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| Insert relevant area logo(s) and address here |

Date: [insert date]

Edward Timpson CBE, Chair

Child Safeguarding Practice Review Panel

Sanctuary Buildings

20 Great Smith Street

London

SW1P 3BT

Dear Edward Timpson CBE,

# Decision of the Rapid Review of [insert case name / reference]

I am writing to you in your capacity as Chair of the Child Safeguarding Practice Review Panel. Our Safeguarding Partners received notification of a serious incident which may meet the criteria for a child safeguarding practice review on [insert date] and have, therefore, undertaken a Rapid Review to consider the case.

This Rapid Review included a representative from each of the Safeguarding Partners and concluded that the case meets the criteria for a national Child Safeguarding Practice Review / meets the criteria for a local Child Safeguarding Practice Review / does not meet the criteria for a Child Safeguarding Practice Review. [Delete as appropriate and then turn the related text black and delete this instruction.]

I attach for your information a copy of our completed Rapid Review Template which provides a summary of the case and the Rapid Review’s decision-making process and rationale. This decision has been endorsed by [insert details here of anyone who has endorsed this decision. This may be the Independent Chair, a standing group responsible for this process, or the Safeguarding Partners. If your area, has delegated decision-making to the Rapid Review Group simply remove this sentence.]

I trust this is sufficient information for you to share with the Panel. However, please do not hesitate to contact me [or insert contact details of any relevant individual] if you require any further information.

Yours sincerely,

Add appropriate signature for area.

Enc: Rapid Review Template