**CHILD AND ADULT PRACTICE REVIEWS**

**ROLE PROFILE - REVIEW PANEL MEMBER**

# PURPOSE OF THE REVIEW PANEL

The Review Panel manages the review process and plays a key role in ensuring that learning is drawn from the case.

Representatives should be appointed to the Review Panel from those agencies involved in the case. They should be of a sufficient level of seniority and should not have a direct involvement in the case management.

# RESPONSIBILITIES OF REVIEW PANEL MEMBERS

Review Panel Members are individually required to:

* Have a good working knowledge of the services but not have had any direct involvement in the case or be the direct line manager of anyone involved in the case
* Scope out their agency's involvement in the case
* Be consistent in their attendance at Panel meetings and should only send a deputy in exceptional circumstances. In these circumstances this deputy should be fully briefed, be of a sufficient level of seniority and should not have had a direct involvement in the case management.
* Request, within their agencies, the completion of a timeline of significant events together with a brief analysis of relevant context, issues or events
* Obtain, within their agencies, information about action already taken or recommendations by staff for future improvements in systems or practice. This can be included in the analysis column in the timeline of significant events.
* Respond to issues of clarification on behalf of their agency
* Support the reviewer in carrying out an effective learning event, although they are not required to attend
* Identify learning event participants and prepare them prior to the event
* Take responsibility for signing off any documents within their own agency
* Escalate any concerns to the Review Panel Chair. If unresolved, initiate the Protocol for Resolving Inter Agency Safeguarding Concerns.

As part of the Review Panel, Review Panel Members are required to:

* Agree the Terms of Reference for the Review
* Identify and commission a reviewer who must be independent of the case management
* Agree the timeframe for the review
* Produce a full and accurate genogram to clarify family relationships
* Ensure that a merged timeline of significant events from the individual agencies' timelines is produced and develop questions and ideas about what happened in the case
* Identify the most effective way of engaging with children, adults and family members and, if selected to do so, take responsibility for reporting back the findings to them
* Think creatively about how relevant practitioners and line managers can be engaged in the review through the learning event.
* Provide professional challenge and quality assurance in relation to the draft report and prepare an outline action plan to accompany the draft report for presentation to the Board
* Contribute to the final report and action plan

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation/Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_