



# **Child Safeguarding Practice Review (CSPR) Protocol 2024**

## Version Control

Version	Date	Reviewer	Change Made
V1	December 2019	BF – KBSP Project Support Officer and CSPR Sub-group	Document created
V2	March 2022	RD – KBSP Project Support Officer and CSPR Sub-Group	Added Publication and Learning and Actions sections. Added distribution list. Added contents and version control.
V3	August 2022	RD – KBSP Project Support Officer and BCC SET manager	Added Compliance with Human Rights and Equalities Legislation section
V4	October 2022	RD – KBSP Project Support Officer	Added CSPR National Panel guidance to referral and notification section and to appendix. Changes signed of by Keeping Children Safe Delivery Group.
V5	May 2024	LE – Statutory Review Officer	Annual Review – updated WT, dissemination list & added Rapid Review flow

## Next Review

Review protocol annually, next review due June 2025

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## The Children and Social Work Act 2017 and Working Together (2023)

The [Children and Social Work Act 2017](#) and [Working Together 2023](#) guidance set out the legal framework in respect of local safeguarding arrangements for children. Responsibility for how a system learns lessons from serious child safeguarding incidents now rests at a national level with the [Child Safeguarding Practice Review National Panel](#) and at a local level with the three safeguarding partners (integrated care board, police and local authority).

In Bristol the Keeping Bristol Safe Partnership (KBSP) fulfils the safeguarding partner arrangements set out in The Children and Social Work Act 2017 and Working Together (2023) and holds the responsibility for the agreement and undertaking of Child Safeguarding Practice Reviews.

### Child Safeguarding Practice Reviews

It is the responsibility of the KBSP to decide whether a serious child safeguarding incident meets the criteria for Child Safeguarding Practice Review (CSPR).

Serious child safeguarding incidents are those in which:

- abuse or neglect of a child is known or suspected and
- the child has died or been seriously harmed

The criteria which the local safeguarding partners must take into account to decide whether a CSPR should be conducted include whether the case:

- highlights or may highlight improvements needed to safeguard and promote the welfare of children, including where those improvements have been previously identified
- highlights or may highlight recurrent themes in the safeguarding and promotion of the welfare of children
- highlights or may highlight concerns regarding two or more organisations or agencies working together effectively to safeguard and promote the welfare of children
- is one which the Child Safeguarding Practice Review Panel have considered and concluded a local review may be more appropriate

Safeguarding partners should also have regard to the following circumstances:

- where the safeguarding partners have cause for concern about the actions of a single agency
- where there has been no agency involvement and this gives the safeguarding partners cause for concern
- where more than one local authority, police area or integrated care board is involved, including in cases where families have moved around

- where the case may raise issues relating to safeguarding or promoting the welfare of children in institutional settings

The purpose of a CSPR is to:

- Establish whether there are lessons to be learnt from the case about the way in local professionals and organisations work together to safeguard and promote the welfare of children.
- Identify clearly what those lessons are, how they will be acted on, and what is expected to change as a result, and therefore, improve inter-agency working and better safeguard and promote the welfare of children.

A CSPR is not a criminal enquiry and is separate from any investigation undertaken by the Police. This process is not about blame or any potential disciplinary action, but about open and transparent learning from practice in order to improve inter-agency working.

## Referrals and Notification

It is the responsibility of the Local Authority, Bristol City Council, to submit a Child Safeguarding Serious Incident Notification (SIN) to Ofsted using the Child safeguarding incident notification system in cases where:

- abuse or neglect is known or suspected, and
- a child dies or is seriously harmed in Bristol.

For looked-after children, the panel must be notified of their death whether or not abuse or neglect is known or suspected.

There is guidance about the decision process of whether to notify or not in the [National CSPR Panel Guidance for Safeguarding Partners](#).

The notification must take place within five working days of becoming aware of the incident. Rapid Reviews must be conducted whenever Bristol City Council submits a Child Safeguarding Serious Incident Notification.

The KBSP must be informed before or immediately after a Child Safeguarding Serious Incident Notification is made by Bristol City Council as the Local Authority.

Other multi-agency safeguarding partners should also inform the KBSP of cases where it is considered that a Rapid Review should be conducted.

Referral forms are available to multiagency partners to inform the KBSP that a case may meet the criteria for Rapid Review. The KBSP Business Unit will review the referral and circulate to the Child Safeguarding Practice Review Sub-group to consider if a) Bristol City Council should be requested to submit a Child Safeguarding Serious Incident Notification, OR b) a Rapid Review meeting should be convened without the Local Authority submitting a Child Safeguarding Serious Incident Notification.

## Rapid Reviews

Following a Child Safeguarding Serious Incident Notification, a Rapid Review process to gather relevant information to support decision making will be arranged. This process must be completed and a report sent to the national Child Safeguarding Practice Review Panel within 15 working days of the KBSP being notified of the child safeguarding serious incident.

The KBSP will lead on informing the family, and this approach will be informed by the lead professional working with the family. Individual agencies should not inform family members about the rapid review.

The KBSP Business Unit will request chronologies and further supporting information to address the CSPR criteria from multi-agency partners within the Child Safeguarding Practice Review sub-group and other relevant agencies making a Rapid Review panel.

Agencies are expected to have conversations with the colleagues involved with the case, and complete a full desktop review to inform their information return.

The business unit will also arrange a rapid review learning meeting to take place within 6 – 10 working days of notification. Partners will be notified of the meeting date alongside the information request. The information submitted by agencies will be collated and shared with attendees prior to the meeting. On consideration of the collated information, the

Rapid Review panel will:

- Gather facts about the case, as far as they can be readily established.
- Identify any immediate actions that organisations need to take to ensure children's safety in the city and share immediate learning appropriately.
- Consider the potential for identifying improvements to safeguard and promote the welfare of children by undertaking a CSPR.
- Decide whether or not to undertake a CSPR (local or national).
- Inform KBSP Safeguarding Partners of recommendations and seek a final decision.

On confirmation of the final decision of the KBSP Safeguarding Partners the Rapid Review report will be submitted to the national Child Safeguarding Practice Review Panel within 15 working days.

The rapid review report will be circulated to the rapid review panel and the following named professionals:

- Designated Doctor for Safeguarding
- Designated Nurse for Safeguarding
- Head of Safeguarding, Avon and Somerset Police
- Detective Chief Inspector (DCI) for Operation Ruby Child Protection Investigation Team

- Deputy Director of Children, Families and Safer Communities, Bristol City Council

Wider dissemination of the report can only be made with the agreement of the CSPR Sub-group chair, KBSP Executive or KBSP Business Manager.

Rapid review reports are not published or made publicly available, however an anonymised professional learning brief will be published for wider learning.

Actions identified within the Rapid Review will be directed and monitored within the Child Safeguarding Practice Review Sub-Group.

If it is agreed that a Local CSPR will take place, the Child Safeguarding Practice Review Sub-Group will commission and support an independent reviewer to undertake this.

If it is agreed that a National CSPR will take place the Child Safeguarding Practice Review Panel should notify the Secretary of State and discuss how this will be undertaken with the KBSP. There may be instances where a local review has been carried out which could then form part of a thematic review that the Child Safeguarding Practice Review Panel undertakes at a later date.

## Convening a Local Child Safeguarding Practice Review

The Child Safeguarding Practice Review sub-group and KBSP Business Unit must appoint an independent reviewer to conduct a Local CSPR. The appointing group (consisting of safeguarding partner representatives from the Child Safeguarding Practice Review Sub-group) should consider if a reviewer has the following:

- professional knowledge, understanding and practice relevant to local child safeguarding practice reviews including the ability to engage both with practitioners and children and families
- knowledge and understanding of research relevant to children's safeguarding issues
- ability to recognise the complex circumstances in which practitioners work together to safeguard children
- ability to communicate findings effectively
- whether the reviewer has any real or perceived conflict of interest

Methodology and terms of reference for the review should be finalised with the reviewer once appointed, but should be drafted by the safeguarding partner representatives from the Child Safeguarding Practice Review Sub-group in parallel with making an appointment. The most appropriate methodology for conducting a CSPR should be determined on a case by case basis. Accredited methodologies include SCIE Learning Together and SILP which both use a systems learning approach. A bespoke or hybrid approach may also be undertaken.

All CSPR methodologies should demonstrate a commitment to:

- engagement with family and carers
- engagement with frontline practitioners
- taking a 'no blame' and systems learning approach
- being conducted in accordance with the NSPCC Quality Markers
- aim to complete within 6 months of initiation

## Compliance with Human Rights and Equalities Legislation

This can include, but is not limited to:

- United Nations Convention on the Rights of the Child
- European Convention on Human Rights
- Human Rights Act 1998
- Equality Act 2010

The partnership has responsibilities to adhere to the Human Rights Act 1998. The specific convention rights applying to this work are:

- Article 6: Right to a fair trial
- Article 8: Respect for your private and family life, home and correspondence
- Article 9: Freedom of thought, belief and religion
- Article 10: Freedom of expression
- Article 14: Protection from discrimination in respect of these rights and freedoms

The partnership has responsibilities to adhere to the Equality Act 2010, included in this is our public sector equality duty. General duties include:

1. Eliminate discrimination, harassment, victimisation, and other conduct that is prohibited by the Equality Act 2010.
2. Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
3. Foster good relations across all protected characteristics between people who share a protected characteristic and people who do not share it.

The group will be mindful to:

- Ensure they are compliant with the above legislation when carrying out their functions as set out in this document.
- Ensure they consider anti-oppressive and anti-discriminatory practice when they carry out reviews.

## Other review types and parallel processes

Where a CSPR is agreed consideration should also be given to whether the case should be referred for Domestic Homicide Review (which are applicable to those over 16 years of age) or Safeguarding Adult Review (where the case may also involve the death of an adult at risk of abuse or neglect). This should be raised



through the Business Unit of the Keeping Bristol Safe Partnership, which also supports these reviews.

Where a case meets the criteria for more than one type of review a joint review should be considered, and if commissioned the methodology chosen should allow for the review to meet the requirements of both.

Learning from the joint reviews will be brought to both Child Safeguarding Practice Review sub-group and the Safeguarding Adult Review/ Domestic Homicide Review sub-group. There are other statutory reviews that may be considered for parallel process.

## Report and Quality Assurance

Once a CSPR report draft has been finalised by the independent reviewer and/or review panel (where appointed), this should be quality assured by the Child Safeguarding Practice Review sub-group to assess whether:

- The research question has been effectively answered and/or the terms of reference have been met
- The report remains within the established scope with the focus on learning lessons
- The agreed methodology has been followed
- There are no factual or typographical errors
- Conclusions have been evidenced
- Language is appropriate
- The report is publishable and no personal detail regarding the case that is not relevant to the review has been included.

The report will then proceed to the KBSP Executive Group for approval.

## Publication

There is a commitment to publish CSPRs as far as possible; legal advice may be taken before doing so.

The KBSP Business Unit will lead the publication planning and seek advice from their legal and communication advisors and core partners. Wider agencies will be informed of the publication plan.

Parallel processes need to be considered at point of publication, if they are still ongoing publication may not be possible.

The Child Safeguarding Practice Review sub-group should consider carefully how best to manage the impact of the publication on children, family members, practitioners and others closely affected by the case. Families will be given a named contact with the KBSP, this is usually the KBSP Business Manager.

CSPR reports will be published on the KBSP website. Rapid Review reports are not published, however a learning briefing will be published for each rapid review.

A final copy of the CSPR report must be sent to the Child Safeguarding Practice Review Panel [Mailbox.NationalReviewPanel@education.gov.uk](mailto:Mailbox.NationalReviewPanel@education.gov.uk) and the Secretary of State for Education [Mailbox.CPOD@education.gov.uk](mailto:Mailbox.CPOD@education.gov.uk) no later than seven days before the date of publication. In addition, final reports and information about improvements should also be sent to Ofsted [SCR.SIN@ofsted.gov.uk](mailto:SCR.SIN@ofsted.gov.uk).

## Learning and Actions

The Child Safeguarding Practice Review sub-group will develop an action plan that addresses the findings of a CSPR or rapid review, to be agreed and supported by the Safeguarding Partners. This will be maintained by the KBSP Business Unit and monitored by the Child Safeguarding Practice Review Sub-group. CSPR and Rapid Review Action plan exceptions will be reported to the Keeping Children Safe Group each quarter. Barriers to completing actions will be escalated to the KBSP Executive.

Action should be taken to ensure learning from CSPRs and Rapid Reviews is disseminated.

A learning briefing will be produced from each rapid review and Child Safeguarding Practice Review. When a report is not published, consideration should be given about sharing the learning in a briefing.

KBSP will hold bi-annual learning events to share learning from rapid reviews and CSPRs.

Information about rapid reviews held will be available in the KBSP Annual Report.

## Appendix 1

[Child Safeguarding Practice Review National Panel guidance for safeguarding partners](#)

[Working Together to Safeguard Children 2023](#)

## Appendix 2



# Rapid Review Learning Process

