# Document 11: Child Safeguarding Practice Review Learning Template

**GUIDANCE FOR COMPLETION**

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| 1. **Section 1** | *This should only be completed once at the beginning of the document* |
| 1. **Agency** | *If agencies have provided multiple services to the child / family all the provision should be merged into one learning document.* |
| 1. **Author Including Designation and Contact Details** | *The author should be independent of the case and have sufficient authority and competency within the agency they are representing to critically appraise safeguarding practice.* |
| 1. **Senior Agency Lead Including Designation and Contact Details** | *The single agency learning summary should be signed off by the organisation at an executive level.* |
| 1. **Section 2** | *This should include a brief synopsis of agency involvement with the subject child and their family, relevant to the Terms of Reference, prior to the review period* |
| 1. **Section 3** | *This should be completed for each theme or key line of enquiry.* |
| 1. **Section 4** | *This should be competed for each significant event that falls outside the of the key lines of enquiry.* |
| 1. **Significant Practice Event / Issue / Key Line of Enquiry:** | *Individual agencies should review their own service delivery and complete a section 3 or 4 for each identified issue, event or Key Lines of Enquiry (KLOE). Include here the narrative of the issue/event or KLOE include date or timespan when indicated.* ***NB If the author considers they have uncovered a significant area of learning not currently covered in the Terms of Reference they should alert their panel representative as soon as possible*** |
| 1. **Section 5** | *This should include a brief synopsis of agency actions relating to the subject child and their family post review period.* |
| 1. **Analysis** | *Your analysis of safeguarding practice is crucial…. This could include;*   * *at the time’ reflection and expectations of practice.* * *provide context where relevant e.g. resource/staffing issues/handovers, learning opportunities/deficits, relevant policies, procedures, protocols and operating frameworks, national context* * *management oversight and strategic monitoring arrangements* * *areas for development and improvements made to practice following the event/issue/KLOE.* * *Consideration of areas still requiring action/improvement.* * *multiagency partnership working arrangements.* * *effectiveness of cross boundary arrangements.* * *evidence and research base.* |
| 1. ***Recommendation*** | *Recommendations are specific and overarching. Normally action points fall out of the recommendations* |
| 1. ***Highlight Good Practice*** | *Remember to pull out good practice and what worked well* |

**SECTION 1:**

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| 1. **SUBJECT CHILD DETAILS** |  |
| 1. **AGENCY** |  |
| 1. **AUTHOR (Including Designation and Contact Details)** |  |
| 1. **SENIOR AGENCY LEAD (Including Designation and Contact Details)** |  |
| 1. **DATE OF COMPLETION:** |  |

**SECTION 2:**

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| **SYNOPSIS OF AGENCY INVOLVEMENT PRIOR TO THE REVIEW PERIOD AND ADDITIONAL LEARNING:**  **(Review period: (ADD Dates)** |  |

**SECTION 3:**

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| **SIGNIFICANT PRACTICE EVENT / ISSUE / KEY LINE OF ENQUIRY 1:** |  |
| **ANALYSIS:** |  |
| **RECOMMENDATION:** |  |
| **HIGHLIGHT GOOD PRACTICE:** |  |

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| **SIGNIFICANT PRACTICE EVENT / ISSUE / KEY LINE OF ENQUIRY 2:** |  |
| **ANALYSIS:** |  |
| **RECOMMENDATION:** |  |
| **HIGHLIGHT GOOD PRACTICE:** |  |

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| **SIGNIFICANT PRACTICE EVENT / ISSUE / KEY LINE OF ENQUIRY 3:** |  |
| **ANALYSIS:** |  |
| **RECOMMENDATION:** |  |
| **HIGHLIGHT GOOD PRACTICE:** |  |

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| **SIGNIFICANT PRACTICE EVENT / ISSUE / KEY LINE OF ENQUIRY 4:** |  |
| **ANALYSIS:** |  |
| **RECOMMENDATION:** |  |
| **HIGHLIGHT GOOD PRACTICE:** |  |

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| **SIGNIFICANT PRACTICE EVENT / ISSUE / KEY LINE OF ENQUIRY 5:** |  |
| **ANALYSIS:** |  |
| **RECOMMENDATION:** |  |
| **HIGHLIGHT GOOD PRACTICE:** |  |

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| **SIGNIFICANT PRACTICE EVENT / ISSUE / KEY LINE OF ENQUIRY 6:** |  |
| **ANALYSIS:** |  |
| **RECOMMENDATION:** |  |
| **HIGHLIGHT GOOD PRACTICE:** |  |

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| **SIGNIFICANT PRACTICE EVENT / ISSUE / KEY LINE OF ENQUIRY 7:** |  |
| **ANALYSIS:** |  |
| **RECOMMENDATION:** |  |
| **HIGHLIGHT GOOD PRACTICE:** |  |

**SECTION 4**

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| **SINGLE AGENCY SIGNIFICANT PRACTICE EVENT / ISSUE:** |  |
| **ANALYSIS:** |  |
| **RECOMMENDATION:** |  |
| **HIGHLIGHT GOOD PRACTICE:** |  |

**SECTION 5**

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| **SYNOPSIS OF AGENCY INVOLVEMENT POST THE REVIEW PERIOD AND ADDITIONAL LEARNING** |  |