



**LOCAL OPERATING PROCEDURE
FOR
INITIAL CASE REVIEWS (ICR) AND
SIGNIFICANT CASE REVIEWS (SCR)**

DOCUMENT CONTROL

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ABBREVIATIONS	
COG	Chief Officers Group
CPC	Child Protection Committee
CPR	Child Protection Register
ICR	Initial Case Review
PF	Procurator Fiscal
SCR	Significant Case Review
SCRA	Scottish Children's Reporter Administration

Introduction

The [National Guidance for Child Protection Committees Conducting a Significant Case Review; 2015](#) has been adopted by the Aberdeen City Child Protection Committee. A Significant Case Review Sub Committee has the delegated authority of the Child Protection Committee to refer Significant Case Reviews to the Aberdeen City Chief Officers Group for ratification.

In Scotland, Significant Case Reviews examine the circumstances and context of a child being harmed or killed, to evaluate the nature and quality of professional contact, if any, with the child, to identify any system failures which may impact on other children, and to learn from the incident, any specific lessons which will strengthen child protection systems, locally and nationally.

Significant Case Reviews 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.

Any agency can ask for a case to be considered for a review by the Aberdeen City Child Protection Committee. Families cannot ask for a review but can raise their concerns through the normal complaints procedures of the relevant agency.

This local operating procedure for initial and significant case reviews has been developed in accordance with the National Guidance principles.

For the purposes of this procedure 'Significant Case Review' is abbreviated to 'SCR' and 'Initial Case Review' to 'ICR'.

Significant Case Review Sub Committee

Terms of Reference

The Significant Case Review Sub Committee is accountable to the Aberdeen City Child Protection Committee, which in turn is accountable to the Aberdeen City Chief Officers Group. The SCR Sub Committee will ensure that the ICR and SCR procedures are fit for purpose and that they are readily available for professionals; that there is consistency of approach to all ICR and SCRs; and that learning from SCRs is widely disseminated.

The SCR Sub Committee will meet at least twice per annum and when required by ICRs and SCRs.

Membership

Core membership will consist of:

- Child Protection Programme Development Manager
- Lead Service Manager, Children's Social Work, Aberdeen City Council
- DCI, or equivalent, from Police Scotland
- Service Manager, or equivalent, from Education Services, Aberdeen City Council
- Child Protection Nurse Consultant, or equivalent, NHS Grampian,
- Assistant Director, or equivalent, Third Sector Organisation
- Multi-Agency Child Protection Learning and Development Co-ordinator
- Area Reporter Manager, or Senior Reporter, SCRA

Core members will nominate a suitable deputy to cover absences.

Core members can co-opt other members for the purpose of an SCR or other review.

The SCR Sub Committee will be chaired by all partners on an annual rotation with administrative support for the Sub Committee meetings being provided by the chair.

Reporting

The SCR Sub Committee will report as appropriate and at least annually to the Child Protection Committee and Chief Officers Group.

Remit

The SCR Sub Committee will:

- Identify the SCR Co-ordinator
- Receive referrals and initiate ICRs
- Determine whether they proceed to a SCR
- Refer the decision to Aberdeen City Chief Officers Group for ratification and simultaneously inform the Child Protection Committee
- Identify methodology/mechanisms for progressing each SCR
- Notify the Care Inspectorate
- Oversee the conduct of each SCR
- Consider and quality assure the report on the SCR
- Report on the SCR to Aberdeen City Chief Officers Group, Child Protection Committee and the Care Inspectorate
- Oversee any action plan(s) that follow an SCR
- Ensure actions are implemented by single or multi-agency partners
- Maintain the SCR Register.

In relation to SCRs conducted by other CPCs, the SCR Sub Committee will:

- Consider the findings or recommendations of such an SCR
- Ensure these are shared with the CPC
- Ensure any learning is applied locally, where appropriate

Aberdeen City Initial Case Reviews & Significant Case Reviews Register

The Significant Case Review Sub Committee is responsible for maintaining the Aberdeen City ICR and SCR Register. The Register will contain details that evidence the decisions made; monitor the progress of the reviews; monitor and review the implementation of recommendations and identify contextual trends.

Criteria for a Significant Case Review

When is a Case 'Significant'?

Any agency can ask for a case to be considered for a review by the Aberdeen City Child Protection Committee if they consider that it meets the SCR criteria below.



Criteria for establishing whether a significant case needs to be reviewed

A significant case need not be about just one significant incident. In some cases, for example, neglect, concerns may be cumulative.

Criteria

1. **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^[2];
- The death is by alleged murder, culpable homicide, reckless conduct, or act of violence^[3];
- At the time of their death the child was looked after by, or was receiving aftercare or continuing care from, the local authority^[4],

2. **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^{\[5\]}](#),

and in addition to this,

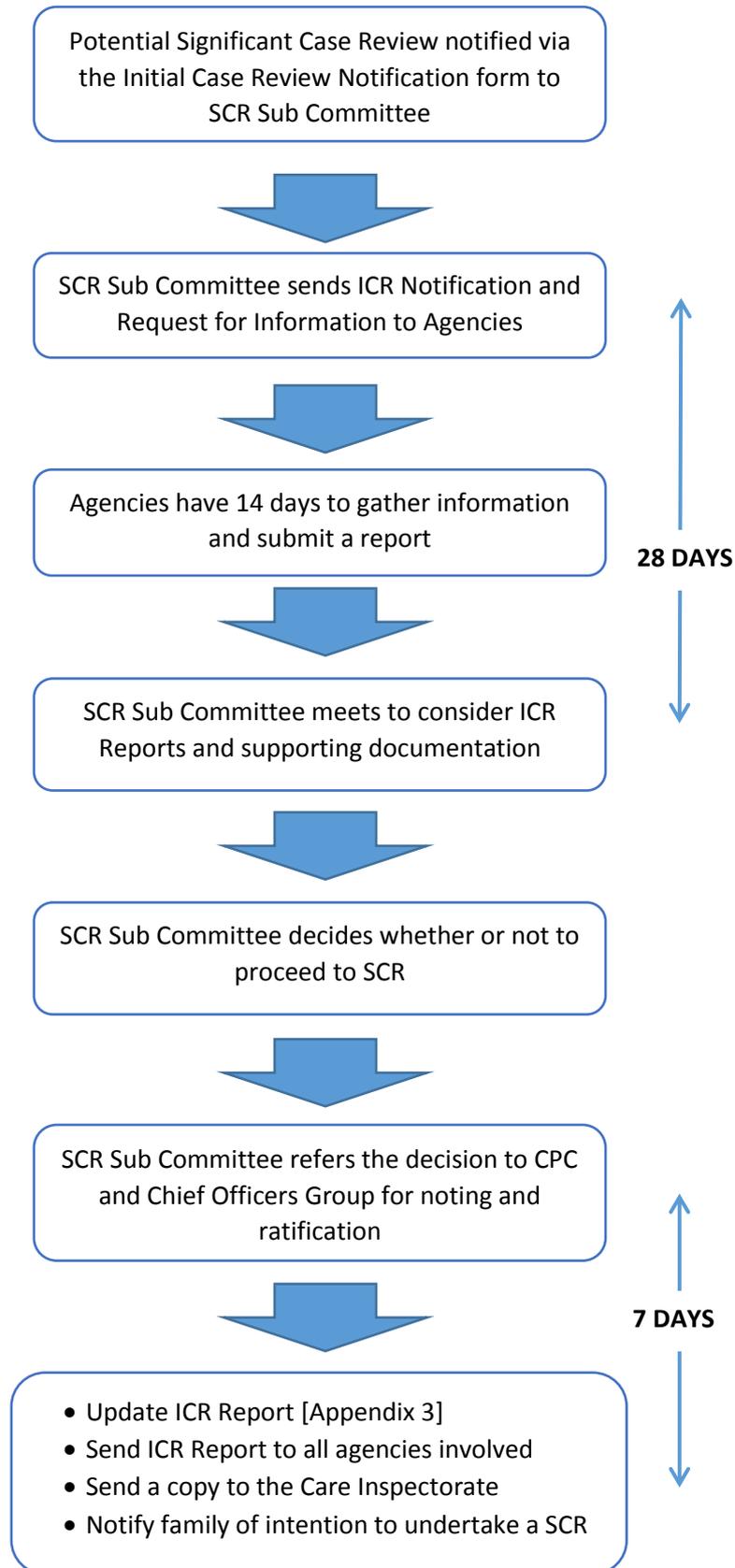
3. You consider that the incident or accumulation of incidents (a case) gives rise to serious concerns about professional and/or service involvement or lack of involvement, and the relevant Child Protection Committee determines that there may be learning to be gained through conducting a Significant Case Review.



Criteria met

Where the criteria is met the referring agency should complete and forward the Initial Case Review Notification form [Appendix 1] to the SCR Sub Committee, cpc@aberdeencity.gov.uk
(The Referrer can discuss the referral with the SCR Sub Committee Chair and/or SCR Co-ordinator)

ICR Process Map



ICR Procedure

An Initial Case Review is an opportunity to consider relevant information, determine the course of action and recommend whether an SCR or other response is required.

1. **Within 14 calendar days of receipt of the referral** [Initial Case Review Notification form] – the Chair of the SCR Sub Committee and the SCR Co-ordinator will check that the referral meets the criteria and register the referral.



2. If the referral meets the criteria the SCR Co-ordinator will notify and request information from all agencies involved with the child using the ICR report template [Appendix 2]. If the referral does not meet the criteria this will be discussed with the referrer and followed up in writing.



3. Agencies will have a maximum of 14 days to gather all the relevant information and submit a report to the SCR Co-ordinator using the ICR report template [Appendix 2]. The SCR Co-ordinator will acknowledge receipt of the reports in writing.



4. If agencies cannot reasonably complete the ICR Report for the SCR Sub Committee within the timescale, the reasons for this will be recorded in the ICR report.



5. The SCR Co-ordinator will arrange a meeting of the SCR Sub Committee and send invites to the meeting. The meeting will be convened no later than 28 days after the notification and request for information was sent to all agencies.



6. The SCR Co-ordinator will send a copy of the ICR Reports received from all agencies [Appendices 2], along with all supporting chronologies and other documents to all members of the SCR Sub Committee at least 5 days ahead of the Committee meeting.



7. The SCR Sub Committee will meet to consider the information and to complete the ICR Report [Appendix 3]. There will be a timeline and chronology focus to the ICR meeting to inform and identify gaps. The output of the meeting will be one of three possible decisions:



3 POSSIBLE DECISIONS FROM ICR MEETING

1. Further information required	2. Progress to a SCR	3. Do not Progress to a SCR
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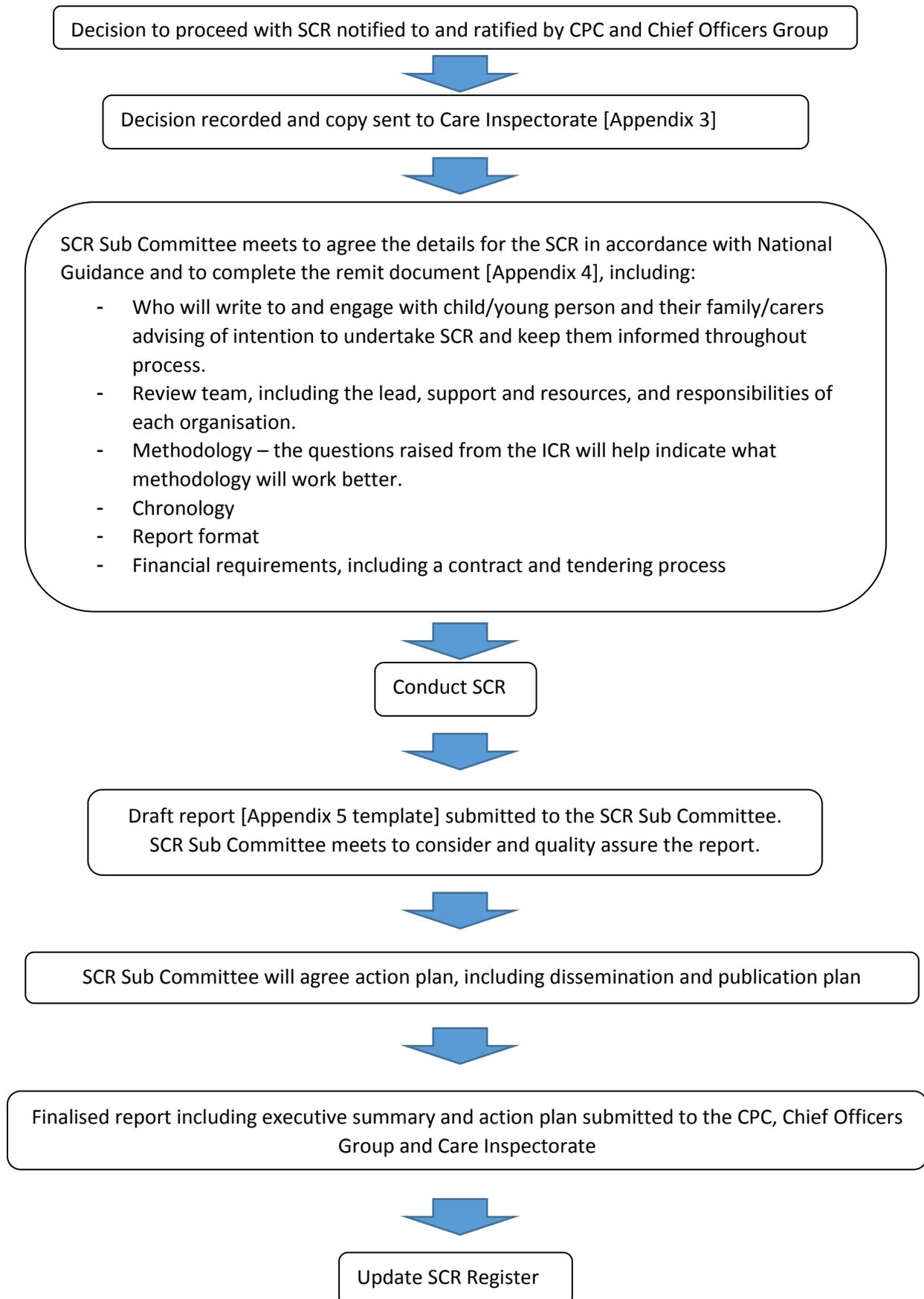


i. Specify what information and from whom	i. ICR Report [Appendix 3] detailing the decision and reasons to be completed by SCR Sub Committee	i. ICR Report [Appendix 3] detailing the decision and reasons to be completed by SCR Sub Committee
ii. Timescale	ii. Inform CPC of the decision.	ii. Inform CPC of the decision. Learning recommendations, if any, and quality assurance to be the responsibility of the CPC.
iii. Date for next meeting	iii. Report the outcome of the ICR to the Chief Officers Group for ratification	iii. Report the outcome of the ICR to the Chief Officers Group for ratification
	iv. Update Report	iv. Update Report
	v. Send ICR Report to: <ul style="list-style-type: none"> • all agencies involved with child, for case file • the Care Inspectorate • other services e.g. Crown Office 	v. Send ICR Report to: <ul style="list-style-type: none"> • all agencies involved with child, for case file • the Care Inspectorate • other services e.g. Crown Office



Meeting held Two Possible Decisions as per above: 2. Progress to a SCR 3. Do not Progress to a SCR	SCR Sub-Committee meets to: <ul style="list-style-type: none"> • determine the details for the SCR in accordance with the SCR National Guidance for undertaking a Significant Case Review and <ul style="list-style-type: none"> • complete the remit document [Appendix 4]. 	No action or Other action
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SCR Process Map



SCR Procedure

The [National Guidance for Child Protection Committees Conducting a Significant Case Review 2015](#) describes the purpose, principles, governance and methodology considerations for undertaking a Significant Case Review.



The remit of the SCR will be agreed by the SCR Sub Committee prior to commencing a SCR.



Appendix 4 provides an exemplar of the SCR remit and covers details of the significant event; the decision; purpose of the review; time period to be covered; methodology to be used; specific issues to be considered; involvement of family members; staff welfare; equalities; organisations involved in the review; details of support to the lead reviewer; reporting arrangements; expert opinion; criminal investigations; media coverage/enquiries; process and timescales; dissemination; and publication.



Appendix 5 provides an exemplar SCR Report that should be used to consolidate the information from the review process.



It is the responsibility of the SCR Sub Committee to consider and quality assure the report of the SCR.



SCR Sub Committee will report on the SCR to the Aberdeen City Chief Officers Group, Child Protection Committee and the Care Inspectorate.



SCR Sub Committee will oversee any action plans which follow an SCR and ensure that actions are implemented by single or multi-agency partners.



Aberdeen City Child Protection Committee

Significant Case Review

OFFICIAL – SENSITIVE – PERSONAL**INITIAL CASE REVIEW NOTIFICATION**

Request from	
Title	
Service	
Contact Details	
Date completed	

An agency should ask for a case to be considered for a review by the Aberdeen City Child Protection Committee if they consider that it meets the SCR criteria below.

Criteria

1. 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^[2];
- The death is by alleged murder, culpable homicide, reckless conduct, or act of violence^[3];
- At the time of their death the child was looked after by, or was receiving aftercare or continuing care from, the local authority^[4];

2. 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^{\[5\]}](#),

and in addition to this,

3. You consider that 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.

Where the referring agency considers that a case meets the criteria above, they should complete and forward the Initial Case Review Notification form [Appendix 1] to the SCR Sub Committee cpc@aberdeencity.gov.uk as soon as possible and in any case within 7 calendar days of informing the

SCR Co-ordinator. (The Referrer can discuss the referral with the Chair and/or SCR Co-ordinator.)

The SCR Co-ordinator, on receipt of the written notification will acknowledge it and alert other services/agencies/practitioners who are involved with the child that the case has been reported as a potential SCR. This alert to other services/agencies/ practitioners will be by e-mail. All involved services/agencies will then be asked to submit an initial case review report [Appendix 2]

OFFICIAL – SENSITIVE – PERSONAL

CASE REVIEW NOTIFICATION FORM			
Child's name/identifier:			
Child's date of birth:			
Child's date of death (if applicable):			
Child's gender:			
Name of child's parents/carers:			
Parent/Carer address if different to child:			
Sibling names/DOB/Gender/Address if different:			
Child's home address:			
Child's current residence:			
Child's current legal status:			
Is the child's name currently on the child protection register? Are any siblings currently on the child protection register? YES/NO			
Has the child's name previously been on the child protection register? Have any siblings previously been on the child protection register? YES/NO			
Education establishment details:			
Grounds on which the criteria for an SCR may have been met (as per Criteria):			
Are there any immediate concerns? If so, what are these and have these been passed to the relevant agency for consideration/action?			
What action has been taken?			
Are there any general concerns? If so what are these and have they been passed to the relevant agency/service for consideration?			
Summary of the case:			
Name of service/agency/professionals involved with the child:			
Service	Role in Family	Practitioner Name & Title	Contact Details
Any other proceedings underway: e.g. Children's Hearing, Awaiting PF decision			



Aberdeen City Child Protection Committee

Significant Case Review

OFFICIAL – SENSITIVE – PERSONAL

INITIAL CASE REVIEW REPORT

PART A – to be completed by agency/service

- You have been identified to undertake an Initial Case Review Report
- This requires to be completed within 14 calendar days and send electronically to cpc@aberdeencity.gov.uk
- This report is required to contain information outlining your agency/service contact/interaction with the subject or person in the ICR Notification attached.
- Your agency/service's most up-to-date chronology for the child requires to be attached to your report.
- All initial case review reports received by the SCR Sub Committee will be acknowledged.

SCR Register Number:

Date circulated:		Date to be completed:		Date returned:	
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Author:

Service/Agency:

PART A

Child's name/identifier:	
Child's date of birth:	
Child's date of death (if applicable):	
Child's gender:	
Name of child's parents/carers:	
Parent/carer address if different to child:	
Sibling names/DOB/ Gender/Address if different:	
Child's home address:	
Child's current residence:	
Child's current legal status:	
Is the child's name currently on the child protection register? YES/NO	
Has the child's name previously been on the child protection register? YES/NO	
Have any of the child's siblings names been on the child protection register? YES/NO	
Education establishment details:	

1. Summary of involvement:
2. Background (include relevant issues such as health, disability, cultural, religious, sexual orientation, LAC status & history, CP registration and history, education history):
3. Outline of key issues including: <ul style="list-style-type: none"> • Were there strategies and actions to minimise harm? • Was there evidence of Information sharing? • Was there recognition and assessment of risk? • Was timely and effective action taken? • Was there evidence of planning and review? • How good was the record keeping? • Were legal measures used appropriately?
4. Practice issues Please identify known good practice as well as any known areas for improvement.
Any particular sensitivities (for example, from the PF or police about cases where there are likely to be disciplinary proceedings):
5. Recommendation Please highlight any areas which may require further consideration:
6. List of documents attached: <ol style="list-style-type: none"> 1. Agency chronology 2. [Any further relevant documents should be listed]



Aberdeen City Child Protection Committee
Significant Case Review

OFFICIAL – SENSITIVE – PERSONAL

**INITIAL CASE REVIEW REPORT
PART B – to be completed by SCR Sub Committee**

SCR Register Number:

Referral

Name/identifier:

Date ICR Notification received:

Initial Case Review

List of Agencies/Services completing ICR Report Part A:

Summary of the findings of the Initial Case Review

Decision of the SCR Sub Committee

Date of meeting(s):

Options considered:

Decision made:

1. More Information required 2. Progress to a SCR 3. Do not progress to a SCR

Reasons:

Notification to the Aberdeen City Child Protection Committee

Date notified of above decision:

Note of discussion by CPC:

Date decision ratified:

Notification to the Aberdeen City Chief Officers Group

Date notified of above decision:

Note of any discussion by COG:

Date decision ratified:

Author name & title:

Date:

- To be sent to all agencies directly involved with the child for inclusion in the child's file.
- CPC and COG
- To be sent to the Care Inspectorate as per [Code of Practice for the review of Significant Case Reviews of children and young people in Scotland: 31 March 2015](#)
- To be sent to other services, e.g. Crown Office
- SCR Register



Aberdeen City Child Protection Committee

Significant Case Review

Remit

Date:

SCR Register Number:

Remit for significant case review following [insert brief details of event, e.g. death of child A].

Introduction

In accordance with the 2014 Scottish Government 'National guidance for Child Protection Committees for conducting a significant case review', the Aberdeen City Child Protection Committee has decided to conduct a significant case review following [details of incident]. For the purposes of significant case reviews, the Scottish Government identifies a child generally as 'a person under the age of 18'. [Insert basic details about the case including statutory measures in place at time for example, LAC/ Child protection registration] [Insert basic information about ICR process and where this reported to and when]

Governance of a significant case review

The Significant Case Review Sub Committee is accountable to the Aberdeen City Child Protection Committee, which in turn is accountable to the Aberdeen City Chief Officers Group. The SCR Sub Committee will ensure that the ICR and SCR procedures are fit for purpose and that they are readily available for professionals; that there is consistency of approach to all ICR and SCRs; and that learning from SCRs is widely disseminated. The ICR and SCR reports and associated documents throughout and on completion of the review will be owned by Aberdeen City Child Protection Committee and the Aberdeen City Chief Officers Group.

Decision to hold a significant case review

[Insert full information regarding the reasoning behind decision to hold SCR including both first and second test/criteria for SCR. Also consider inserting text related to commitment to learning and interest from for example media, Scottish Government, Care Inspectorate, local communities]

Purpose of the review

This is an example of suggested wording and should be adapted to reflect your CPC position and purpose

The purpose of the review is to establish whether there are corporate lessons to be learned about how better to protect children. To that end, the review is a process for learning and improving services and is a means of recognising good practice. The review will assess the agency and inter-agency decision making and involvement with the family and others relevant to the case.

Confidentiality and Data Protection

The SCR team will respect the confidentiality of the review process. The SCR team will comply with the Data Protection Act 1998.

Time period to be covered

The period to be covered by the review will be from [Insert timeframes]

Methodology

Stage 1 – This section should cover the practices being used, for example SCIE methodology. The suggested wording below refers to traditional methods. This may need to be discussed and agreed with COPFS depending on the circumstances of your case. The SCR team should also consider any other processes underway; what is the focus of the learning; what does the review want to know more about; and if this is proportionate to the significant event. Established practices for conducting an SCR should be used, including reviewing case files and records, development of a multi-agency chronology and timeline of what information was known to whom and when, and considering policies and guidance available to staff during the timescales the review will cover. In accordance with the requirements of the COPFS, there will be no interviews with relevant professionals or family members until the criminal proceedings have concluded.

Stage 2 – The SCR team will determine the methodology to be used addressing why and the organisational context. The following is a list of possible methodology options that can be utilised for the purpose of conducting a SCR:

1. [Social Care Institute for Excellence \(SCIE\) Learning Together model](#)
2. [Systems Approach](#)
3. [Child Practice Review \(used in Wales\)](#)
4. [Root Cause Analysis](#)
5. [Appreciative Inquiry](#)
6. Significant Incident Learning Process (SILP)
7. Alternative Approach outlined by the lead reviewer

Stage 3 – This section should clearly detail the methodology to be used.

Stage 4 – This section should explain the stages of the review. The suggested wording below should be discussed and agreed with regard to the circumstances of the case.

Following advice from COPFS, the review will take place in two phases, the first being consideration of information from files, records and policies/procedures that were in place before the incident [this will be done according to the timeframe set for the review]. Any learning from this may be reported and acted on. The second phase will commence at the end of the criminal proceedings [dependent on the nature of any ongoing criminal proceedings] and will take account of any new information. Interviews with relevant staff will be part of this second phase and files and records may also need to be revisited in this phase.

Any significant risks/needs identified by the lead reviewer during the review process will be reported immediately to the relevant chief officer [The reporting lines may differ and should be agreed on following internal discussions] from the agency concerned.

The lead reviewer will have unrestricted access to policies, protocols, procedures, case records and, at a date to be set, relevant staff. All necessary arrangements will be put in place to facilitate this. General practitioners and practice staff are independent contractors. Their cooperation will be facilitated by [this should be discussed and agreed internally], as required. This is an example and inclusion will depend on situation.

Multi-Agency Chronology

[Info on how this is pulled together to incorporate information from all the agencies involved]

Specific issues to be considered in the review

[Insert specifics regarding the key areas to be considered by Lead Reviewer – bullet points may be helpful]

Involvement of family members

Remit to identify who will contact the child/young person and/or families/carers and keep them informed throughout process. The child/young person and/or families/carers will be advised of the intention to undertake a SCR, and this may include:

- Information within a leaflet or letter
- A meeting offered to discuss the process
- A single point of contact considered and identified
- The lead agency identifying a family liaison

The following wording should be discussed with COPFS where there are ongoing criminal proceedings.

Subject to advice from COPFS, the family will be notified that an SCR will be undertaken and that contact will be made by the lead reviewer at an early opportunity in advance of criminal proceedings commencing. For this matter the family will include [Insert specific info related to your case]

Staff welfare

Wording below is an example for two-phase SCR - insert positions as agreed depending on your case

Full consideration must be given to staff welfare and support throughout the review, particularly for those who had direct involvement in the case and may be interviewed as part of the review process (Phase 2 following conclusion of criminal case). This will be the responsibility of each service/agency. Consideration should be given to a single point of support for staff. Regular updates to staff should be agreed by the SCR team.

Ethnicity, religion, diversity, gender, disability, language and equalities

The review will take account of any learning in respect of ethnicity, religion, diversity, gender, disability, language and equalities. [This is broad so may need specifics]

Organisations involved in the review

Example wording - the case and local arrangements will inform wording

The following representation should make up the SCR team as single points of contact from each of the relevant agencies to support the lead reviewer. The lead reviewer will chair this group as appropriate and report to the SCR Sub-Committee.

The list will depend on your specific case Administrative support will be provided to the SCR team through the [requires internal discussion and agreement]

The SCR team will act as single points of contact for any information required and will assist in setting up any interviews related to their particular service/agency. The chair of the SCR team will be the lead reviewer who will report to the SCR Sub-Committee.

If any other agencies are known to have had involvement with the family during the period under review, the SCR team will ask them to provide relevant information as required. Chief Officers from all partner agencies expect all relevant services to assist in the review process. Any difficulties will be addressed by the lead reviewer through the SCR Sub-Committee and if necessary with the relevant chief officer of the agency concerned.

Administrative Arrangements

Administrative support for the lead reviewer will be provided by [This crucial area requires internal discussion and agreement]

Support to lead reviewer

Example wording- you may have a critical friend(s) arrangement which differs to this

The partners will arrange to provide a critical friend(s) if needed to assist the lead reviewer in their role, as required.

Financial Arrangements

Including contract and tendering process

Reporting arrangements

Example wording the case and local arrangements will inform wording

The lead reviewer should complete the agreed template for the review report as shown in Appendix 5. Along with the main review, the reviewer will be expected to provide an executive summary. The lead reviewer should ensure that the summary is fully anonymised and written so as to avoid the need for future redactions.

The draft report should be submitted to the SCR Sub-Committee for consideration and thereafter to the chair of the CPC.

Expert opinion

Wording may differ depending on local arrangements

Although not considered necessary from the outset, the use of expert opinion in a consultative capacity will be kept under review.

Criminal investigations

May or may not apply to your case

Police Scotland is investigating the circumstances of the case and will report to the Procurator Fiscal.

COPFS

May or may not apply to your case

There will be ongoing liaison with COPFS through [named contact who is part of SCR Sub-Committee/ SCR Team useful but this will require internal discussion and agreement]

Other parallel reviews

Include whether any notifications have been or need to be made- e.g. death of LAC, SIR

Media coverage/enquiries

The case and local arrangements will inform wording. This may need to be discussed and agreed by the SCR team during or following the SCR process. This also needs to comply with the Communications Strategy of the lead organisation involved in the case?

There is high level media interest in the case, locally and nationally. CPC have agreed a broad media statement, if this is required. There will be key points as the criminal case proceeds where the media may become involved and ask for information/statements.

There should be no proactive engagement with the media; rather due process should be followed, however, the SCR Team and SCR Sub-Committee should be prepared at key milestones for media requests, in particular any subsequent trial, sentence and the publication of any review.

A single point of contact for media enquiries is to be agreed. [insert person responsible following internal discussion and agreement] will be responsible for the media strategy on behalf of all partners in respect of any queries regarding the SCR and dissemination/publication, following the conclusion of the SCR.

Family members will be informed of the findings of the significant case review in advance of publication of the executive summary.

Process and timescales

The case and local arrangements will inform wording here

Appointment of lead reviewer and SCR team by [insert agreed date] The first meeting of the SCR team to take place once the lead reviewer is confirmed. The first meeting with the lead

reviewer will scope and agree the process of the review and agree an outline of the work plan and timeline. This will take into account the two distinct phases of the review as outlined earlier.

The SCR team will submit a written progress report on the SCR regularly to the [insert local reporting arrangements as discussed and agreed]

Any anticipated delays in the review process must be highlighted by the lead reviewer and agreed by the chair of SCR Sub-Committee [insert local arrangement as discussed and agreed]

The final draft report and will be submitted to the SCR Sub-Committee [insert timescale as discussed and agreed] for consideration and the development of an agreed action plan in response to identified areas of learning and recommendations. The lead reviewer will also prepare an executive summary, which will be fully anonymised for publication. In the first instance, the SCR Team will correct factual errors or misunderstandings in drafts of the report. Any unresolved matters should be referred to the SCR Sub-Committee and ultimately to the CPC if required. Local reporting arrangement may differ.

The final report, executive summary and action plan will be submitted to the CPC and thereafter to the COG [insert local reporting arrangements as discussed and agreed]

The final report will be owned by the CPC. The decision regarding what should be published will rest with them. [insert local arrangements as discussed and agreed internally]

Dissemination and publication

Dissemination

The case and local arrangements will inform wording

The CPC will agree a local dissemination approach which ensures the spread of any identified good practice as well as learning, particularly to front line staff.

In order to promote national learning, the findings and recommendations from the SCR will be shared nationally with the Care Inspectorate, and through the Scottish Child Protection Committees Scotland (CPCS) or by specially convened meetings or seminars. This will be taken forward by the Chair of the CPC.

Publication

The case and local arrangements will inform wording

The CPC has decided that an anonymised executive summary will be published. The SCR Co-ordinator will arrange to give the identified family members a copy of the executive summary, and will discuss the findings of the review with them before publication.

The CPC will decide who should get a copy of the full report or the executive summary based on recommendations by the SCR Sub-Committee. The CPC will give full consideration to the child's right to privacy and the child's right to be protected.

Publication of the report/executive summary will be discussed with COPFS.

The CPC will consider whether an oral briefing for relevant parties in advance of publication is required.

The CPC will ensure that they have considered the implications for staff and the duty of care.



Aberdeen City Child Protection Committee

Significant Case Review

OFFICIAL – SENSITIVE – PERSONAL**SIGNIFICANT CASE REVIEW REPORT**

SCR Register Number:

Core Data - Child

Child's Identifier

Date of birth

Date of death (if applicable)

Gender

Sexual orientation

Disability

Health needs (incl. 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 Information

Date of birth

Mental health issues

Disability

Health needs (incl. mental health and/or learning difficulties)

Substance use (if applicable)

Convictions (if applicable)

Relevant information about childhood (if applicable)

Domestic abuse (if applicable)

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	
The facts	
Analysis	
Key Issues	
Learning Points	
Recommendations / Findings and Issues	
Author name & title:	
Date:	
<p>On completion a copy to be sent to:</p> <ul style="list-style-type: none"> • all agencies directly involved with the child for inclusion in the child's file. • CPC and COG • Other relevant services, e.g. Crown Office • Care Inspectorate as per Code of Practice for the review of Significant Case Reviews of children and young people in Scotland: 31 March 2015 • SCR Register 	