Serious Incident Notification (SiN) submitted to the National Panel / commencement of Rapid Review

Within 1 day of SiN, NCT LLR subgroup members identify:

* Who needs to be contacted?\*
* Who will make contact?
* By when?
* How?

NCT LLR subgroup members to consider contact with partner agencies not involved with RR process (e.g. Early Years / school DSL)

Within 2 days of SiN, initial contact to be made to all identified line managers related to workers linked to SiN (N2K)

Line managers to respond to e-mail within 1 day, confirming they have made personal contact with all relevant practitioners / offered support

NCT LLR subgroup members to offer additional support (if required) to any practitioners

If confirmation e-mail not received, relevant AD’s to be advised by NCT LLR subgroup members

NCT LLR subgroup member to share critical dates / related information with all relevant practitioners

Rapid Review makes decision about CSPR – all managers for identified linked staff to be informed of outcome / findings

\* It is expected that every practitioner identified to have worked with the family (past & current) will be contacted in person, either by their line manager or by the most appropriate practitioner, to ensure support is in place or offered.