Overview of the process to decide whether to convene a Serious Case Review or alternative learning review and the associated timescales.

**Case referral: Name DOB**

Agency submits *Serious Incident Referral Form* Document 1 *xx/xx/xxxx*

Within 2 working days of referral *xx/xx/xxxx*

*Initial Scoping and Information Sharing Template* sent to all relevant agencies Documents 2 and 3

Date set for Rapid Review Meeting

(This could be a standing Group responsible for overseeing learning from serious incidents or an extraordinary meeting to undertake the Rapid Review)

Within 5 working days *xx/xx/xxxx*

Completed *Initial Scoping and Information Sharing Template* returned by agencies and then shared with those attending the Rapid Review meeting along with the Referral Form and any LA notification Documents 1 and 2

**Rapid Review** meeting:

- Reviews the facts about the case presented in the documentation
- Agrees any immediate action
- Considers the case against the criteria for child safeguarding practice reviews
- Decides whether a practice review or other learning review should take place
- Completes the *Rapid Review Template* and agrees the recommendation Document 4

Between 7 and 13 working days of receiving the referral *xx/xx/xxxx*

Within 2 days of the Rapid Review meeting *xx/xx/xxxx*

*Rapid Review Template* and accompanying letter sent to national Panel. Agencies (including the agency who made the referral) are informed of the outcome of the Rapid Review Documents 4 and 5

*xx/xx/xxxx*