'the timing of this depends on circumstances of the review

CSPR Process

See CSPR Referral & Rapid Review Process document for decision making process

Lead Reviewer commissioned

Scoping meeting to discuss:

- Terms of Reference and or Key Lines of Enquiry (KLOEs)
- Family contact
- · Timetable for review
- Identify the agencies required to contribute to the CSPR
- Appoint a Review Team
- Agree a pseudonym

Actions following Scoping Meeting:

- Send letter to family members to inform of review and invite to contribute to the review
- Send letter to involved agencies' Senior Managers 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 (include Role responsibilities document)

1st meeting of the Lead Reviewer and Review Team to:

- · Review chronologies and summary comments
- Agree Terms of Reference/ Key lines of enquiry
- · Identify key themes for analysis

Chronology Author meeting:

On occasion a meeting may be held to discuss chronologies and agency involvement summaries alongside the Review Team

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

The Lead Reviewer will first draft a report summarising agency involvement and key areas of learning which is discussed by the Review Team – this may lead to further drafts

A final report is then drafted by the Lead Reviewer which is shared and discussed with the 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.

Presentation to CSPR Sub-Committee

- Final Draft 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

Final report stages

- 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

Post-Publication

- Review briefing session delivered by Lead Reviewer those who attend the session can request the presentation to share with colleagues, the ESCB Support Team will follow up 6 weeks later to see how the learning has been shared
- Each agency is contacted post-publication to ascertain the impact of learning from the review

