



**Perth and Kinross Child Protection Committee
Joint Protocol:
Initial Case Reviews (ICRs)
Significant Case Reviews (SCRs)**



What to do if you are worried or concerned about a child or young person?

If you are worried or concerned about the welfare or protection of a child or young person, you should, in the first instance, share that worry or concern with your Line Manager / Supervisor / Designated Child Protection Officer. Thereafter, child protection procedures should be followed without any unnecessary delay.

You should contact the [Perth and Kinross Child Protection and Duty Team](#) or [Police Scotland](#):

Perth and Kinross Child Protection and Duty Team (24 hours)	01738 476768
Police Scotland Non - Emergency Number	101
In an Emergency	Call 999

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1. Introduction

Protecting children and young people is an inter-agency and inter-disciplinary responsibility. It is also the responsibility of the Child Protection Committee (CPC).

All children and young people (including unborn babies) have the right to be cared for; protected from harm and abuse and to grow up in a safe environment, in which their rights are respected, their [wellbeing](#) needs are met and they are **protected from harm and abuse**.

Children and young people should **get the help they need, when they need it, for as long as they need it**. They should also **get the right help, at the right time, from the right people** and their welfare is always paramount.

Most children and young people get all the help and support they need from their parents, carers and families, in addition to the universal services of education and health. However, on some occasions, some children and young people may need further help and support in order to **safeguard, support** and **promote** their [wellbeing](#) and to **protect them from harm and abuse**.

Within in Perth and Kinross, supporting the [wellbeing](#) of all children and young people and **protecting them from harm and abuse** is **everyone's job and everyone's responsibility**. We consider this to be a shared responsibility for all practitioners and managers working across the public, private and third sectors.

2. Purpose

This Joint Protocol has been developed in compliance with the requirements of the [National Guidance for Child Protection Committees: Conducting a Significant Case Review](#) (Scottish Government: 2015). This Joint Protocol should be read in conjunction with the national guidance.

This Joint Protocol does not attempt to replicate or replace the national guidance; albeit it will reference particular aspects of its provisions. It translates these provisions into the local governance, reporting, accountability and working arrangements of the Child Protection Committee (CPC), hereinafter referred to as the CPC.

This Joint Protocol is primarily aimed at the parties specified hereinafter; but also all members of the CPC; all members of the CPC Case Review Working Group and all Managers and Practitioners working within children's services and adult services across the public, private and third sectors in Perth and Kinross. It may also be of interest to parents, carers and families.

3. Parties Involved

The following statutory services and agencies are party to this Joint Protocol:

- Perth and Kinross Council;
- NHS Tayside;
- Police Scotland; and
- Scottish Children's Reporter Administration (SCRA).

4. Policy Context

The following are considered to be the key child protection policy developments relating to SCRs:

- ["It's everyone's job to make sure I'm alright": Report of the Child Protection Audit and Review](#) (Scottish Executive: 2002)
- [How well are children and young people protected and their needs met? Self-evaluation using quality indicators](#) (HMIE Services for Child Unit: 2005)
- [How good are we now? How well do we protect children and meet their needs? How good can we be?](#) (HMIE Services for Child Unit: 2009)
- [Audit and Analysis of Significant Case Reviews](#) (Sharon Vincent: 2012)
- [National Guidance for Child Protection in Scotland 2014](#) (Scottish Government: 2014)
- [How well are we improving the lives of children and young people? A guide to evaluating services using quality indicators](#) (Care Inspectorate: 2014)
- [National Guidance for Child Protection Committees: Conducting a Significant Case Review](#) (Scottish Government: 2015)
- [Code of Practice for the Review of Significant Case Reviews of children and young people in Scotland](#) (Care Inspectorate: 2015)
- [Protecting Scotland's Children and Young People: It is Still Everyone's Job](#) (Dyer: 2017)
- [Child Protection Improvement Programme Report](#) (Scottish Government: 2017)

5. Local Working Arrangements

Role of the CPC and Chief Officers Group

The CPC is responsible for recommending to the Chief Officers Group, whether or not, after their initial investigations, a particular case should proceed to a Significant Case Review (SCR), hereinafter referred to as SCR.

In all such cases, where the CPC determines that a particular case should proceed to an SCR, it will, in terms of its governance, reporting and accountability arrangements refer that determination to the Chief Officers Group for their consideration and final approval.

The Chief Officers Group will have overall responsibility for SCRs and will determine the methodological approach e.g. systems approach; root cause analysis; SCIE learning together model; and the final SCR reporting arrangements.

The CPC will consider *any* request for a case review from any practitioner, service or agency and this Joint Protocol establishes the local working arrangements for the handling and management of such requests. There is an assumption that the CPC will consider any such case brought to its attention.

6. Significant Case Reviews (SCRs)

What is an SCR?

[Page 4 of the national SCR guidance defines an SCR as](#) "a multi-agency process for establishing the facts of, and learning lessons from a, situation where a child has died or been significantly harmed. SCRs should be seen in the context of a culture of continuous improvement and should focus on learning and reflection on day-to-day practices, and the systems within which those practices operate".

What are the Objectives and Purpose of an SCR?

[Page 5 of the national SCR guidance describes the overarching objectives of SCRs](#) and [Page 13 of the national SCR guidance describes the purpose of an SCR](#). This Joint Protocol has been developed within that context.

What is the definition of a Child?

A child (or young person) is generally a person under the age of 18, but a comprehensive definition is provided in the [National Guidance for Child Protection in Scotland 2014](#).

What is the criteria for establishing whether a case is significant?

[Page 8 of the national SCR guidance defines the criteria](#) for establishing whether a case is significant. The criteria is very clear and precise. A significant case need not be about just one significant incident. In some cases, for example, neglect, concerns may be cumulative.

7. Criteria (Full Extract)

When a child dies and the incident or accumulation of incidents (a case) gives rise to significant/serious concerns about professional and/or service involvement or lack of involvement, and **one or more of the following apply:**

- *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 Child Protection Committee 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;*
- *At the time of their death the child was looked after by, or was receiving aftercare or continuing care from, the local authority.*

When a child has not died but has sustained **significant** harm or risk of significant harm as defined in the National Guidance for Child Protection Scotland 2014, **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, and the relevant Child Protection Committee determines that there may be learning to be gained through conducting a Significant Case Review.

8. Initial Case Reviews (ICRs)

An Initial Case Review (ICR) is the first stage in determining whether a case referred to the CPC should proceed onto a Significant Case Review (SCR).

[Pages 9 to 11 of the national SCR guidance describe the ICR process](#) in considerable detail and [Page 12 of the national SCR guidance provides a very useful ICR process flowchart](#).

Local Processes

In terms of this Joint Protocol, these national processes have been adopted and will be followed in full.

- **Appendix I** Process for Handling / Timescales for ICRs / SCRs;
- **Appendix II** Useful Flowchart for Handling / Timescales for ICRs / SCRs;
- **Appendix III** Initial Notification / Request Form for ICR / SCRs;
- **Appendix IV** Initial Service / Agency Report following Notification of an ICR / SCR;
- **Appendix V** Single Service / Agency Chronology Template following Notification of an ICR / SCR; and
- **Appendix VI** SCR Report Template.

In some cases, it may not be immediately apparent that a case is significant and / or meets the previously mentioned criteria.

In these circumstances, the ICR process provides an opportunity for the CPC to consider relevant information; determine a course of action and recommend to the Chief Officers Group whether an SCR or other response is required.

An ICR will not be accelerated beyond what is considered proportionate; taking account of the severity and complexity of the case.

The ICR process does not prevent services or agencies taking whatever urgent action is necessary to protect any child or young person who may be at risk.

9. CPC Case Review Working Group

The CPC has established a multi-agency CPC Case Review Working Group.

Membership

Membership of this Group will comprise (as a minimum) of key members from the CPC as follows:

1. Perth and Kinross Council - Education and Children's Services, Services for Children, Young People and Families - Service Manager, Child Protection;
2. Perth and Kinross Council, Education and Children's Services, Education Services - Inclusion Service Manager / Educational Psychology Service;
3. NHS Tayside - Consultant Paediatrician;
4. NHS Tayside - Lead Nurse, Child Protection;
5. Police Scotland, Public Protection Unit (PPU) - Detective Inspector;
6. Scottish Children's Reporter Administration (SCRA) - Locality Reporter Manager;
7. Third Sector Provider Agency - Senior Manager; and
8. Perth and Kinross Child Protection Inter-Agency Coordinator.

Membership of this Group will be kept under constant review and other members may be appointed as and when considered necessary. For example, additional members can be co-opted / included in relation to any specific practice / agency issues.

10. Purpose and Terms of Reference

Purpose

The *purpose* of the CPC Case Review Working Group is to receive and initially consider, on behalf of the CPC, all cases referred to it as potential ICRs and / or SCRs and has delegated authority from the CPC to:

- accept all initial case notifications;
- consider all relevant information;
- seek any further information;
- consider all known circumstances;
- determine an agreed course of action; and
- recommend to the CPC whether an SCR or other response is required.

It will be for the CPC to agree and / or disagree with such a determination and / or recommendation, which in every case will be referred to the Chief Officers Group for their final approval.

Terms of Reference

The following are the dynamic / generic *Terms of Reference* for the CPC Case Review Working Group:

- The Group will be known as the Perth and Kinross CPC Multi-Agency Case Review Working Group;
- The Group will be mandated by the CPC to fulfil the purpose specified above;
- The Group will be responsible to, and will report back to, the CPC on its work;
- The Group will meet and / or convene as and when required and will not be standing CPC Working Group;
- The Group membership will be kept under constant review and other members may be appointed to the Group as and when required. For example, additional members can be co-opted / included in relation to any specific practice / agency issues;
- The Group will appoint / elect from its membership, a Chair for each ICR / SCR. This will be a dynamic process, will take account of the referring service or agency and will ensure transparency and objectivity. The Group will also appoint a Vice-Chair and these appointments will be approved by the CPC and the Chief Officers Group;
- The Group will work within the confines of this Joint Protocol and the [National Guidance for Child Protection Committees: Conducting a Significant Case Review](#) (Scottish Government: 2015);
- The Group members will work collaboratively with each other and will be the strategic representative and single-point-of-contact for their service / agency;
- The Group members must have delegated authority to represent their service / agency; must be able to make decisions on behalf of their service / agency and must understand their role, remit and responsibilities as Group members;
- The Group members will be provided with the necessary training, if required;
- The Group will ensure all decision-making is recorded; this will include unanimous and majority decision making; dissent will be similarly recorded;
- The Group work will be confidential and all members must ensure they have a high awareness of this requirement;
- The Group members will, individually and collectively, provide mutual / peer support to each and will support and constructively challenge each other as and when necessary;
- The Group will be provided with administrative support and all meetings will be minuted;
- The Group work will not necessarily end after an ICR determination. Where an SCR is recommended to the CPC and approved by the Chief Officers Group, the Group will support any Independent Reviewer (either internal or external);
- In these circumstances, the Group will meet as and when required; will provide whatever support the Reviewer may need and will validate the SCR Report in terms of accuracy and findings;

- In these circumstances the Group will be responsible for sourcing case files; other documents and facilitating contacts and interviews with their service / agency colleagues;
- The Group will be responsible for identifying good single and multi-agency practice and where single and multi-agency practice can be improved upon;
- The Group members will also be responsible for identifying key learning points from these investigations for inclusion in any single service / agency improvement plans and in any multi-agency improvement plans;
- The Group will support the CPC in the dissemination of any findings, learning points and / or improvement plans which they will cascade widely within and across their respective service / agency to promote improved practice; and
- The Group will also endorse and approve any SCR Report prior to submission to the CPC and / or Chief Officers Group.

11. Involvement and Support for Children and Family Members

In keeping with the [National Guidance for Child Protection Committees: Conducting a Significant Case Review](#) (Scottish Government: 2015), this Joint Protocol recognises the need to involve and support children and families in any review process.

This will be considered carefully within every ICR and SCR by the CPC and the CPC Case Review Group and will take account of all the considerations specified on [Pages 21 to 22 of the National Guidance for Child Protection Committees: Conducting a Significant Case Review](#).

12. Support for Staff Involved in a Review

In keeping with the [National Guidance for Child Protection Committees: Conducting a Significant Case Review](#) (Scottish Government: 2015), this Joint Protocol recognises the need to support staff who may be involved in any review process. Staff involved need to feel informed and supported by their Line Managers / Supervisors throughout to be able to contribute fully and to assist the identification of both individual, team and corporate learning

All services / agencies should have in place their own procedures for supporting staff, but the following should always be considered:

- the health and wellbeing of staff involved;
- provision of welfare or counselling support;
- open, transparent and timely communication;
- access to legal / professional guidance and support; and
- time to prepare for interviews and for follow up.

The CPC Case Review Group will ensure that staff involved in any Review will be given a copy of this Joint Protocol and [National Guidance for Child Protection Committees: Conducting a Significant Case Review](#) (Scottish Government: 2015).

The CPC and the CPC Case Review Group will also consider what mechanism will be used to enable contributors to check the accuracy of what is recorded as it is drafted for any

Interim and / or Final Review Report. When the Review is complete, staff involved in the case will be debriefed before any Review Report and / or Findings are published.

13. Reporting Arrangements

All ICR Reports will be the property of the CPC. All SCR Reports will be the property of the Chief Officers Group.

Both ICR and SCR Reports will be checked and validated by the CPC Case Review Working Group for accuracy.

The CPC will approve and endorse all ICR and SCR Reports (timeously and within 3 months of completion) and these will be submitted to the next meeting of the Chief Officers Group for their final approval.

The Chief Officers Group will determine the publication and dissemination strategy for all SCR Reports.

The Chair of the CPC will comply with the existing [Code of Practice for the Review of Significant Case Reviews of children and young people in Scotland](#) (Care Inspectorate: 2015) and any emerging requirements from CPIP and will ensure that all ICR and SCR Notifications and Reports are provided to the Care Inspectorate timeously.

14. Appendices

Appendix I: Process for Handling / Timescales for ICRs / SCRs;

Appendix II: Useful Flowchart for Handling / Timescales for ICRs / SCRs

Appendix III: Initial Notification / Request Form for ICR / SCRs

Appendix IV: Initial Service / Agency Report following Notification of an ICR / SCR

Appendix V: Single Service / Agency Chronology Template following Notification of an ICR / SCR

Appendix VI: SCR Report Template.

Perth and Kinross Initial Case Review (ICR)¹

Summary of the ICR Process

Step 1: Potential Significant Case notified to CPC as soon as practicable after the event or when a series of events suggests an SCR may be appropriate.

The **Initial Case Review Notification Form (Appendix III)** should be used; This includes:

- a statement about the current position of the child, and, if they are alive, what actions have been or will be taken on their behalf;
- a brief description of the case and the basis for referral;
- any other formal proceedings underway;
- a summary of agency/professional involvement; and
- lead contacts for each agency.

When complete, the **Initial Case Review Notification Form (Appendix III)** should be passed to the **CPC** via the **Child Protection Inter-Agency Coordinator** who notifies all services / agencies or individuals involved with the child using the **ICR Report Template (Appendix IV)**.

Step 2: Service / Agencies gather information and submit the ICR Report Template (Appendix IV) and any other relevant documents to the CPC via the Child Protection Inter-Agency Coordinator as soon as possible but no longer than 14 calendar days. This information will be passed to the **Chair of the CPC** and the **CPC Case Review Working Group**. The information gathering process should include:

- a summary of involvement including background;
- an outline of known key issues;
- any identified elements of emerging practice;
- any identified areas for improvement;
- any particular sensitivities (for example, from the Crown Office and Procurator Fiscal Service (COPFS), Police, Scottish Children's Reporter Administration (SCRA) or any other agency, about cases where there are ongoing, or likely to be, criminal proceedings, Fatal Accident Inquiry (FAI), Sudden Unexpected Death in Infancy Review (SUDI), Scottish Children's Reporter Administration (SCRA) or disciplinary proceedings).

If services / agencies cannot reasonably complete **ICR Report Template (Appendix IV)** for the **CPC** within the suggested times, the reasons for this should be recorded.

Step 3: The CPC Case Review Working Group meets to consider the information contained within the ICR Report Templates (Appendix IV) as soon as possible. Within 28 days of the ICR being agreed, the **CPC Case Review Working Group**, convenes to consider service / agency information. Having a considered chronology (**ICR Chronology Template V**) and a timeline for this stage can help with decision making and identifying information gaps. The output of the meeting will be

¹ Extracted from: [National Guidance for Child Protection Committees: Conducting a Significant Case Review - Page 7](#) (Scottish Government: 2015).

either:

- further information required to enable a recommendation – set timescale for completion and supplementary meeting; or
- sufficient information available to enable recommendation to progress to SCR or not (recording rationale).

Step 4: CPC Case Review Working Group decide whether or not to recommend proceeding to a Significant Case Review (SCR):

- an SCR should only be undertaken when the criteria are met; where there is potential for significant corporate learning; and where an SCR is in the public interest and in the best interests of children and young people and their family. If there is no clear consensus within the **CPC Case Review Working Group** as to whether or not to progress to an SCR, the final decision rests with the **CPC**.
- the **CPC** may decide that no SCR is needed but follow-up action by one or more agencies is required. This may be the case if, for example, there has been a misunderstanding of guidance, or if local protocols need to be reinforced. The **CPC** may want to draw appropriate guidance to staff's attention or review training or protocols on a particular theme. They may also decide to initiate local action to rectify an immediate issue or to undertake single agency action. Follow-up action should be agreed and scheduled into the **CPC's** future work programme.
- where the **CPC Case Review Working Group** and **CPC** is satisfied there are no concerns and there is no scope for significant corporate / multi-agency learning or it is clear that appropriate action has already been taken they may decide to take no further action.

Step 5: Ratification of Decision

The **CPC Case Review Working Group** should report the outcome of the ICR to the **CPC** using the agreed format and including a recommendation about the need to conduct a Significant Case Review. The **CPC** will consider the report and the recommendation about the need for a Significant Case Review and decide whether to support the recommendation. Thereafter the report and recommendation of **CPC** will be presented to the **Chief Officers Group** for their decision.

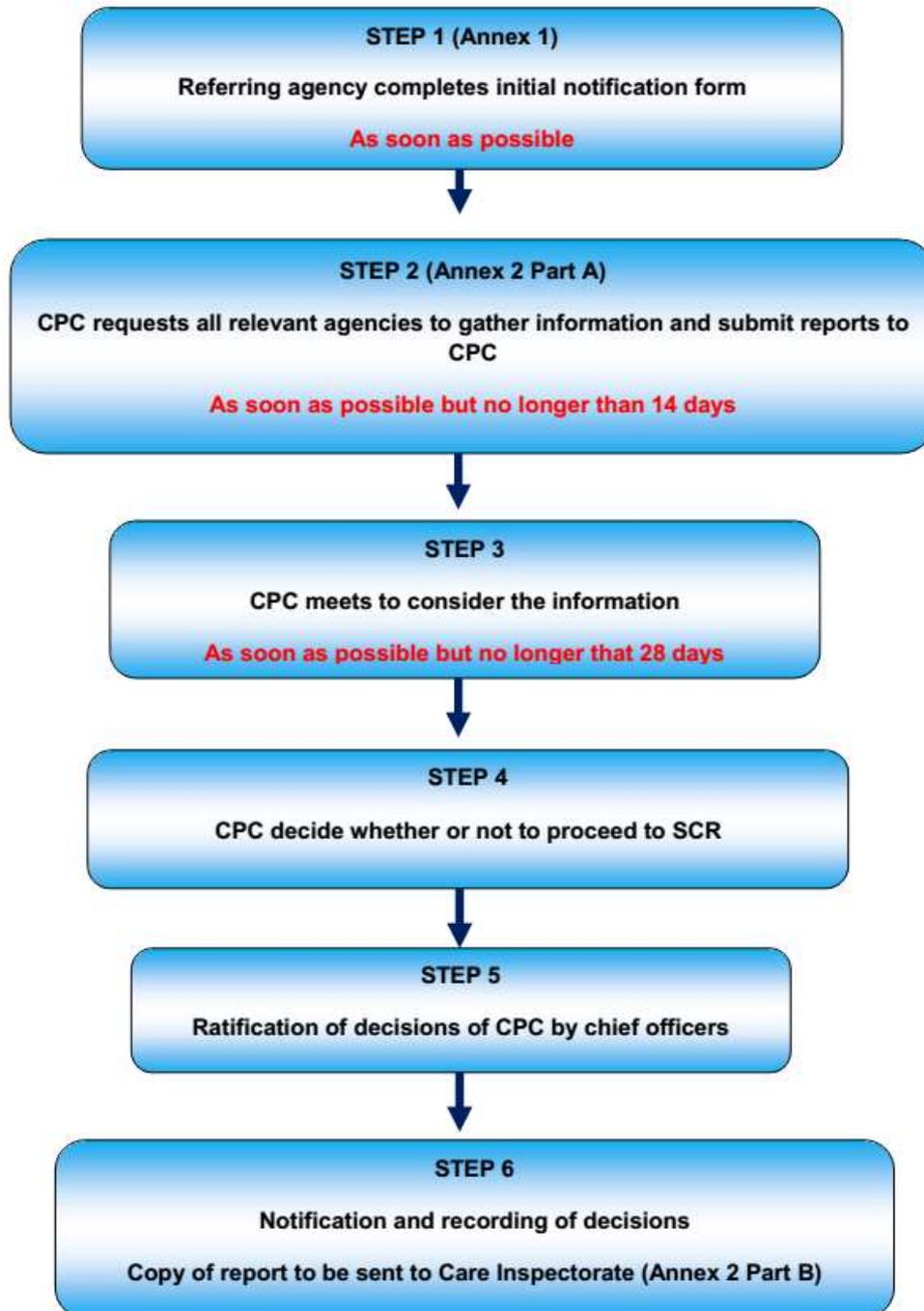
Step 6: Notification and Recording of Decisions

All decisions (including no further action) and the reasons for these decisions should be recorded by the **CPC** in a report, using the headings specified in Annex 2: Part B of the National Guidance for Child Protection Committees: Conducting a Significant Case Review - Page 7 (Scottish Government: 2015).

The **CPC** should maintain a register of all potentially significant cases referred to it. This allows for evidencing the decisions made; monitoring the progress of the reviews; monitoring and reviewing the implementation of recommendations; and identifying contextual trends (such as prevalence of substance misuse).

A written record of the decision (Annex 2: Part B) will be sent to all services / agencies directly involved with the child and recorded in the child's case files and the case files of relevant adults. If a decision is made to proceed to an SCR, the **CPC** will advise the child / young person and / or family / carers of the **CPC's** intentions.

Notification will also be sent to the **Care Inspectorate**, using Annex 2: Part B and, if appropriate, for parallel processes to other relevant parties (for example, Crown Office and Procurator Fiscal Service (COPFS)). The **Care Inspectorate's** role is to collate information about the relationship between initial case reviews and significant case reviews, in order to understand more about the rationales being applied across the country in determining whether SCRs are carried out.

Case Review Flowchart²

² Extracted from: [National Guidance for Child Protection Committees: Conducting a Significant Case Review - Page 7](#) (Scottish Government: 2015)



Perth & Kinross Child Protection Committee Initial Case Review Notification



The Reporting Officer within any service / agency should complete this Initial Case Review Notification and send it electronically by e-mail to the CPC Lead Officer as soon as possible and in any case within 10 working dates of first informing the CPC Lead Officer.

The Reporting Officer should also alert other services / agencies / practitioners who are involved with the child that they are reporting the case as a potential SCR to Perth & Kinross CPC as soon as possible. This alert to other services / agencies / practitioners can be by telephone or e-mail.

These other services/agencies should in turn use this Initial Case Review Notification Report to submit their own reports to the CPC Lead Officer as soon as possible and in any case within 10 working days.

All Initial Case Review Notification Reports received by the CPC Lead Officer will be acknowledged.

Personal Details

Child's Name				Child's Identifier			
<input type="text"/>				<input type="text"/>			
Child's Date of Birth:				Gender			
DD	<input type="text"/>	MM	<input type="text"/>	YYYY	<input type="text"/>	M	<input type="text"/>
						F	<input type="text"/>
Child's Home Address							
<input type="text"/>							
Child's Current Residence (if different from above)							
<input type="text"/>							
Child's Sibling - 1							
Name				Identifier			
<input type="text"/>				<input type="text"/>			
Date of Birth:				Gender			
DD	<input type="text"/>	MM	<input type="text"/>	YYYY	<input type="text"/>	M	<input type="text"/>
						F	<input type="text"/>

Address (if different)

Child's Sibling - 2

Name

Identifier

Date of Birth:

Gender

DD MM YYYY

M

F

Address (if different)

Child's Sibling – 3

Name

Identifier

Date of Birth:

Gender

DD MM YYYY

M

F

Address (if different)

Name of Child's Parents/Carers:

Parent/Carer 1

Parent/Carer 2

Address (if different to child's)

Case Details

Grounds on which the criteria for an SCR may have been met

Are there any immediate concerns? If so what are these and have these been passed to the relevant agency for consideration / action

Are there any general concerns? If so what are these and have these been passed to the relevant agency / service for consideration

Summary of the Case

Name of Service / Agency / Professionals involved with the Child

Any other Statutory Proceedings underway (including LAC status and CP Registration)

Please specify exactly the nature of the concern

Tracking (reporting officer to complete Q 1 - 5)

No	Task	Details
1	Reporting Officer Completing this Form	
2	Date of Completion	
3	Service/Agency	
4	Service/Agency Lead for Child Protection	
5	Date Sent to CPC Lead Officer	
6	Date Received by CPC Lead Officer	
7	Date sent to CPC Chair	
8	CPC Case Review Working Group Decision	
9	Date of Decision	
10	Outcome and Disposal by CPC	
11	Action Register Created (Yes/No)	
12	SCR Completion Date	



Perth & Kinross Child Protection Committee



Initial Case Review Report

The Service / Agency should complete this Initial Case Review Report and send it electronically by e-mail to the CPC Lead Officer as soon as possible and in any case within 10 working dates of receiving the report request.

This report should contain relevant information pertaining to the service / agencies contact / interaction with the subject or person. Each service / agency will submit details of their own involvement with the subject or person.

All Initial Case Review Reports received by the CPC Lead Officer will be acknowledged.

Tracking

Date circulated to Service / Agency Leads:

Date to be completed / returned:

Date returned to CPC Lead Officer:

Author:

Service / Agency:

Personal Details

Child's Name			Child's Identifier		
<input type="text"/>			<input type="text"/>		
Child's Date of Birth:			Gender		
DD	<input type="text"/>	MM	<input type="text"/>	YYYY	<input type="text"/>
				M	<input type="text"/>
				F	<input type="text"/>
Child's Name Currently on CP Register?			Y	<input type="text"/>	N
Child's Name Previously on CP Register?			Y	<input type="text"/>	N
Any of the Child's siblings been on the CP Register?			Y	<input type="text"/>	N
Child's Home Address					

Child's Current Residence (if different from above)

Child's Sibling - 1

Name

Identifier

Date of Birth:

Gender

DD MM YYYY

M F

Address (if different)

Child's Sibling - 2

Name

Identifier

Date of Birth:

Gender

DD MM YYYY

M F

Address (if different)

Child's Sibling - 3

Name

Identifier

Date of Birth:

Gender

DD MM YYYY

M F

Address (if different)

Name of Child's Parents/Carers:

Parent/Carer 1

Parent/Carer 2

Address (if different to child's)

Case Details

Summary of Involvement

Background (include relevant issues e.g. health, disability, cultural, religious, sexual orientation, LAC status & history, CP Registration & history, education history)

Outline of key issues including:-

- **Strategies and action to minimise harm**

- **Information Sharing**

- **Recognising and assessing risks**

- **Recognising and assessing needs**

- **Effectiveness of Care Planning**

- **Record Keeping**

Details of Reports Referenced

Report Name	Date

Staff involved in the Case

Name	Designation	Agency

Practice Issues (including areas for Improvement / Case Sensitivities)

Conclusion

Please return completed Report to -

Perth & Kinross CPC Lead Officer – childprotectioncommittee@pkc.gov.uk

Single Agency Chronology

Date or Period of Event	Significant Event	Source	Impact (Either Positive or Negative)	Action Taken to Mitigate Adverse Impact on Child	Entered By Name & Agency	Date of Entry
<p>The date or period each significant concern, event or incident occurred should be recorded here</p>	<p>A brief description of the significant concern, event or incident should be recorded here. Children, young people and their families will see this information. Language should be in plain English and non-judgemental. Information should be clear; factual; accurate; current; evidence based; succinct and concise to support good decision-making.</p> <p>A significant event may include (see full Guidance):</p> <ol style="list-style-type: none"> 1. Significant changes in the child or young person’s wellbeing (SHANARRI) 2. Significant changes in the parent or carer’s wellbeing, which impacts on the child or young person 3. Significant changes in the family structure e.g. housing; unemployment; separation; divorce; bereavement; birth of a sibling; new partner; presence of a significant adult 4. Significant changes in the child or young person's child protection status or legal status or referral to SCRA 5. Events including e.g. missed appointments; absences from school; exclusion from school; involvement in offending; bad associations; running away / missing 6. Frequency of child concern reports; referrals; investigations; case conferences; registrations 7. Frequent changes in professional staff or services / agencies accessed by the child, young person or family 	<p>The source of the significant concern, event or incident should be recorded here i.e. who and what practitioner, service or agency</p>	<p>Where known, the impact on the child or young person should be recorded here Record whether the significant concern, event or incident had a positive or negative impact on the child or young person. If unknown, say so The impact on the child or young person may become clearer over time and may also change</p>	<p>Professional action or response taken to mitigate any adverse impact on the child from each significant concern, event or incident should be recorded here</p> <p>This should include single practitioner, service / agency response and multi-agency responses If no action taken, specify why not</p>	<p>The name of the practitioner and their service / agency making the entry should be recorded here</p>	<p>The date on which the entry is made should be recorded here as soon as possible after the significant concern; event or incident has been identified. Also acknowledge any retrospective reporting</p>

Date or Period of Event	Significant Event	Source	Impact (Either Positive or Negative)	Action Taken to Mitigate Adverse Impact on Child	Entered By Name & Agency	Date of Entry

Exemplar SCR Template

This Template is an Extract from the [National Guidance for Child Protection Committees: Conducting a Significant Case Review](#) (Scottish Government: 2015)

Core Data – Child	
Child’s Identifier	
Age of Child	
Gender	
Sexual Orientation	
Disability	
Health Needs (including mental health and / or learning difficulties)	
Education	
Living circumstances prior to Incident	
Position in Family / Number of Siblings	
Ethnicity	
Religion	
Nature of Injury / Cause of Death	
Legal Status of Child	
CP Registration	
Agencies / Services Involved	
Parent / Carer Factors	
Age	
Mental Health Issues	
Disability	
Health Needs (including mental health and/or learning difficulties)	
Substance Use (if applicable)	
Convictions (if applicable)	
Problems in Childhood (if applicable)	
Domestic Abuse (if applicable)	

Add antisocial Behaviour (if applicable)	
Ethnicity	
Religion	
Marital / Relationship status e.g. co-habitation	
Living Circumstances	
Agencies / Services Involved	
Environmental Factors	
Financial Problems	
Housing	
Support from Extended Family/ Community	
Other relevant factors	

Introduction

This should include the circumstances that led to the review, the purpose and focus of the review, the periods considered and agencies involved, the extent of the family's / carers' involvement. Note how long the report has taken and reasons for any delays.

The Facts

This should include the family background and circumstances, including agency involvement. A chronology of significant events, (which should also include when the child was seen and by whom and whether the child's views were sought) should also be included. Where appropriate, the chronology may be presented in a number of distinct phases and should be supplemented by a written account of what happened during each phase. A genogram may be a useful format to map out key relevant person, and families. In the reviewing of the case, a full chronology will be required but for the purpose of the report, the primary aim at this stage is to highlight areas of practice or events that are considered by the review to be particularly relevant, not to provide an overly detailed account of events. As such the full chronology should not be included within the body of the report. Details of all significant adults in the child's life should also be included.

Analysis

This section should critically assess the key circumstances of the case, the interventions offered, decisions made etc. For example, were the responses

appropriate, were key decisions justifiable, was the relevant information sought or considered, were there early, effective and appropriate interventions? Where the family and child's circumstances sufficiently assessed? It should always be remembered that the review is taking place with the benefit of hindsight and the analysis should consider the actions of services within the context of the circumstances of the time.

Key Issues

Following on from the analysis and depending on the circumstances of the case, the review should clearly identify the key areas that impacted on the child and agency responses and then explore these further to understand how they came about. This section should assist readers to understand the "why" of what happened and a level of root cause analysis should be applied. It would be helpful to explore key areas within a framework of cause and effect factors – for example, resourcing, organisational culture, training, policies etc.

Learning Points

This section should highlight the key learning points from the review – again the focus here should not be on 'what happened', but the reasons why it happened as it will be these areas that services and organisations can actively take forward and address. This section should also actively address strengths and good practice identified as well as the learning that has taken place since the case, any changes in practice and policy that have been implemented and the outcome of changes.

Recommendations

These should be SMART: **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imed

Executive Summary

This report should provide a brief, anonymised account of the circumstances of the case and agency involvement. Chronologies should not be included. Analysis of the key events has to be sufficient to allow a context for the identification of the key issues and learning points but a balance has to be struck to ensure confidentiality issues are respected. The Learning Points, recommendations and action points should be replicated in full.

Appendices

- Review Team Membership
- Remit
- Chronology of Key Significant Events
- Inventory of Records accessed and documents reviewed
- People Interviewed