

CSPR Process

Scoping meeting to discuss:

- Terms of Reference
- Family contact
- Timetable for review
- Identify the agencies required
- Review team
- Agree a pseudonym

Actions following Scoping Meeting:

- Send letter to family members to inform of review
- Send letter to involved agencies' Chief Officers to advise of review, to ensure commitment to enable chronology authors and practitioners to fully participate in the process. Agencies to also provide support and fully brief practitioners involved in the review

Meeting of Chronology Authors and Review Team to:

- Review chronologies and summary comments
- Agree Terms of Reference
- Identify key themes for analysis

Practitioner meetings

- For contribution from practitioners involved in the case
- Agree the facts of the case
- Consider the child's lived experience
- Identify Key Lessons Learned

Meeting with family for their contribution

Overview report to be drafted by Lead Reviewer and agreed by Review Team

Involved agencies to check draft Overview Report for factual accuracy and contribute any further thoughts regarding recommendations and how learning can be taken forward.

Meeting with family to share draft report

Lead Reviewer and LSCB Business Manager to meet with family to share final draft of Overview Report and Findings of the Review.

Presentation to CSPR Sub-Committee

- Draft Overview Report is considered by CSPR Sub-Committee for quality assurance and agreement
- Overall findings to be developed into priority areas for Learning and Development for attention by the ESCB and other involved Safeguarding Partnerships

Adoption by ESCB

- Presentation of key learning and themes to the ESCB Executive
- Final sign-off of Report
- Response and actions agreed including plans to follow-up learning with agencies
- Publication date to be agreed along with ESCB media statement

Publication

- Inform involved agencies and any out of area Safeguarding Partnerships with involvement
- Inform National Panel
- Inform family of publication date
- Publish on ESCB website for 12 months