

# Child Safeguarding Practice Reviews

## Role profiles

*Updated August 2024*



## Introduction

This document sets out the roles and responsibilities of those taking part in reviews in order to assist with understanding of expectations of participants and ensure that reviews are run effectively and that individuals are supported appropriately.

Each role is also underpinned by the following equality and diversity principle.

The Essex Safeguarding Children Board (ESCB) comprising of multi-agency partners, should demonstrate a high level of commitment to equality, diversity and inclusion to:

- eliminate unlawful discrimination, harassment and victimisation
- advance equality between all people
- foster good relations between communities, tackling prejudice and promoting understanding

The ESCB should draw on different values and experiences that reflect the communities we serve in our work together to safeguard children and young people.

The roles covered in this document are:

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## **ESCB Support Team – CSPR Project Officers and Business Manager**

The ESCB Support Team CSPR Project Officers are responsible for managing and administering Child Safeguarding Practice Review (CSPR) processes from the point of referral to the completion of the review to ensure the delivery of reviews to timescale. This includes working collaboratively with ESCB Independent Chair/Facilitator and partner agencies to ensure the best overall outcome for children and young people.

The ESCB Business Manager oversees the CSPR Process on behalf of the Statutory Partners and CSPR Sub-committee.

The Business Manager will act as professional advisor to the Statutory Partners to ensure that statutory requirements around reviews are clear and will also support the Lead Reviewer in ensuring the reviews are carried out according to requirements. The manager also oversees the work of the ESCB Support Team CSPR Project Officers.

[Click here for more information on the ESCB Support Team](#)

## CSPR Sub-committee Members

### Expectations of Sub-committee Members:

- Awareness and understanding of the Essex Safeguarding Children Board, and how the board operates, including the CSPR Process, the criteria for undertaking a Child Safeguarding Practice Review, and to be aware of the guidance in Working Together in respect of Child Safeguarding Practice Reviews.
- To have a good level of awareness of safeguarding issues, policies and processes locally and nationally.
- Pro-actively participate in meetings which includes reading and reviewing all papers in advance of the meeting

***The role of the sub-committee member is to quality assure all draft reports on behalf of their agency before they are presented to the ESCB Executive and if necessary, to challenge issues raised in the report on their agencies behalf.***

- To be the conduit for the CSPR process within their own agency, including:
  - informing colleagues of progress on reviews, including upcoming publication dates and sharing of final reports across their agency
  - sharing any learning that can be put into practice in their agency,
  - taking forward any relevant information and actions discussed at the sub-committee meeting with their agency; and update ESCB Support Team as soon as possible.
  - supporting and encouraging a learning culture to achieve good outcomes for children in Essex across the partnership.
  - To be the key contact for their agency on behalf of the ESCB Support Team and provide nominations for Review Team members
- Statutory Partners (Health, Police and Children's Social Care) must attend all meetings to ensure quorum.
- Members of the sub-committee are vital to the decision making responsibilities of the sub-committee and where possible should make every effort to attend or send a sub (with the same info as above) if unable to attend or send an appropriate representative they need to contact the CSPR Project Officer. The representative should be fully briefed on the agenda and any relevant cases. Nomination of appropriate representative to be advised to the ESCB no less than 2 working days prior to the meeting.
- In the event of the named representative resigning from the Sub-committee, resignation should be made in writing to the Chair and to confirm their replacement and/or any interim cover arrangements.
- Provide the ESCB Support Team with up-to-date contact details, including where possible, a secure email address for the receipt of confidential documents.

## Lead Reviewer

The lead reviewer is commissioned by the ESCB Support team

The Support Team refer to the National Panel's pool of Reviewers and speak with colleagues in other Safeguarding Partnerships to seek recommendations.

The Support Team research previous published work and specialisms; contact the Reviewers and request their CV including evidence of work undertaken.

An initial meeting is held between the ESCB support team and Lead Reviewer to agree a project plan and timescales.

- The Lead Reviewer ensures an open and collaborative approach to undertaking CSPRs and any other learning events, which includes the perspectives and views of family members and practitioners, that there is a focus on *what* happened and *why* practice decisions were made. This seeks to move beyond a focus on individual practice to an understanding of lessons for the safeguarding system as a whole.
- The Lead Reviewer follows the below standard methodology. This is adapted to suit the details and complexity of the case.

### Methodology

The process of the review will be:

- Meeting with family members and sharing draft reports if appropriate. Listening to the family's comments and ensuring the voice of the family is included throughout the review.
  - Meeting with the Review Team to agree Terms of Reference and Key Lines of enquiry.
  - Agreeing key practitioners who should be offered an opportunity to contribute.
  - Gathering and analysing written information via chronologies, agency summaries and other relevant reports.
  - Meeting with practitioners. These meetings will be led by the lead reviewer along with a Review Team representative with professional expertise in the area being discussed.
  - Key themes and learning to be identified and shared with the Review Team from involved agencies.
  - Production of a draft report for review by the Review Team
  - Sharing of the final draft with all those who have contributed, including family members, to the review.
  - Final draft report agreed by the Child Safeguarding Practice Review Sub-Committee and subsequently presented to the ESCB Executive.
- The Lead Reviewer is to write the final report in such a way that it can be published and needs to be of the standard agreed with the Statutory partners in line with guidance from the National Child Safeguarding Practice Review Panel.
  - The Lead Reviewer will be asked to present the review to a multi-agency audience as part of a learning or sharing event hosted by ESCB where appropriate for any published reviews.

**CSPR Reports should:**

- Provide a sound analysis of what happened in the case, and why, and what needs to happen in order to reduce the risk of recurrence,
- Be written in plain English and in a way that can be easily understood by professionals and the public alike,
- Include a section containing actions and learning that will be suitable for publication
- Identify good practice across the multi-agency partnership

## Review Team Member

The Review Team is a small team comprised of senior managers from agencies across the partnership relevant to the case who have multi-agency safeguarding experience but have had no direct involvement with the case where possible. It is recommended that Review Team members are not the same agency representatives who sit on the CSPR Sub-committee.

### **The Role of Review Team Members is to act as the representative for their agency and:-**

- To ensure information requested from their agency is provided in a timely manner and work collaboratively with the Chronology Author for their agency.
- To act as a point of contact for their agency and provide advice or support to their colleagues on the process ensuring that senior managers are aware of the review and its progress.
- To identify relevant practitioners and their line managers involved in the case to be invited to contribute to the review. This includes:  
Supporting practitioners to attend any meetings for the review, including sharing guidance with them beforehand and ensuring they are fully briefed ahead of any meetings, and have seen their agency's contribution to the review.
- To ensure practitioners are offered appropriate support during and after the review process including:
  - i. To ensure agency commitment to enable practitioners to fully participate in the process
  - ii. To act as the link between the ESCB Support Team and Practitioners to ensure practitioners are kept informed throughout the review
  - iii. To ensure that an agreed draft is shared with the practitioner group and checked for accuracy, returning all comments to the Lead Reviewer
- To assist the Lead Reviewer where applicable for providing further information or contact details of further relevant parties.
- To support the facilitation of meeting with family members where appropriate
- Provide the ESCB Support Team with up-to-date contact details, including where possible, a secure email address for the receipt of confidential documents.
- To attend all meetings, or if necessary, appoint an appropriate substitute of equivalent seniority to attend on their behalf. If any actions are drawn from meetings for the specific agency, these must be taken forward by the relevant Review Team member for that service and update the ESCB Support Team or Lead Reviewer as soon as possible.
- To provide local context, and to explain or advise on their own internal processes within their agency where relevant to the review.
- To work with the Lead Independent Reviewer to develop robust recommendations based on the learning from reviews, and to ensure the recommendations are achievable and impactful.
- To champion the process with their own agency; this includes informing colleagues of progress on reviews and sharing any immediately identified learning that can be put into practice.

- Review Team members must read and review all draft reports to check for factual accuracy, provide comments and if necessary, to raise any issues with the draft report on their agencies' behalf.
- To take back the learning and recommendations to their own agency and to consider any changes to their practice\*

*\*The ESCB Support Team will provide a one page learning summary, which will focus on key themes, learning and recommendations for multi-agency partners extracted from the final report.*



## Chronology and Agency Involvement Summary Authors

Authors of the Chronology and Agency Summary templates will have had no direct involvement with the case, where possible. It is recommended that the Chronology and Agency summary authors are independent of the Review Team membership and not the same agency representatives who sit on the CSPR Sub-committee where possible.

### **The Role of Chronology and Agency Involvement Summary Authors is to represent their agency and:-**

- To ensure information requested from their agency is provided in line with timescales requested.
- Ensure that information from across all service areas within your agency has been provided
- To ensure the chronology and Agency Involvement Summary is to be completed in accordance with the guidance provided
- To prioritise a meeting with the review team and lead reviewer at a Chronology author meeting
- To provide a comprehensive chronology including reflections on the effectiveness of the interventions with the child or family.
- To identify single agency learning and any safeguarding system learning

## Front Line Practitioners and Line Managers

*Frontline practitioners and line managers who were directly involved with the child/ren and family will be invited to contribute to the review. Their contribution supports the understanding of the context for the multi-agency safeguarding system at the time, the interactions with the child/ren and family and will support the lead reviewer to identify system wide learning which will contribute to the findings and recommendations for the review.*

### **Front Line Practitioners are expected to:**

- Prioritise CSPR meetings including Practitioner meetings/events, and discussion with the Lead Reviewer or relevant Review Team member.
- Liaise with the relevant Review Team member for their agency if advice or support is needed around the review process.
- Be fully briefed prior to attending meetings, including reading any papers circulated ahead of a meeting and the information submitted to ESCB on their agency's behalf i.e. a Chronology and Agency Involvement Summary Report.
- Reflect on both their practice and their agency as a whole; to consider why events took place as they did; and any factors that contributed to practice decisions.
- Contribute views that may further develop local multi agency safeguarding practice.

### **Line Managers are expected to:**

- Support staff throughout the review process:
  - To ensure that practitioners are fully briefed ahead of any meetings.
  - To ensure practitioners are provided with support before, during and after the review process.
- Liaise with the relevant Review Team member for their agency ahead of meetings for additional support or guidance.
- To reflect on their practice, and that of their staff and/or agency as a whole, to consider why events took place as they did, any factors that contributed to practice decisions, what worked and what did not work well, has anything changed in practice between then and now, and what would be done differently now.
- Identify how the experiences of this case could be used to further develop local multi agency safeguarding practice.
- Review reports for accuracy when circulated and provide feedback to their agency representative