

ASB Case Review Process

Single incident of

ASB Incident 1

ASB Incident 2

ASB Incident 3

ASB Case Review submitted

An acknowledgement letter will be sent to victim within **3 working days**.

The victim will be contacted to complete the Initial Victim Contact Form, which will include a risk assessment.

Relevant agencies notified of any application and asked to complete an ASB Case Review Partner Agency Response form within **5 working days**.

The request will be assessed by the CMARAC chair and ASBU Manager will take place within **15 working days** of the receipt of the ASB Case Review activation.

Cases are listed at the Community MARAC and core agencies are informed of the case in advance. Agencies subject to the ASB Case Review are requested to attend the meeting.

ASB Case Review - within 20 working days of request being received

Cases that meet threshold proceed to

Multi agency discussion and action plan agreed

Outcome confirmed in writing within **5 working days** and details of action plan agreed

28 days to appeal outcome, to request matter be further considered

Case passed to ASB help for review- who have **21 working days** to review and inform the applicant of the outcome