

ANGUS CHILD PROTECTION COMMITTEE



PROTOCOL FOR CONDUCTING A SIGNIFICANT CASE REVIEW IN ANGUS

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1 INTRODUCTION

1.1 Authority of Angus CPC

The CPC is not constituted as a statutory body, but is comprised of membership drawn from statutory and voluntary agencies. The authoritative role the CPC plays in handling a Significant Case Review (SCR) stems from the requirements placed on it in *Protecting Children and Young People: Interim Guidance for CPCs for Conducting a Significant Case Review (SCR)* and in *Protecting Children and Young People: Child Protection Committees*.

1.2 Purpose of the Protocol

The purpose of the protocol is to provide a systematic and transparent approach to the process of SCR. The overarching objectives of a review, set out in paragraph 4 of the SCR guidance, are to:

- Establish whether there are lessons to be learnt about how better to protect children and young people and help ensure children get the help they need when they need it in the future – reviews should be understood as a process for learning and improving service as well as a means of recognising 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 recommended actions 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 issues where appropriate including good practice.

The protocol supports these objectives by helping those considering undertaking a review, or actually doing so, to:

- Undertake the review at the level which is necessary, reasonable and proportionate;
- Adopt a consistent, transparent and structured approach;
- Identify the skills, experience and knowledge that are needed in the review process and consider how these might be obtained;
- Address the needs of the many different people and agencies who may have a legitimate interest in the process and outcome; and
- Take account of the evidence bases.

1.3 Individual Performance

A review may reveal staff actions or inactions which are of sufficient seriousness that they need to be brought to the attention of the employer. The CPC, in conducting an SCR, has a duty to do this. It is solely a matter for the employer to decide what, if any, action it takes as a result.

1.4 Linkage to "National Interim Guidance for Child Protection Committees for Conducting a Significant Case Review"

The protocol is informed by the national Interim Guidance as published by the Scottish Executive in March 2007 and clarified by the Scottish Government in a letter dated 10 October 2007 (*"INTERIM SIGNIFICANT CASE REVIEW GUIDANCE – LETTER OF CLARIFICATION ON THE NORM OF PUBLICATION"*).

The Angus CPC endorses the interim guidance and the contents of the letter of clarification. The protocol incorporates the interim guidance and letter of clarification in appendices 5 & 6. Except as provided for on the face of this protocol, the entire contents of the interim guidance and the letter of clarification should be considered as part of the procedure applicable in Angus. Key aspects of the SCR guidance are incorporated into the ICR/SCR process checklist in appendix 3.

1.5 The Status of an SCR Relative to Other Linked Investigations

The CPC acknowledges the importance of Paragraph 12 and Section 9 of the Interim Guidance. Whenever the CPC Senior Planning Officer is informed of a case that might require an SCR (see Section 0), (s)he shall be responsible for ensuring that good liaison is immediately established with those who may be responsible for linked investigations, particularly the Procurator Fiscal, Police and/or Children's Reporter. The purpose shall be to ensure that:

- a) the actions required under this protocol do not interfere with linked investigations that take primacy and,
- b) there is agreement in relation to the processes and timescales that can be applied to carrying out the actions required under this protocol.

2 CRITERIA FOR IDENTIFYING WHETHER A CASE IS SIGNIFICANT

The Angus CPC shall apply the criteria as set out in Section 2 of the national Interim Guidance. This is:

2.1 A 'Significant' Case

A significant case need not comprise just one significant incident.

2.2 Criteria

Any of the circumstances below could suggest that a Significant Case Review (SCR) may be required. An Initial Case Review (ICR) should first determine whether an SCR is merited. The detail and level of review will depend on the individual case and circumstances. A review should not be escalated beyond what is proportionate taking account of the severity and complexity of the case.

What is provided in this section is a guide for helping the CPC, professionals, and all agencies make judgements about the way forward. The list should not be seen to exclude cases that may not precisely fit the criteria but which have nevertheless clearly triggered significant professional concern. These cases should be left to professional judgement and a CPC decision on how to proceed.

2.3 When a child dies and:

- 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 CPC 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;¹
- The child was looked after by the local authority²;

¹ With regard to death by murder, where the murder is by a stranger, there should be an assumption that an SCR is not appropriate. If, during the investigation of the crime, any information emerged that might indicate that the parents/carers had failed to protect the child or that the alleged offender was known to protection agencies, an SCR should be considered.

² Reviewing and reporting the death of a Looked After Child is a statutory duty under regulation 15 of The Children (Scotland) Act 1995 Regulations and Guidance, Scottish Office 1997. This guidance does not

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.

2.4 When a child has not died

but has sustained significant harm or risk of significant harm, under one or more of the categories of abuse and neglect set out in *Protecting Children – A Shared Responsibility: Guidance for Inter-Agency Co-operation*. Bear in mind that cumulative inaction or wrong action may be more difficult to evidence but nevertheless should be considered to the best extent possible,

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.

2.5 Requests in other circumstances

The CPC shall consider any request made to them for a review, even if the case had been considered at the Initial Case Review to require no further action (see Sections 3 and 4).

Any concerns raised by families and similar interested parties shall be addressed through the normal complaints procedures for each agency involved.

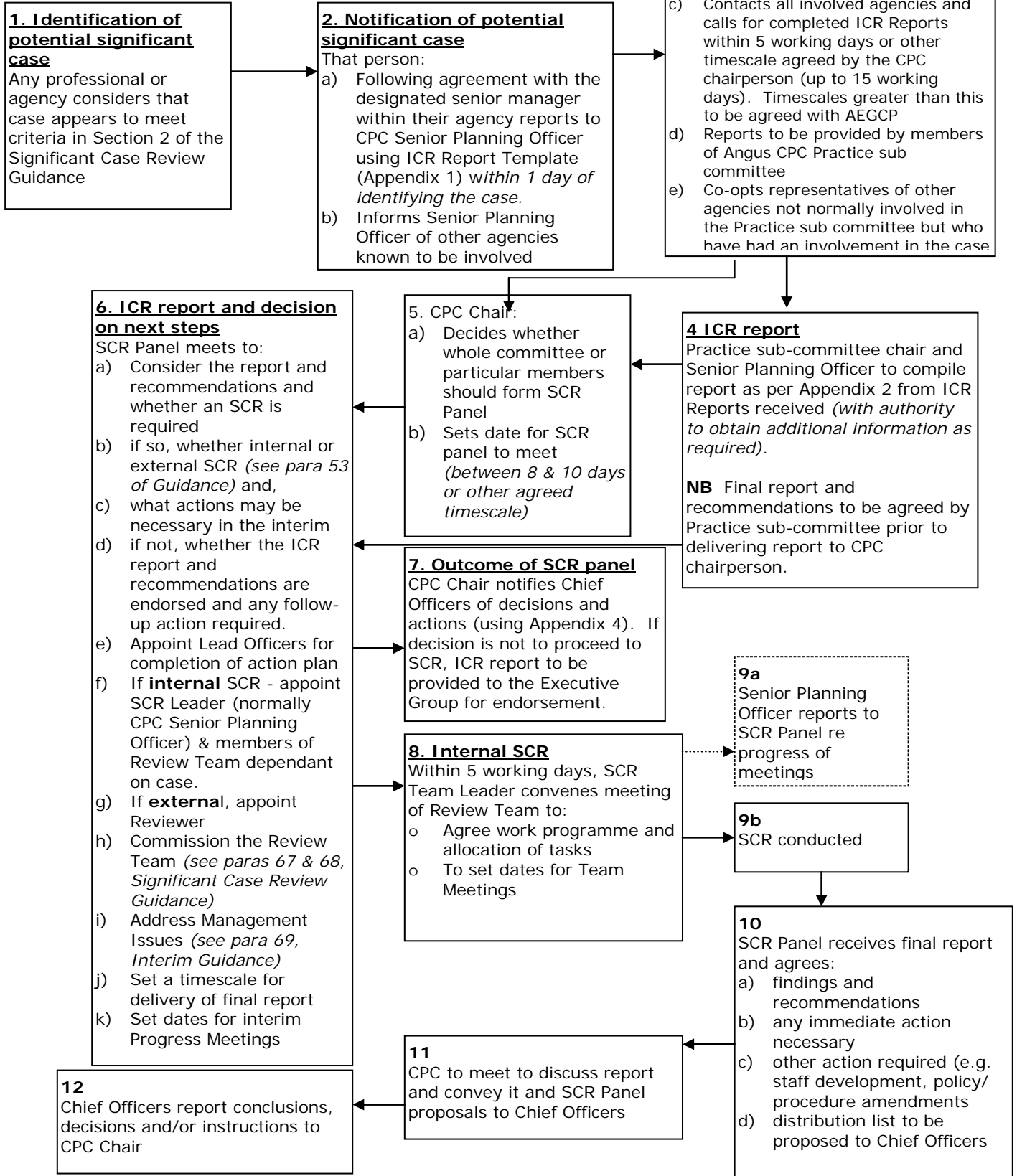
2.6 Definition of a Child

For the purpose of this document a child is a person under the age of 18.

replace that duty. Every effort should be taken to avoid duplication of two processes in these cases, only one of which (the LAC Report) has a legal basis.

3 OVERVIEW OF THE PROCESS

A checklist of this process is set out in Appendix 3



4 INITIAL CASE REVIEW (ICR)

4.1 The Purpose of the ICR

An ICR is carried out in order to inform a decision about the need for a full SCR.

4.2 Initiating the Process

Any agency can initiate an ICR. If a professional considers that the criteria for an SCR (Section 2 of the National Interim Guidance) may have been met they should, with the agreement of the designated senior manager complete an Initial Case Review Notification (*Appendix 1*). This should include a list of all the agencies known to be involved. This should be forwarded to the Senior Planning Officer within one day of the case being identified as possibly meeting the SCR criteria. Any reason for it not being submitted within this timescale needs to be noted on the report.

Within Angus Council Education and Social Work and Health the designated person is the Director of Social Work and Health, within Tayside Police, it is Detective Chief Inspector Eastern Division and within NHS Tayside it is the Nurse Consultant Child Protection.

4.3 Completing the ICR

Acting with the authority of the CPC, the Senior Planning Officer shall instruct each agency to complete an ICR Report. Agency representatives of ACPC Practice sub committee shall provide these reports on behalf of their agency. Members of the Practice sub committee shall be given adequate time by their agency to participate fully in the Initial Case Review. Where an agency does not have a representative on the Practice sub committee a representative will be co-opted for the purposes of completing the ICR.

The Chairperson of the Practice sub committee and the Senior Planning Officer shall then prepare a report, which is agreed by members of the Practice sub committee within 5 working days or other agreed timescale if appropriate. The CPC chairperson can extend the timescale to 15 working days, however any extended period thereafter must be agreed by Angus Executive Group for Child Protection. The report is then presented to the SCR Panel, which shall be convened by the chairperson of the CPC in conjunction with the Senior Planning Officer no later than 10 working days (or other agreed timescale depending on the initial deadline set for

the completion of the Initial Case Review report) from the time when the Senior Planning Officer received the first report, as at Section 3 above.

If the Senior Planning Officer believes that an agency has submitted insufficient information to allow for a proper initial understanding of the case and a decision is to be made about the need for a full SCR, he or she has the authority of the CPC to require further information from that agency.

5 SIGNIFICANT CASES REVIEW PANEL

5.1 Purpose of the Panel

Whenever an ICR is conducted a panel shall be assembled, on a case by case basis depending on the nature of the case, for the purposes of:

- a) deciding whether a full SCR is should be undertaken and,
- b) if so, deciding whether that will be conducted internally or whether an external reviewer should be commissioned,
- c) considering what actions may be required immediately, whilst any review is being undertaken,
- d) if the decision is not to proceed to a SCR, the content and recommendations of the ICR report should be considered by the SCR Panel and conveyed to the CPC and ultimately the Executive Group for Child Protection for endorsement.

If a full SCR is to be undertaken, the panel shall:

- a) if an internal review, appoint a Review Team and Team Leader, taking account of the skill set defined at para 66 of the national Interim Guidance and of the each agency's decisions about a single-agency review (see 6.1 below),
- b) if an external review, appoint a Reviewer, agree costs, terms of reference, contract and confirm CPC Senior Planning Officer as primary point of contact,
- c) set a timescale for receipt of a final report from the internal review team or external reviewer, which will normally be no more than 3 months from the date of this first SCR Panel meeting,
- d) consider all matters as set out in paras 67, 68 and 69 of the national Interim Guidance,
- e) be a governance board with responsibility for the timeous production of a final report,
- f) receive a final report and agree findings and recommendations and,
- g) agree other actions that may be required to promote the learning cycle; e.g. staff development activity; amendments to policy, protocols or procedures and,
- h) agree a proposed report distribution list for submission to the Chief Officers.

5.2 Assembling the SCR Panel

The Chairperson of the CPC shall be responsible for assembling and convening the SCR Panel where required. It shall be convened within 10 working days of the Senior Planning Officer having received the first ICR Report or other agreed timescale depending on the initial deadline set for the completion of the Initial Case Review report.

Membership of the Significant Case Review Panel shall be decided on a case by case basis. This decision will be informed by the apparent circumstances of the case, the range of agencies that have been involved in the case and any other factors that the Chairperson considers relevant.

6 CARRYING OUT THE SCR

6.1 Single-agency Review

If an agency has decided to undertake its own single-agency review in addition to the SCR, it should ensure that this is done in tandem with the SCR. Normally, the officer(s) assigned to the SCR team should be the same person(s) carrying out the single-agency review. This allows the information and assessment to be easily fed into both processes and minimises the disruption to staff that may need to be interviewed.

6.2 Internal Review

6.2.1 Leadership and Authority

In relation to the SCR, the members of the review team shall work under the direction of, and report to, the appointed SCR Team Leader.

Each agency that has an employee, or employees, on the review team shall ensure that the person has sufficient time to adequately carry out the SCR tasks assigned to them. Each agency is responsible for ensuring that relevant staff are informed of the SCR review team having authority to undertake whatever tasks are necessary to fulfill the remit set by the SCR Panel and to meet the objectives of an SCR as set out in para 1.2 above. Any difficulty in relation to these matters shall be reported to the SCR Panel by the team leader.

6.2.2 Setting the work plan

Within 5 working days of the first meeting of the SCR Panel, the review team leader shall convene a meeting of the review team. The purpose of this is to establish a detailed work plan and set key time points.

Should delays in the process begin to emerge, the team leader must immediately report these to the CPC chairperson.

6.2.3 Preparing the Report

Each member of the SCR team shall compile a written record in relation to that area of the review in which he or she has been involved. This shall document their activity, the evidence-base and their suggested findings and recommendations for inclusion in the SCR report. In the case of a member of the SCR team also preparing a single-agency report, that document, with the agreement of the agency, can suffice as input to the SCR.

The team leader is responsible for drafting the report to be presented to the SCR panel. This shall be compiled from the records made by the members of the SCR team, as above. The content, including the findings and any recommendations, should be agreed by all members of the SCR team. Should there be disagreement, this shall be noted in the report. Ultimate responsibility for the content of the report going to the SCR panel rests with the SCR team leader.

6.3 External Review

After the first SCR panel meeting, the CPC chairperson shall arrange a meeting between the person commissioned and relevant senior officers from the agencies whose involvement in the case is likely to be examined as part of the SCR. The purpose of this is set the SCR in motion and to establish clarity and understanding between those agencies and the person conducting the SCR. This meeting will also identify the officers who will work with the person conducting the SCR and/or support that work in terms of administrative and professional input. The meeting will also establish and agree on the provision of resource requirements.

The costs of an external review shall be shared on the basis of 1/3rd each to the Local Authority, NHS Tayside and Tayside Police.

7 ACTING ON THE SCR REPORT

7.1 Content, Findings and Recommendations

Responsibility for the SCR report that is presented to the Chief Officers rests with the SCR Panel. The CPC chairperson shall convene a meeting of the SCR panel to consider and agree the report received from the review team. Any dissent shall be recorded in the report.

In particular and to be incorporated in the final report submission to Chief Officers, the SCR panel shall:

- consider how any lessons to be learnt are to be incorporated and implemented within and across relevant agencies and their staff and define actions accordingly,
- consider whether the report misses any additions or amendments that are required to the Angus Integrated Child Protection Action Plan,
- formulate a proposal for dissemination of the report for the consideration of Chief Officers.

7.2 Dissemination of the Report

The circumstances of every case are different and the communication strategy for dissemination of the report and/or its findings and recommendations will differ. It is neither possible nor appropriate to adopt a 'one-size-fits-all' approach to dissemination. The matter is one for professional judgement on the part of the SCR panel members and, ultimately, the Executive Group for Child Protection who are:

- committed to serving the public and aware of their responsibilities to do so and,
- committed to promoting the highest standards of practice in Angus.

For each particular Significant Case Review, the SCR panel in formulating its proposal for dissemination and the Executive Group for Child Protection, in deciding upon it, shall *"select from the range of dissemination options available to them (including the option of publication aimed at the general public), as best serves the public interest and the purpose of improving service delivery."* (Letter of Clarification, Scottish Government October 2007).

The main reason for undertaking the SCR is to establish whether there are lessons to be learnt about how better to protect children and young people, and to decide how those lessons will be learnt and applied.

The letter of clarification published by the Scottish Government on 10 October 2007 states, "*There is an important distinction to be made between making information as widely available as possible to professionals and others to enable them to improve their practice, and actively publishing that information to inform the public about a matter of public concern.*"

In formulating its proposal for dissemination of the report, the SCR panel shall consider:

- that the group of professionals most closely linked to the case should, unless other proceedings or identifiable circumstances indicate otherwise, be provided with a full and detailed briefing on the report and its findings
- what it is that the wider body professionals need to understand in order to improve their practice and what the best means is of achieving that,
- what information, if any, from the report should be made available to a wider audience
- in doing so the panel shall refer to paras 88 - 91 of the national Interim Guidance, which sets out dissemination options.

7.3 The Role of the Chief Officers

SCRs are conducted by the CPC under the authority that stems from the requirements placed on it in *Protecting Children and Young People: Child Protection Committees*, the national guidance issued by the Scottish Executive.

The CPC works, in Angus, on behalf of the Chief Officers of Angus Council, Tayside Police and NHS Tayside. In exercising their functions as Chief Officers as defined in *Protecting Children and Young People: Child Protection Committees*, it is the Chief Officers who will 'sign-off' the report.

The report shall be presented to the Chief Officers by the CPC chairperson following consideration of the report by the CPC.

Having considered the report, the Chief Officers shall issue any direction or instruction pertaining to the report that they believe necessary and, in particular, indicate:

- their agreement, or not, with the proposals that relate to how any lessons to be learnt are to be incorporated and implemented within and across relevant agencies and their staff,
- their wishes, having taken account of the proposals presented by the SCR panel, in relation to dissemination of the report.

Appendix 1

INITIAL CASE REVIEW NOTIFICATION PROFORMA

The person first concerned that the criteria for an SCR has been met, should notify the CPC Senior Planning Officer using this template within one working day of identifying a potential significant case for review. The Senior Planning Officer shall contact all other agencies known to be involved who should, in turn, use this same template to submit their own reports to the Senior Planning Officer within 5 working days.

Extra rows can be inserted in this form as required. From 'Table' menu select 'Insert' 'Rows'.

Rows will expand to accommodate as much text as you wish to enter.

Name of person completing this Report:	
Agency:	
Date form submitted to CPC Senior Planning Officer	

Name of Child or Young Person	
Agency Identifier (CHI, URN etc)	

Names of Parents/Carers	
Others in Household (name & relationship)	

Other agencies known to be involved (please provide names, disciplines of various professionals within each agency and contact details, if known)	

Ground(s) on which the criteria for an SCR may have met (please see Section 2, Protocol for Conducting a Significant Case Review in Angus)

Has a Case Review been initiated within your agency? *(please tick)*

Yes No Don't Know

Brief description of the circumstances of the case and issues/areas of concern.

Key Facts/Background to the Case

Please give details of any statutory proceedings you know are underway in relation to the circumstances; e.g. criminal investigation; referral to Reporter

Date Issued to Agency for completion

Person completing form

Date returned to Senior Planning Officer (Child Protection)

ICR REPORT CONTENT

Brief Description of case

Coordinated chronology of events

Summary of agency involvement

Statement of current position of child, and if they are alive what actions have been or will be taken on their behalf

Other formal proceedings underway

Elements of poor practice

Elements of good practice

Any particular sensitivities (e.g., from the PR, SCRA or Police about cases where there are likely to be disciplinary proceedings)

Lead contacts for each agency

The CPC's decision as to whether or not to proceed to an SCR, with reasons

ANGUS CHILD PROTECTION COMMITTEE
INITIAL CASE REVIEW AND SIGNIFICANT CASE REVIEW PROCESS CHECKLIST

1. INITIAL CASE REVIEWS			
TASK	RESPONSIBLE PERSON / GROUP	TIMESCALE	COMPLETE YES / NO / N/A
Notification of possible SCR received on ICR notification template (Appendix 1)	All agencies Director of Social Work and Health on behalf of Angus Council Detective Chief Inspector on behalf of Tayside Police Nurse Consultant Child Protection on behalf of NHS Tayside	Within 1 day of identifying the case	
Clarification sought with Procurator Fiscal Authority Reporter regarding progressing the review	Senior Planning Officer	Within 1 day of case being notified	
CPC to be notified of potential SCR	Senior Planning Officer	Within 1 day of case being notified	
Agencies involved with the child to provide information on the ICR report template (Appendix 1) (para 25)	Practice Sub Committee members and co-opted representatives where appropriate (hereafter referred to as Angus CPC Practice sub committee)	Within 5 working days or other agreed timescale – up to 15 working days following discussion and agreement with Chairperson of CPC. Extended timescales with the agreement of Angus Executive Group for Child Protection	
Information available to be considered and further information to be requested if required	Angus CPC practice sub Committee		
Written record of ICR to be completed and agreed as per Appendix	Angus CPC Practice sub committee		

2 (Paras 34 & 35)			
ICR report to be submitted to Chairperson of CPC (Para 34)	All agency representatives of Angus CPC Practice Sub Committee	Within 5 working days or other agreed timescale	
Convene meeting of SCR Panel	CPC chairperson		
Decision on whether an SCR is warranted (Para 8)	SCR panel		
If the decision on whether an SCR is warranted is contested, the final decision lasts with CPC Chair	CPC Chairperson		
If decision to proceed to SCR family or carers to be notified of the intention to conduct the review (Para 31)	CPC Chairperson		
Case Review to be recorded in CPC Register of all potential significant cases	Senior Planning Officer/ Chairperson, Practice Sub Committee		
Report to be presented to the Angus Executive Group for Child Protection (Para 38)	CPC Chairperson		
Notification to other interested parties of outcome of SCR using Appendix 4 (Para 39)	Chairperson CPC/ Senior Planning Officer		

2. DECISION NOT TO PROCEED TO A SCR (Para 42)

TASK	RESPONSIBLE PERSON/GROUP	TIMESCALE	COMPLETE YES/NO/N/A
Notification to Angus Executive Group for Child Protection and all agencies involved in the case (Para 43)	CPC Chairperson		
Information to be recorded on the child's case file and the case file for relevant adults (Para 43)	Senior Planning Officer to notify the relevant Managers		

Good practice findings recorded and reported in the CPC annual report (Para 45)	Chairperson Practice Sub Committee		
Agreed follow up action to be scheduled in the CPC future work programme (Paras 46 & 47)	Senior Planning Officer and Lead Officers from each agency		

3. DECISION TO PROCEED TO INTERNAL OR EXTERNAL SCR			
TASK	RESPONSIBLE PERSON/GROUP	TIMESCALE	COMPLETE YES/NO/N/A
<p>Decision regarding internal or external SCR</p> <ul style="list-style-type: none"> o External SCR indicated if there are likely to be national as well as local recommendations, the case is already high profile or is potentially likely to attract a lot of media attention the CPC is facing a multiple reviews or the child's family/carers have already expressed concerns about the actions of agencies. o Internal SCR likely to be held where recommendations or have mainly local impact) <p>(Paras 49 & 53)</p>	SCR panel		
Notification to the Angus Executive Group for Child Protection and to all agencies involved that there will be a Significant Case Review (Para 55)	CPC Chairperson		
Decision to hold significant case review included in statistical returns in the annual report (Para 56)	Chairperson, Practice Sub Committee/Senior Planning Officer		
Agree resources of staff time and finance (Paras 62 & 68)	Angus Executive Group for Child Protection		
If an internal review appoint review team and	SCR panel		

team leader			
If an external review commission reviewer and the review team (Par NB No individual substantially involved should participate in a review	SCR panel		
Decision to be recorded on the child's case file (Para 56) and included in statistics (Para 52)	SCR panel		
Agree and record the remit, any changes to this over time also to be agreed and documented (items outlined in Paras 60, 61 & 69 to be considered)	SCR panel		
Review to proceed taking account of requirements of Paras 59-61 of SCR guidance.	Internal review - SCR panel and Senior Planning Officer Child Protection External review – CPC Chairperson to organise meeting of person commissioned and relevant senior officers from agencies whose involvement in the case is likely to be examined as part of the SCR		
Establish reporting lines and agree handling of the review and report (Para 67)	SCR panel		
Consider whether indemnity cover is required (Para 67)	SCR panel		
Provide appropriate administrative support (Para 67)	Senior Clerical Assistant CPC		
Agree method for obtaining additional resources for the review if necessary (Para 67)	SCR panel		
Procedure to be agreed for matters requiring	SCR panel		

legal action by the CPC and agencies (Para 67)			
Require external reviewers to be registered with the Data Protection Office (Para 67)	SCR panel		
Established named contact with the review team (Para 67)	SCR panel		
Once report is completed to be reported to the CPC who should then deliver it to the Angus Executive Group for Child Protection (Para 70)	SCR panel and CPC	Within 3 months of case being notified or other agreed timescale	
Format of internal and external SCR's as per para 71	Reviewer/review team		
Decision regarding dissemination of the report to be made (Paras 72, 73 & 76)	Angus Executive Group for Child Protection		

4. SCR FOLLOW UP ACTION

TASK	RESPONSIBLE PERSON/GROUP	TIMESCALE	COMPLETE YES/NO/N/A
How and with whom to share the draft and final interim final reports to check for accuracy and other issues (Para 76)	SCR panel		
Propose distribution list of the full report to the Angus Executive Group for Child Protection (Para 76)	SCR panel		
Any internal or external communications or briefing required and advice the Angus Executive Group for Child Protection according (Para 76)	SCR panel		
Prepare and action an	Senior Planning Officer		

implementation plan and establish a means of monitoring progress (Para 77)	and Lead Officers from each agency		
Prepare briefing for the Scottish Government and Inspectorates and others as required (Para 77)			
Decide on a mechanism for dissemination within and across agencies to capture learning and ensure this is reflected in communication guidance and training (Para 77)	SCR panel		
Provide an annual analysis as a minimum of all cases referred for an SCR (as well as early ICR's within the CPC annual report. (Para 77) Scottish Government Child & Families Division, Area 2(b), North Victoria Quay, Edinburgh to be informed of individual cases with recommendations with national implications or cases likely to have high media profile	Senior Planning Officer Child Protection		
5. FAMILY/CARERS			
The family/carers of the child involved should be kept involved of the various stages of the review and the outcomes of these where this is appropriate (in cases where the family are subject to investigation information provided to them may be limited and provided following close collaboration with the Police and the PF (Para	To be agreed by SCR panel		

78))			
Individual agency complaint procedures to be made available to the family at the outset of the involvement and throughout the SCR investigation	Agency representatives		
Assign a member of staff to be a liaison point with the family throughout the review (Para 80) (briefing of the family to be considered prior to publication) (if applicable)	SCR panel		
6. STAFF ARRANGEMENTS			
Relevant staff to be informed an ICR/SCR is underway.	Agency representative on SCR panel		
Support arrangements to be agreed for staff involved in the process (para 82 & 83)	Agency representative on SCR panel		
Copy of the SCR guidance and local protocol to be given to staff involved (Para 84)	Agency representative on SCR panel		

TEMPLATE FOR REPORTING OUTCOME OF COMPLETED CASE REVIEWS

Significant Case Review

Angus Child Protection Committee has assessed the case of [name of child or young person] whose case was brought to its attention on [insert date].

Following an initial review of the local reports provided it has been agreed that [delete as appropriate]

- No further action is required in this case but the case will be included in the CPC annual statistics on the review of Significant Cases;
- No review is required by the CPC but it will be undertaking follow up actions [insert] and the case will be included in the CPC annual statistics in the review of Significant Cases;
- The CPC will be undertaking a review of the case and will produce a formal report by [insert date]. This will be led by [insert name] and a remit and timescale is currently being developed; or
- An external review of the case is required and will be undertaken by [insert name] and will produce a formal report for the CPC by [insert date].

If you require information as this work progresses you can contact [insert contact details].

Yours Sincerely

Angus CPC Chairperson

**PROTECTING CHILDREN AND YOUNG PEOPLE: INTERIM GUIDANCE FOR
CPCS FOR CONDUCTING A SIGNIFICANT CASE REVIEW**

**INTERIM SIGNIFICANT CASE REVIEW GUIDANCE – LETTER OF
CLARIFICATION ON THE “NORM OF PUBLICATION”**