

**Referral Form of Serious Incidents for Consideration by the  
Leicester City or Leicestershire & Rutland  
Local Safeguarding Children Board  
Serious Case Review Subgroups.**

The criteria for when the Leicester City and the Leicestershire & Rutland LSCB's should conduct a Serious Case Review (SCR) are detailed at Chapter 4 within the statutory guidance document '[Working Together 2015](#)'. Each agency / organisation should ensure that serious incidents which may meet the criteria for a Serious Case Review are brought to the attention of the Leicester City or Leicestershire & Rutland LSCB using this form. Please ensure that a robust assessment of the criteria is included and if it does not meet the threshold for a SCR what alternative review or audit could yield useful learning. All cases that are being considered should be notified to your agency / organisation Safeguarding Lead as soon as possible and they will ensure that the information known to the agency / organisation is made available and shared appropriately with the LSCB SCR Subgroup.

**Please send the completed form to the Children's Safeguarding Lead Person in your agency.**

After considering the referral, the Safeguarding Lead Person will forward any cases for consideration to either the:

Leicester City Safeguarding Children Board Business Office

Email: [lcitylscb@leicester.gov.uk](mailto:lcitylscb@leicester.gov.uk) or if the correspondence contains sensitive or personal data [lcitylscb@leicester.gcsx.gov.uk](mailto:lcitylscb@leicester.gcsx.gov.uk) (and ask for it to be forwarded to the Board Manager)

Or by post: Leicester Safeguarding Children Board  
Bosworth House (Ground Floor)  
9-15 Princess Road West  
Leicester  
LE1 6TH

Or the:

Leicestershire and Rutland Safeguarding Boards Business Office via the LR LSCB generic Email:

Email: [sbbo@leics.gov.uk](mailto:sbbo@leics.gov.uk) or if the correspondence contains sensitive or personal data [sbbo@leics.gcsx.gov.uk](mailto:sbbo@leics.gcsx.gov.uk)

Or by post: Leicestershire & Rutland Safeguarding Board Business Office  
Leicestershire County Council  
Room 100,  
County Hall,  
Glenfield,  
Leicester,  
LE3 8RA

Please see the useful links at the end of this document for further information and a flow chart of the process

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**REFERRERS DETAILS**

NAME	AGENCY / ORGANISATION & ROLE	CONTACT DETAILS – Address, telephone number and e-mail address

Date of referral to Safeguarding Lead:

Signed:

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**SAFEGUARDING LEADS DETAILS**

NAME	AGENCY / ORGANISATION & DESIGNATION	CONTACT DETAILS – Address, telephone number and e-mail address

Date of referral to LSCB:

Signed:

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*Please note that as the Safeguarding Lead for your agency / organisation you may be required to present the referral at the Serious Case Review Subgroup which currently meets monthly.*

**SECTION 1**

Please indicate which Local Safeguarding Board is responsible for considering this case.

<b>Leicester City</b>	<b>Leicestershire &amp; Rutland</b>
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Have you previously notified the Safeguarding Lead or the relevant Safeguarding Board Business Office of this case?  
**YES/NO**

**Where it is easily identifiable that the case meets the criteria for a Serious Case Review this form should be completed and sent to the Safeguarding Board Business Office within 48 hours**

**The criteria for mandatory SCR's are shown in Working Together 2015 and are to be found [here](#).**

*Where the case is more complex and it is not easily identifiable that it meets the criteria the form should be completed and returned to the Safeguarding Board Business Office within 10 days ensuring that **all** questions within section 1.4 are responded to.*

**1.1 BRIEF INFORMATION OF FACTS AND FAMILY COMPOSITION**

**CHILDS DETAILS**

Name of Child	
Date of Birth	
Date of Death or Serious Incident	
Home address	
Ethnic Origin	
Faith/Religion	
Disability	
Is the child/young person subject to a child protection plan or has been previously? (If so when, for what and for how long?)	
Address of location of incident(s)	

Carer at time of incident	
Is this case known to be the subject of a criminal investigation? (If so who is the lead investigator?)	
Could this case form part of an investigation involving multiple victims or offenders	
Is this case known to be the subject of a Coroner's Inquiry? (If so who is the key contact?)	
Are there any adult safeguarding concerns and have these been shared with the local authority Adults Social care? (If so who is the key contact?)	

**1.2 FAMILY DETAILS**

Name	Relationship to Child	Date of Birth	Legal Status	Ethnic Origin	Are they subject to a child protection plan or have they been previously (If so when, for what and for how long?)

**1.3 OTHER AGENCIES / ORGANISATIONS KNOWN INVOLVEMENT**

Agency	Contact Details – Address, Telephone and E-mail	Reason for involvement

**1.4 BRIEF SYNOPSIS OF CASE**

***Please outline the events and circumstances that triggered this referral to the LSCB.***

***PLEASE NOTE: The information you provide will be used to help establish whether the case meets the criteria for a Serious Case Review.***

<p><u>The criteria</u> <i>(Please tick all that apply)</i></p> <p>The LSCB should consider whether to conduct a Serious Case Review whenever a child has been seriously harmed in the following situations:</p> <p><input type="checkbox"/> Abuse or neglect of a child is known or suspected; and</p> <p>Either;</p> <p><input type="checkbox"/> The child has died</p> <p>Or</p> <p><input type="checkbox"/> The child has been seriously harmed and there is cause for concern as to the way in which the authority, their Board partners or other relevant persons have worked together to safeguard the child.</p>
<p><u>The analysis</u> <i>(in line with the above criteria)</i></p>
<p><u>What is your expected outcome from this referral?</u></p>

**Please use the chronology table below to outline any events around the time of the incident.**

**PLEASE NOTE:** This should only include key events and **DOES NOT** need to be a detailed chronology at this stage.

Date and Time	Event

**SECTION 2** - TO BE COMPLETED BY THE SERIOUS CASE REVIEW SUBGROUP

**After reviewing the information from all agencies / organisations it has been agreed that this case:**

- a) Meets the threshold for a Serious Case Review
  - b) Does not meet the threshold for a Serious Case Review
- If b) above applies this case is suitable for:
- c) Significant Incident Learning Process (SILP)
  - d) Multi-Agency Case Review
  - e) Multi Agency Case File Audit (MACFA)
  - f) Multi-Agency Audit
  - g) Single Agency Practice Review
  - h) Single Agency Audit
  - i) Peer Review
  - j) Alternative Reflective Review
  - k) CDOP (goes to CDOP, who will report back to the SCR group)

Definition of terms

*Review: Is an evaluation designed to identify potential service delivery and procedural improvements.*

*Audit: The process of systematic examination carried out to assess how successfully processes have been implemented.*

**It is recommended / not recommended that this case is subject to a Serious Case Review for the following reasons:**

[Empty box for reasons]

**When a case does not meet the criteria for a Serious Case Review other options may be agreed, for example a Multi-Agency Case Audit. If this is applicable, please give details below:**

[Empty box for details]

**The following Serious Case Review Subgroup members took part in this decision:**

[Empty box for names]

Has Legal advice been sought? *Please give details.*

Date:

Signed (*SCR Subgroup Chair*):

Name:

Title/Role:

Agency/Organisation:

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**SECTION 3** - TO BE COMPLETED BY THE CHAIR OF THE LSCB

My decision is that a Serious Case Review should / should not take place for the following reasons:



If the decision is that the case does meet a Serious Case Review, the following issues should be considered in the Terms of Reference:

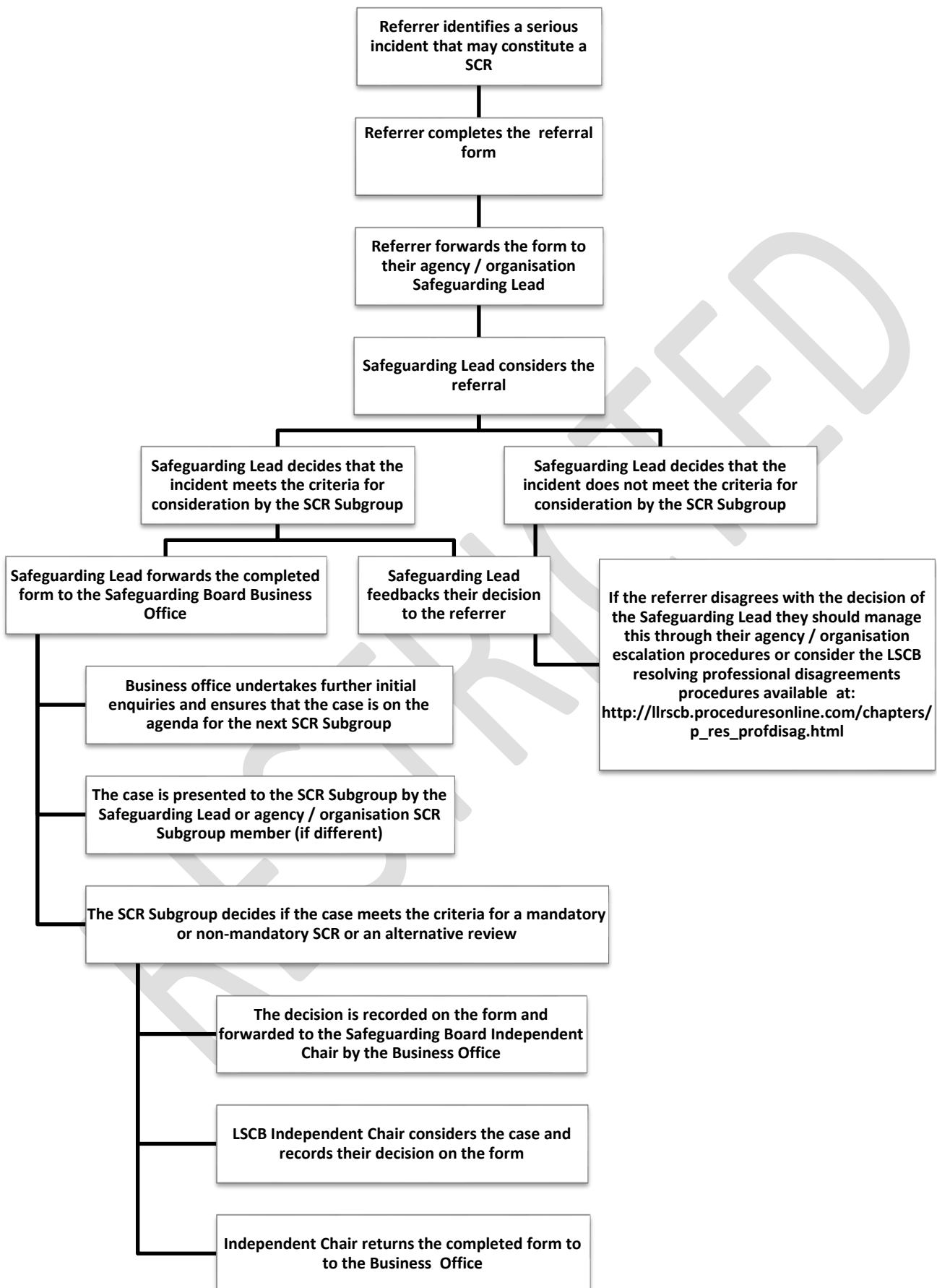
**Date:**

**Signed (*LSCB Independent Chair*):**

Included on the next three pages are flowcharts demonstrating the process and a glossary of terms.

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**Glossary of Terms from Working Together 2015**

Children	<p>Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.</p>
Safeguarding and promoting the welfare of children	<p>Defined for the purposes of this guidance as:</p> <ul style="list-style-type: none"> <li>▪ protecting children from maltreatment;</li> <li>▪ preventing impairment of children's health or development;</li> <li>▪ ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and</li> <li>▪ taking action to enable all children to have the best chances.</li> </ul>
Child Protection	<p>Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.</p>
Abuse	<p>A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.</p>
Physical abuse	<p>A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.</p>
Emotional abuse	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve</p>

	serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
Neglect	<p>The persistent failure to meet a child's basic physical and/or Psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> <li>▪ provide adequate food, clothing and shelter (including exclusion from home or abandonment);</li> <li>▪ protect a child from physical and emotional harm or danger;</li> <li>▪ ensure adequate supervision (including the use of inadequate care-givers); or</li> <li>▪ ensure access to appropriate medical care or treatment.</li> </ul> <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>
Young Carers	<p>Children and young persons under 18 who provide or intend to provide care assistance or support to another family member.</p> <p>They carry out on a regular basis, significant or substantial caring tasks and assume a level of responsibility, which would usually be associated with an adult. The person receiving care is often a parent but can be a sibling, grandparent or other relative who is disabled, has some chronic illness, mental health problem or other condition connected with a need for care support or supervision.</p>
Parent carer	A person aged 18 or over who provides or intends to provide care for a disabled child for whom the person has parental responsibility.

Education, Health and Care Plan	A single plan, which covers the education, health and social care needs of a child or young person with special educational needs and/or a disability (SEND). See the Special Educational Needs and Disability Code of Practice 0-25 (2014).
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