

DCFP SERIOUS CASE REVIEW REFERRAL FORM

This form consists of the following colour coded sections:

- Please complete only the section relevant to you
- Please return the whole form to DCFP with remaining sections blank

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For completion by DCFP Business Unit	
Child/children's initial/s:	
Date Referral received by DCFP (formerly Appendix 1)	
Date referral sent to SCR Sub-Group Chair	
Date of call for Information to Agencies (formerly Appendix 2s)	
Deadline for agencies to submit information (formerly Appendix 2s)	
Date of meeting where case is considered by SCR Sub-Group	
Date SCR Sub-Group recommendations submitted to Independent Chair, DCFP (formerly Appendix 3)	
Date of decision by Independent Chair, DCFP	

**CRITERIA FOR REFERRING CASES TO THE
DEVON SAFEGUARDING CHILDREN BOARD (DCFP)**

The term child is taken to mean all children and young people up to the age of 18.

Incidents and circumstances that **must** be notified to the DCFP (reference HM Government Working Together 2015):

1. when a child dies (including death by suicide) and abuse or neglect is known or suspected
2. when a child has been seriously harmed and abuse or neglect is known or suspected;
3. when a looked after child has died (including cases where abuse or neglect is not known or suspected); or
4. when a child in a regulated setting or service has died (including cases where abuse or neglect is not known or suspected).

In addition, even if one of the criteria is not met, an SCR should always be carried out:

1. when a child dies in custody, either in police custody, on remand or following sentence, in a Young Offender Institution, a secure training centre or secure children's home;
2. where a child dies who is detained under the Mental Health Act 1983;
3. where a child aged 16 or 17 was the subject of a Deprivation of Liberty order under the Mental Capacity Act 2005.

In the following cases agencies should give serious consideration to notifying the circumstances to the DCFP. If in doubt discuss the circumstances with the DCFP board manager who will take advice from the Independent Chair and the Chair of the Sub-Group:

- (i) There was clear evidence of a risk of significant harm to a child that was:
 - a. not recognised by organisations or individuals in contact with the child or perpetrator or
 - b. not shared with others or
 - c. not acted on appropriately.
- (ii) A child has been abused or neglected in an institutional setting (e.g. school, nursery, children or family centre, Youth Offending Institution, Secure Training Centre, children's home or Armed Services training establishment).
- (iii) A child was abused or neglected while being looked after by the local authority (LA).
- (iv) A child died while absent from or having run away from home or other care setting.
- (v) One or more agency or professional considers that its concerns were not taken sufficiently seriously, or acted on appropriately, by another.
- (vi) The case indicates that there may be failings in one or more aspects of the local operation of formal safeguarding children procedures, which go beyond the handling of the specific case.
- (vii) The child concerned was the subject of a child protection plan, or had previously been the subject of a plan or on the child protection register.
- (viii) The case suggests that the DCFP may need to change its local protocols or procedures, or that protocols and procedures are not being adequately promulgated, understood or acted on.
- (ix) There are indications that the circumstances of the case may have national implications for systems or processes or there are significant public interest or community issues.

Devon Safeguarding Children Board (DCFP) will use this form to consider whether there is a need for a Serious Case Review or other review or audit process to promote learning and good practice.

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SECTION 1 - Referral

To make a referral, please complete Section 1 only. The objective of this section is to provide as much information as is known at the time of the notification. If information is not available then do not delay in sending in the notification as this information can be submitted at a later stage.

1.1 Referral Details

Date of Notification	
Name of Referrer	
Job Title	
Agency	
Address	
Tel No.	
E-mail	

1.2 Subject(s) for referral

First Names	Surname	Any Known Aliases	DOB	Address	Gender	Date of Death (if applicable)	Ethnicity (Please use categories below)

Ethnic origin categories

(A) White		(B) Mixed		(C) Asian or Asian Britain	
1	British	7	Asian and White	12	Indian
2	Irish	8	Black African and White	13	Pakistani
3	Any other White background	9	Black Caribbean and White	14	Bangladeshi
		10	Any other mixed background	15	Chinese
				16	Any other Asian background
(D) Black or Black British		(E) Other Ethnic Group		(F) Not declared	
4	Caribbean	11	Please specify	17	Not declared
5	African				
6	Any other Black background				
Faith:					
Disability:					

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1.3 Family Composition/Significant Others

Name	Relationship to Child	DOB	Address	Ethnicity (use categories below)	
Ethnic origin categories					
(A) White		(B) Mixed		(C) Asian or Asian Britain	
<input type="checkbox"/>	British	<input type="checkbox"/>	Asian and White	<input type="checkbox"/>	Indian
<input type="checkbox"/>	Irish	<input type="checkbox"/>	Black African and White	<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Any other White background	<input type="checkbox"/>	Black Caribbean and White	<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>		<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>	Chinese
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Any other Asian background
(D) Black or Black British		(E) Other Ethnic Group		(F) Not declared	
<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Please specify	<input type="checkbox"/>	Not declared
<input type="checkbox"/>	African	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>		<input type="checkbox"/>	
Faith:					
Disability:					

1.4. Agencies known to be involved with the case (please add their name and contact details)

Contact Name	Agency	Address, Tel No./Email	Nature of involvement or intervention

1.5. Reason for Notification (please tick all boxes that apply)

<input type="checkbox"/>	A child has died (including cases of suspected suicide), and abuse or neglect is known or suspected
<input type="checkbox"/>	The child has sustained a potentially life-threatening injury or serious and permanent impairment of health and development through abuse or neglect
<input type="checkbox"/>	A looked after child has died (including cases where abuse or neglect is not known or suspected)
<input type="checkbox"/>	A child in a regulated setting* or service has died (including cases where abuse or neglect is not known or suspected) <i>(* A regulated setting or service: childcare on domestic premises or non-domestic premises; home child carer; childminder; children's homes; secure children's homes; adoption support agencies; voluntary adoption agencies; independent fostering agencies; residential family centres and holiday schemes for disabled children)</i>
<input type="checkbox"/>	The child has been subjected to particularly serious sexual abuse
<input type="checkbox"/>	The child has been killed by a parent with a mental illness
Office use: all above meet requirement for LA to inform Ofsted and LSCB within 5 working days, and most likely meet SCR criteria	

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A child has died in custody, in police custody, or remand or following sentencing, in a Young Offenders Institution, in a secure training centre or a secure children's home	
A child has died who was detained under the Mental Health Act 1983 or where a child was the subject of a deprivation of liberty order under the Mental Capacity Act 2005	
<i>Office Use: all above meet SCR criteria</i>	
There was clear evidence of a risk of significant harm to a child that was: <ul style="list-style-type: none"> not recognised by organisations or individuals in contact with the child or perpetrator or not shared with others or not acted on appropriately 	
One or more agency or professional considers that its concerns were not taken sufficiently seriously, or acted on appropriately, by another	
The case indicates that there may be failings in one or more aspects of the local operation of formal safeguarding children procedures, which go beyond the handling of the specific case	
The child concerned was the subject of a child protection plan, or had previously been the subject of a plan or on the child protection register	
The case suggests that the DCFP may need to change its local protocols or procedures, or that protocols and procedures are not being adequately promulgated, understood or acted on	
There are indications that the circumstances of the case may have national implications for systems or processes or there are significant public interest or community issues.	
Other reason (please specify):	
<i>Office Use: all above may inform DCFP that a SCR would be of benefit</i>	

1.6 Characteristics of Case (please tick any that apply)

Domestic Abuse	<input type="checkbox"/>	Alcohol Abuse	<input type="checkbox"/>	Drug Abuse	<input type="checkbox"/>
Suicide and Abuse	<input type="checkbox"/>	Institutional Abuse	<input type="checkbox"/>	Parental Mental Health	<input type="checkbox"/>
Mental Health	<input type="checkbox"/>	Fabricated or induced Illness	<input type="checkbox"/>	Abusive Head Trauma (AHT)	<input type="checkbox"/>
Sexual Abuse including Sexual Exploitation	<input type="checkbox"/>	Parent in Care	<input type="checkbox"/>	More than one child abused	<input type="checkbox"/>
Child of Teenage Pregnancy	<input type="checkbox"/>	Parent is Care Leaver	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Emotional Abuse	<input type="checkbox"/>	Neglect	<input type="checkbox"/>	Long Standing Neglect including Neglect of Medical Needs	<input type="checkbox"/>
Other features (please specify)	<input type="checkbox"/>				

Is the child subject to :	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Has been	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
Child Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CIN Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early Help Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the child currently looked after (LAC) status?								Yes/No
If child is currently looked after, what is their care status?								
<ul style="list-style-type: none"> living in accommodation provided by the LA with the parents agreement the subject of an interim care order the subject of a full care order the subject of an emergency legal order to remove them from immediate danger in a secure children's home, secure training centre or young offender 								

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institution - unaccompanied asylum seeking child				
Are any of the referred child's siblings subject to a child protection plan?	Yes	No	Has been	Don't know
Have criminal proceedings been instigated in relation to the child?	Yes	No	Has been	Possible
Has there been a conviction?	Yes	No		Don't know

1.7 Summary of Events

Location of incident:

PART A – Summary of Circumstances

Please outline events and circumstances which triggered this referral to DCFP: Refer to Chapter 4 of *Working Together to Safeguard Children 2015 (Appendix 1 of this form)*

PART B – The case for holding a SCR

If you are referring this case for a SCR, please set out:

- (i) how it meets the SCR criteria set out in Chapter 4 of Working Together to Safeguard Children 2015 (Appendix 1 of this form); and
- (ii) In cases where *serious harm** has occurred, please set out, using available informed research evidence, what that serious harm is and the impact on the child

**Serious Harm* in the context of SCR guidance includes, but is not limited to, cases where the child has sustained, as a result of abuse or neglect, any or all of the following:

- A potentially life threatening injury;
- Serious and/or likely long term impairment of physical or mental health or physical, intellectual, emotional, social or behavioural development.

This definition is not exhaustive. In addition, even if a child recovers, this does not mean that serious harm cannot have occurred.

The referral is now complete.

Please leave the remainder of the form blank and return the whole form to the DCFP Inbox:
childsc.childrenfamiliespartnershipsecure-mailbox@devon.gcsx.gov.uk

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SECTION 2 – Individual Agency Summary (to be completed by all agencies)

NB Agencies are reminded of the need to secure their files as soon as they become aware that a serious case review might take place.

You have been identified as an agency that may have had contact with a child who may become the subject of a Serious Case Review. Please check your agency's records to see if you have had contact with the child, family members or close associates listed in Section 1 of this form during the time period that has been specified in the email accompanying this form and complete the Individual Agency Summary form below.

This is **not** a full chronology.

2.1 Your Details			
Name		Agency Name & Address	
Email		Tel No	
Signed			Date
2.2 Declaration of Contact			
Has the agency named in Section 2.1 (above) had contact with the child (or family or close associates) listed in Section 1 of this form?		Yes/No (delete as appropriate)	
<i>If you have answered No, you do not need to complete further sections and should return the form to the DCFP Inbox DCFP@devon.gov.uk</i> <i>If you have answered Yes, please continue to Table 2.3 below</i>			
2.3 Summary of Agency Key Events			
Date (Please give date(s) of key event):	Description of key incidents/interventions starting with initial referral/contact/involvement with your agency/service: Please include aspects of your agency's involvement that give a sense of the timeline. Include any historical factors that you consider would be of help in decision making. Please do <u>not</u> use the 'cut & paste' option, where possible.		Comments:

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The Individual Agency Summary is now complete.
Please leave the remainder of the form blank and return the whole form to the DCFP Inbox:
childsc.childrenfamiliespartnershipsecure-mailbox@devon.gcsx.gov.uk

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SECTION 3 – SCR Sub-Group Recommendations

(To be completed by the Serious Case Review Sub-Group)

The objective of this section of the form is to determine whether the DCFP should consider undertaking a serious case review or other type of review, and what the remit of that review should be. The form will be completed by a member of the DCFP Business Unit at a SCR Sub-Group meeting in conjunction with the Chair who will lead the necessary discussions and approve the draft completed form.

3.1 Details of Panel

Date of SCR Sub-Group		Chair of SCR Sub-Group	
Members of SCR Sub-Group present – please list Name	Agency		
Case discussion: summary of case discussions at SCR Sub-Group			

3.2 Decision/recommendation

Was the SCR meeting quorate?	Yes/No	Comments on Quoracy	
SCR Sub-Group consideration of factors that might indicate a SCR should be held:			
(i) Abuse of neglect of a child is known or suspected <i>(and)</i>			Yes/No
(ii) The child has died <i>(or)</i>			Yes/No
(iii) The child has been seriously harmed and there is cause for concern as to the way in which the authority, their board partners or other relevant persons have worked together to safeguard the child			Yes/No
(iv) A looked after child has died (including cases where abuse or neglect is not known or suspected)			Yes/No
(v) A child in a regulated setting* or service has died (including cases where abuse or neglect is not			Yes/No

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known or suspected) <i>(* A regulated setting or service: childcare on domestic premises or non-domestic premises; home child carer; childminder; children's homes; secure children's homes; adoption support agencies; voluntary adoption agencies; independent fostering agencies; residential family centres and holiday schemes for disabled children)</i>	
Office use: all above meet requirement for LA to inform Ofsted and LSCB within 5 working days, and most likely meet SCR criteria	Yes/No
(vi) A child has died in custody, in police custody, or remand or following sentencing, in a Young Offenders Institution, in a secure training centre or a secure children's home	Yes/No
(vii) A child has died who was detained under the Mental Health Act 1983 or where a child was the subject of a Deprivation of Liberty order under the Mental Capacity Act 2005	Yes/No
Office Use: all above meet SCR criteria	Yes/No
(viii) There was clear evidence of a risk of significant harm to a child that was: <ul style="list-style-type: none"> not recognised by organisations or individuals in contact with the child or perpetrator or not shared with others or not acted on appropriately 	Yes/No
(ix) The case indicates that there may be failings in one or more aspects of the local operation of formal safeguarding children procedures, which go beyond the handling of the specific case	Yes/No
(x) The child concerned was the subject of a child protection plan, or had previously been the subject of a plan or on the child protection register	Yes/No
(xi) The case suggests that the DCFP may need to change its local protocols or procedures, or that protocols and procedures are not being adequately disseminated, understood or acted on	Yes/No
(xii) There are indications that the circumstances of the case may have national implications for systems or processes or there are significant public interest or community issues.	Yes/No
(xiii) Other reason <i>(please specify)</i> :	Yes/No
Office Use: all above may inform DCFP that a SCR would be of benefit	

Decision to hold SCR or other type of Review – SCR Sub-Group to complete either (a) or (b) below	
(a) It was agreed that the case meets the threshold criteria for a SCR	Yes/No
In what ways does it meet the criteria for a SCR? <i>(please refer to the Working Together guidance at Appendix 1)</i>	
(b) It was agreed that the case does not meet the threshold criteria for a SCR	Yes/No
In what ways does it not meet the criteria for a SCR? <i>(please refer to the Working Together guidance at Appendix 1)</i>	
Was the recommendation unanimous?	Yes/No
If No, comments/reasons for dissent/agency?	

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3.3 Recommendations for Review/Audit

If case meets criteria for a SCR

What type of SCR review? All reviews should adopt a systems based approach analysing the case to identify learning. If a particular methodology should be employed (e.g. SCIE, SILP, Welsh or hybrid), please state.

Period of time on which review should concentrate

From: Date(s)

To: Date(s)

What events should the review concentrate on?

Examples to consider include:

- *Historic components, finding out facts*
- *Practitioner issues, agency issues*
- *A specific incident or chronic issues*
- *Multiple agencies or particular agency infrastructure concerns/agencies communications with each other*
- *Events reminiscent of other/previous SCRs*

What themes have been identified by the Sub-Group which the review should focus on? This will then inform the Terms of Reference.

Who should be involved in the review?

Agency	Service	Name or Designation (if known)
Children's Social Care		
NEW Devon CCG		

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South & Torbay CCG		
VirginCare		
RD&E FT		
T&SD FT		
Early Years		
NPS/CRC		
Public Health		
Police		
Education		
Schools		
Early Help		
Voluntary Sector Partners		
OTHERS (list below)		

If criteria for a SCR is not met, but another type of review is recommended

What other type of (non SCR) review should be held and how should it be conducted?

What agencies should be involved and who should lead the process?

Are any other actions required?

The SCR Sub-Group recommendations are now complete.

DCFP Business Unit will quality assure the information and submit the recommendations to the Independent Chair for approval

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SECTION 4 (to be completed by the Independent Chair of the Devon Safeguarding Children Board)

The decision in section 3 was discussed by the Serious Case Review Panel on the and the following type of review/action has been recommended.

4.1 Decision

My decision is that a Serious Case Review:

1) should take place for the following reasons:

2) should not take place for the following reasons:

Name

Date

Signed

APPENDIX 1 – Working Together 2015 Chapter 4 Serious Case Reviews

Regulation 5 of the Local Safeguarding Children Boards Regulations 2006 sets out the functions of LSCBs. This includes the requirement for LSCBs to undertake reviews of serious cases in specified circumstances. Regulation 5(1) (e) and (2) set out an LSCB's function in relation to serious case reviews, namely: 5(1) (e) undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.

(2) For the purposes of paragraph (1) (e) a serious case is one where:

(a) abuse or neglect of a child is known or suspected; and

(b) either — (i) the child has died; or (ii) the child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.

“Seriously harmed” in the context of paragraph 18 below and regulation 5(2)(b)(ii) above includes, but is not limited to, cases where the child has sustained, as a result of abuse or neglect, any or all of the following:

- a potentially life-threatening injury;
- serious and/or likely long-term impairment of physical or mental health or physical, intellectual, emotional, social or behavioural development.

This definition is not exhaustive. In addition, even if a child recovers, this does not mean that serious harm cannot have occurred. LSCBs should ensure that their considerations on whether serious harm has occurred are informed by available research evidence.

Cases which meet one of the criteria (i.e. regulation 5(2) (a) and (b) (i) or 5(2) (a) and (b) (ii)) **must always** trigger an SCR. Regulation 5(2) (b) (i) includes cases where a child died by suspected suicide. Where a case is being considered under regulation 5(2) (b) (ii), unless there is definitive evidence that there are no concerns about inter-agency working, the LSCB **must** commission an SCR.

In addition, even if one of the criteria is not met, an SCR **should always** be carried out when a child dies in custody, in police custody, on remand or following sentencing, in a Young Offender Institution, in a secure training centre or secure children's home. The same applies where a child dies who was detained under the Mental Health Act 1983 or where a child aged 16 or 17 was the subject of a deprivation of liberty order under the Mental Capacity Act 2005.

The final decision on whether to conduct an SCR rests with the LSCB Chair. LSCBs should consider conducting reviews on cases which do not meet the SCR criteria. If an SCR is not required because the criteria in regulation 5(2) are not met, the LSCB **may** still decide to commission an SCR or they may choose to commission an alternative form of case review. The LSCB Chair should be confident that such a review will thoroughly, independently and openly investigate the issues. The LSCB will also want to review instances of good practice and consider how these can be shared and embedded. The LSCB should oversee implementation of actions resulting from these reviews and reflect on progress in its annual report.

Ref: www.workingtogetheronline.co.uk/