Serious Incident Notification Process

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| **Day of referral** | **Local Authority notified of Serious Incident**  Upon notification of a serious incident, the Local Authority, Deputy Director of Commissioning and Transformation is expected to share the details of the incident with our Key Partners; ICB and WMP.  The Deputy Director of Commissioning and Transformation is also required to detail within the email whether they believe the referral meets the criteria for a Serious Incident Notification. It is expected that Key Partners respond the same day.  The WST Partnership Manager and the WST Partnership Support Officer should be notified of the decision and provided with a copy of the SIN Notification and / or referral.  If the criteria is met, a notification is submitted to the National Panel. |
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| **Within 2 working days of referral** | **Initial Scoping and Information Sharing Template** sent to all relevant agencies. |
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| **DATE SET FOR RAPID REVIEW MEETING** |
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| **Within 5 working days** | 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. |
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| **Between 7 and 13 working days of receiving the referral** | **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. * If a local review is to be progressed, agrees terms of reference (or when and by whom these will be progressed). |
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| **Within 2 days of the Rapid Review Meeting** | **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 |