Rapid Review Flowchart

Serious incident notifications -The Local Authority must notify any event that meets the criteria (1) to the National Panel within 5 working days. The Local Authority should also report the event to the Safeguarding Partners within 5 working days using the *Serious Incident Referral Form.*

Within 2 working days of the Rapid review meeting and no later than 15 working days after the referral

Within 2 working days of the Serious Incident Referral Form being received partners will be sent a *Template and letter for initial scoping and information sharing .*

Agencies should prioritise completion and return within 5 working days. The purpose of the scoping is to gather basic facts about the case, including determining the extent of agency involvement with the child and family.

A Rapid Review meeting should take place between 7 and 13 working days after receiving the referral. The following documents should be shared: the Serious Incident Referral Form, the LA Serous incident notification to the National Panel , OFSTED and the Secretary of state, and copies of completed Initial scoping and information sharing templates from relevant agencies. The Rapid review template should be completed and agreed at the meeting.