monitored by the MSG.

Any actions requiring immediate attention or any evidence of criminal acts or civil negligence relating to the case will be proportionate and addressed by agencies through appropriate channels.

ICR process flowchart



ACPC Mandated Sub Group

Will comprise of representatives of key agencies who are members of ACPC and relevant to the ICR/SCR. This will include Police Scotland, NHS Tayside, Angus Council Children, Families and Justice Service and any other member of ACPC whose agency has had involvement with the child/young person.

Roles and Responsibilities

- Decide and seek to inform those who will input and have a legitimate interest in the Review
- To decide how much information will be offered to different parties
- To decide how information will be provided
- Be the key contact point for their agency
- Report any evidence of criminal acts or civil negligence to ACPC Chair
- Be a point of contact for staff within their agency, providing copies of national and local guidance, and provide appropriate access to support for staff involved in the process
- Consider the knowledge and skills of the ACPC Practice Sub Committee members and how these can best be used to support the process

Significant Case Reviews

Following the Initial Case Review and ratification by Chief Officers,

ACPC MSG will:

- Consider and agree the methodology to be used in undertaking the SCR.
- Identify who will undertake the review.
- Notify the Chief Officers Group and all agencies involved in the case that there will be an SCR and that fact should be recorded on the case record and the cases of relevant adults.
- Chair of ACPC will present a paper to COG. This will include seeking COG to consider and agree how funding costs will be met.
- Ensure that a multi-agency chronology of significant events, engagement and contacts is prepared.
- Complete and circulate the chronology to agencies and professionals to check for accuracy.
- Form part of the Review Team.
- Set the remit of the review which will include:
 - the timeframe the review will cover
 - clarity of roles and responsibilities across agencies
 - Timescales for production of reports and setting deadlines.

The remit must be ratified by COG.

Process for commissioning an external reviewer

- Angus Council will act on behalf of ACPC and Complete Contract/Specification of requirements with Procurement Team, unless there are exceptional circumstances.
- Conduct Data Protection Impact Assessment
- Agree budget then complete Exemption Request form

- Complete IR35 Self Employment Status form online
- Obtain copies of Insurance documentation
- Obtain access to secure storage of data through IT department

Dissemination and publication

For each individual SCR, ACPC – in conjunction with the Chief Officers – will agree a communication and dissemination strategy that best serves the public interest and the purpose of improving service delivery.

There may be a number of other processes underway alongside a SCR and each SCR will be considered on an individual basis as to the process, outcomes and method of dissemination and publication.



Appendix 1 – Initial Case Review notification

INITIAL CASE REVIEW NOTIFICATION

The criteria for establishing if a case is 'significant' are recorded in appendix A.

Designated person in an agency must complete this form when there is potential for an initial case review and/or significant case review. This notification must be submitted to Angus CPC acpc@angus.gov.uk as soon as possible and within 7 calendar days of informing the agreed lead.

Child's name/identifier:	
Child's date of birth:	
Child' gender:	
Name of child's parents/carers:	
Parent/Carer address (if different to child):	
Sibling names/DOB/gender/address (if different):	
Child's home address:	
Child's current residence:	
Child's current legal status:	

Is the child's name currently on the Child Protection Register?	YES / NO (delete as appropriate)
Has the child's name previously been on the Child Protection Register?	YES / NO (delete as appropriate)
Have any of the child's siblings' names been on the Child Protection Register?	YES / NO (delete as appropriate)
Education establishment details:	
1. Brief summary of the child/young person's circumstances leading to this notification	

2. Grounds on which the criteria for an SCR may have been met (refer to appendix A)

3. Are there any immediate concerns? If so, what are these and have they been passed to the relevant agency for consideration or action?

--

4. Service/agency/professionals involved with the child/young person? (Agencies will be asked to provide information on their involvement)

--

5. Any other proceedings underway?

--

Notification submitted by:

Name:

Designation:

Date:

Email to acpc@angus.gov.uk

All notifications will be acknowledged. If you do not receive a receipt by email or phone, please contact the Lead Officer for your CPC.

Appendix A

Criteria for establishing if a case is significant

(National Guidance for conducting a Significant Case Review 2015)

Criteria

When a child dies and the incident or accumulation of incidents (a case) gives rise to significant/serious concerns about professional and/or service involvement or lack of involvement, and **one or more of the following apply:**

Abuse or neglect is known or suspected to be a factor in the child's death;
The child is on, or has been on, the Child Protection Register (CPR) or a sibling is or was on the CPR. This is regardless of whether or not abuse or neglect is known or suspected to be a factor in the child's death unless it is absolutely clear to the Child Protection Committee that the child having been on the CPR has no bearing on the case;

The death is by suicide or accidental death²;

The death is by alleged murder, culpable homicide, reckless conduct, or act of violence³;

At the time of their death the child was looked after by, or was receiving aftercare or continuing care from, the local authority⁴,

When a child has not died but has sustained **significant** harm or risk of significant harm as defined in the [National Guidance for Child Protection Scotland](#)⁵, **and** in addition to this, the incident or accumulation of incidents (a case) gives rise to serious concerns about professional and/or service involvement or lack of involvement, and the relevant Child Protection Committee determines that there may be learning to be gained through conducting a Significant Case Review.

² [SUDI toolkit](http://www.sudiscotland.org.uk/index.aspx) - <http://www.sudiscotland.org.uk/index.aspx>

³ [The Children \(Scotland\) Act 1995](#): 'A local authority shall – (a) safeguard and promote the welfare of children

in their area who are in need'

⁴ Notifying the death of a looked after child is a statutory duty of the local authority looking after that child

under regulation 6 of the [Looked After Children \(Scotland\) Regulations 2009](#). Notifying the death of a person being provided with aftercare under section 29 of [The Children \(Scotland\) Act 1995](#) will be a statutory duty of the local authority under section 29(10) of the 1995 Act when section 66 of the [Children and Young People](#)

[\(Scotland\) Act 2014](#) comes into force. Notifying the death of a person being provided with continuing care will be a statutory of the local authority under section 26A (10) of the 1995 Act when section 67 of the 2014 Act comes into force. This guidance on significant case reviews does not replace each of these statutory notification duties. Every effort should be made to avoid duplication of the two processes (i.e. the notification of the death and the review of it) in each of these cases, only one of which (the notification of the death) has a legal basis.

⁵ [National Guidance for Child Protection Scotland](#) – Scottish Government – May 2014



Appendix 2 – Initial Case Review Template

INITIAL CASE REVIEW REPORT

Following receipt of a notification, agencies must complete this initial case review report and submit to acpc@angus.gov.uk within a maximum of 14 calendar days.

PART A

Child's name/identifier:	
Child's date of birth:	
Child' gender:	
Name of child's parents/carers:	
Parent/Carer address (if different to child):	
Sibling names/DOB/gender/address (if different):	
Child's home address:	
Child's current residence:	
Child's current legal status:	
Is the child's name currently on the Child Protection Register?	YES / NO (delete as appropriate)
Has the child's name previously been on the Child Protection Register?	YES / NO (delete as appropriate)

Have any of the child's siblings' names been on the Child Protection Register?	YES / NO (delete as appropriate)
Education establishment details:	
1. Summary of involvement:	

2. Background (include relevant issues such as health, disability, cultural, religious, sexual orientation, LAC status and history, CP registration and history, education history)

3. Outline of key issues including: <ul style="list-style-type: none"> ▪ Were there strategies and actions to minimise harm? ▪ Was there evidence of information sharing?

- Was there recognition and assessment of risk?
- Was timely and effective action taken?
- Was there evidence of planning and review?
- How good was the record keeping?
- Were legal measures used appropriately?

4. Practice issues

Please identify practice that meets expected standards, practice that is above expected standards and practice that is below expected standards, as well as any known areas for improvement

Any particular sensitivities (for example, from the PF or Police about cases where there are likely to be disciplinary proceedings):

5. Recommendation

Please highlight any areas which may require further consideration

Submitted by:

Name:

Designation:

Date:

Email to acpc@angus.gov.uk

All notifications will be acknowledged. If you do not receive a receipt by email or phone, please contact the Lead Officer for your CPC.

PART B – FOR COMPLETION BY MANDATED SUB-GROUP

6. Decisions made and reasons:	
Case review number:	
Date of review report:	

7. Case review group	
Options to be considered:	
Decisions made:	
Reasons:	
Date:	

8. Child Protection Committee	
Date notified of above decision:	
Note of discussion by Child Protection Committee:	
Decisions made:	

Reasons:	
Date:	

9. Chief Officers	
Date notified of above decision:	
Note of any comments/discussion by Chief Officers:	
Decisions made:	
Date:	

Version	Date updated	Date Approved by ACPC	Review
Version 1	03.07.18	05.09.18	September 2021