**Serious Incident Notification and Rapid Review Flowchart and Timescales**

**Before a SIN referral is submitted, advice must be sought from one of the Executive Partner representatives;**

*-Designated Nurse Safeguarding Children and Cared For Children (NHS Greater Manchester Integrated Care)*

*-Head of Safeguarding Unit & Quality Assurance (Safeguarding Children Unit)*

GMP do not have to seek advice on potential referrals as they are sent directly from the Serious Case Review Unit.

[**Working Together to Safeguard Children**](file:///\\r1p-fps01.rochdale.local\home$\hayeslauren\My%20Documents\laurens%20documents\Working_together_to_safeguard_children_inter_agency_guidance.pdf)

**Day 1** - RBSCP to write to referrer regarding the implementation of the Rapid Review Process.

**DAY 1 –** Once the SIN notification information has been sent to national panel from RBC Children’s Services, the RBSCP will commence the Rapid Review process in accordance with National Panel’s timescales.

**Serious Incident Notification**  
The LA must notify National Panel if a child has been seriously harmed or died and abuse/neglect is known or suspected. Notification must be made within **5 working days** of becoming aware of the incident.

The Rapid review process (timings) will not start until the SIN has been completed.

**Yes**

**Not met**

**NEXT STEPS COULD BE**:

1. No further action as any relevant learning has been identified by the Rapid Review.
2. Local Safeguarding Child Practice Review – LSCPR process by RBSCP
3. A National Review – the National Panel may determine they wish to review and RBSCP team will support national reviewers to organise local input

**DAY 15 -** Rapid Review Case Discussion Tool submitted to national panel -[**Mailbox.NationalReviewPanel@education.gov.uk**](mailto:Mailbox.NationalReviewPanel@education.gov.uk)

**DAY 13 -** Rapid Review Case Discussion Tool draft circulated for comment with deadline for return on day 14.

**DAY 10 - Rapid Review meeting held**. Panel makes decision regarding CSPR criteria and next steps.

**DAY 8 -** RBSCP Business Manager & unit will review summaries submitted and circulate the combined returns to the Rapid Review Panel.

**DAY 7 -** Relevant agencies return information template for Rapid Review Panel

**DAY 2 –** RBSCP Business Support sends information request to relevant agencies with a deadline for return of day 7.

**No Further Action**

Respond to referrer with decision

**Day 0** - Serious Incident Notification meeting to consider criteria for SIN and wither to proceed, to a notification being made. If a SIN is agreed, this is the responsibility of Children’s Social Care. All 3 Executive Strategic Partners must be represented at the SIN discussion but this is chaired and lead by the Children’s Social Care representative.

**Day 0 –** Referral sent toNominated Deputies and Executive Strategic Partners of RBSCP

**DAY 0** - Agency submits **SIN** Form via e-mail to [**RBSB.admin@rochdale.gov.uk**](mailto:RBSB.admin@rochdale.gov.uk)