

**Case Review Sub-Group**

**Terms of Reference May 2024**

**Purpose**

This group will enable the Bradford District Safeguarding Children Partnership (BDSCP) to meet the duty set out in ‘Working Together to Safeguard Children’ (2023) to make arrangements for identifying and overseeing the review of serious child safeguarding cases which raise issues of importance in relation to the local area, and to liaise with the national panel.

The group will also consider cases which may not meet the definition above, but which are referred as being useful for learning and practice development. These may include ‘near miss’ situations or examples of good practice.

**Remit**

1. Agree the local process for multi-agency notification of serious child safeguarding cases and other cases for learning.
2. Ensure that pertinent information about incidents is shared, to support the decision-making of the local authority around notification to the national panel.
3. Agree and oversee the process of rapid review.
4. Make recommendations to the BDSCP about whether a Local Child Safeguarding Practice Review (LCSPR) or some other form of review should be undertaken.
5. Agree and oversee the process of commissioning authors for reviews, in line with locally agreed criteria, including arrangements for learning events and reports for publication.
6. Monitor and evaluate progress of multi-agency and single-agency action plans in response to LCSPRs and other reviews. Ensure compliance is achieved.
7. Work closely with the Learning and Improvement sub-group, to ensure that lessons learned from local and national reviews are disseminated to relevant staff in all local organisations.
8. Work closely with the Safeguarding and Professional Practice sub-group to request any necessary review or development of policy identified during reviews.
9. Work closely with the Performance Management, Audit and Evaluation sub-group to ensure that additional multi-agency audits are carried out to provide assurance that changes to practice have been embedded.
10. Provide assurance to the BDSCP SLG about progress on single- and multi-agency action plans and recommend to the partnership when a review can be signed off as being completed.
11. Liaise with other bodies as and when necessary or advisable, including:
    1. Other Local Authority areas when reviews have cross-border aspects.
    2. The Bradford Safeguarding Adults Board when reviews have implications for adult safeguarding.
    3. The Bradford Domestic and Sexual Violence Board when reviews have issues of domestic abuse.
12. Review its own processes, practices, and terms of reference, thereby ensuring continuous quality improvement.

**Accountability**

The Case Review Subgroup is accountable to the BDSCP SLG via the Operational Delivery Subgroup. The Subgroup will raise with the partnership any issues that need resolution beyond the remit of its members.

**Membership**

The agencies forming the core membership of the Group are:

* West Yorkshire Police
* Bradford Children and Families Trust (BCFT)
* NHS West Yorkshire Integrated Care Board (ICB)
* Bradford Teaching Hospital Foundation trust
* Airedale NHS Foundation Trust
* Bradford District Care Foundation Trust
* BDMC Legal Services
* Partnership Business Unit Training Coordinator
* Partnership Business Unit Manager / Deputy Manager
* Partnership Business Unit Performance, Intelligence and QA Manager
* CBMDC Children’s Services
* CBMDC Education Safeguarding Team
* Youth Justice Service
* Voluntary Sector
* Chair of Learning and Improvement subgroup.

Deputies

In exceptional circumstances, where a member is unable to attend, another appropriate person may attend in their stead. The Vice-chair may deputise for the Chair.

The Group may co-opt additional, or specialist members as required for the purposes of particular cases.

**Operational arrangements**

The Group will select its own chair and deputy chair.

Meetings will be required to be quorate for decision making around cases referred for SCR, this will require the attendance of ICB, BCFT, CBMDC Children Services and Police.

Standing meetings of this Subgroup will be held bi-monthly and additionally as required.

Administrative support will be provided by the Safeguarding Partnership. Agendas and associated papers will be circulated at least 7 days in advance of the meeting.

**Voice of the child**

Bradford Safeguarding Partnership is committed to listening to the views of children and young people who use services and benefit from our protocols. We will involve them wherever possible in reviews identifying needs and in planning, developing and improving policy and training.

**Reporting and Governance Arrangements**

Through its chair the Subgroup will:

* Provide a highlight report to each (quarterly) meeting of the BDSCP SLG
* Review the business/work plan annually.
* Produce an annual report which will be incorporated into the BDSCP Annual Report
* Review the Terms of Reference every 3 years (unless appropriate do sooner) and propose amendments to the partnership.

**Dispute**

In the event of a dispute or conflict of interest arising between agencies across or within groups, which cannot be resolved, the Chair will draw this to the attention of the Chair of the Senior Leadership Group of the BDSCP.

**Date agreed: 16th May 2024**

**Date to be reviewed: May 2026**