

Cardiff and Vale of Glamorgan
Safeguarding Adults and Children Boards

Child and Adult Practice Reviews Guidance

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C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

Date of Review: November 2019

INTRODUCTION

The Social Services & Wellbeing (Wales) Act 2014, states that a Safeguarding Board “must establish child and adult practice reviews where they meet the criteria.....and ensure that they are effectively managed, supported and resourced”.

The criteria for child and adult practice reviews are set out in Regulation 4 of the Safeguarding Boards (Functions and Procedures) Wales Regulations 2015, which states that child/adult practice reviews **must** be undertaken where abuse or neglect of a child or adult is known or suspected and the child/adult has:-

- *Died; or*
- *Sustained potentially life threatening injury; or*
- *Sustained serious and permanent impairment of health or development;*

This document has been developed by the Safeguarding Business Unit in order to guide professionals through the Child Practice Review (CPR)/Adult Practice Review (APR) process.

ALL DOCUMENTS/FORMS CAN BE REQUESTED FROM THE SAFEGUARDING BUSINESS UNIT

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.

OVERVIEW OF REVIEWS

CPR/APR Concise & Extended Reviews

There are two forms of review, Concise and Extended. The type of review undertaken will depend upon the circumstances of the case:

Concise Reviews are held when the criteria has been met and the child/adult, for the 6 months preceding the date of the incident/event, was neither on the child protection register, a looked after child or an adult in respect of whom a local authority was determined to take action to protect from abuse/neglect.

Extended Reviews are held when the above criteria has been met and the child/adult, during the 6 months preceding the date of the incident/event, has been on the child protection register and/or a looked after child or an adult in respect of whom a local authority has determined to take action to protect from abuse/neglect.

If the criteria for an APR/CPR is met, then a recommendation to hold a review is made to the RSCB/RSAB Chairs. Ultimately, the decision as to whether the case meets the above criteria rests with the respective Board Chair, as advised by the CPR/APR sub group.

Multi-Agency Professional Forums (MAPF)

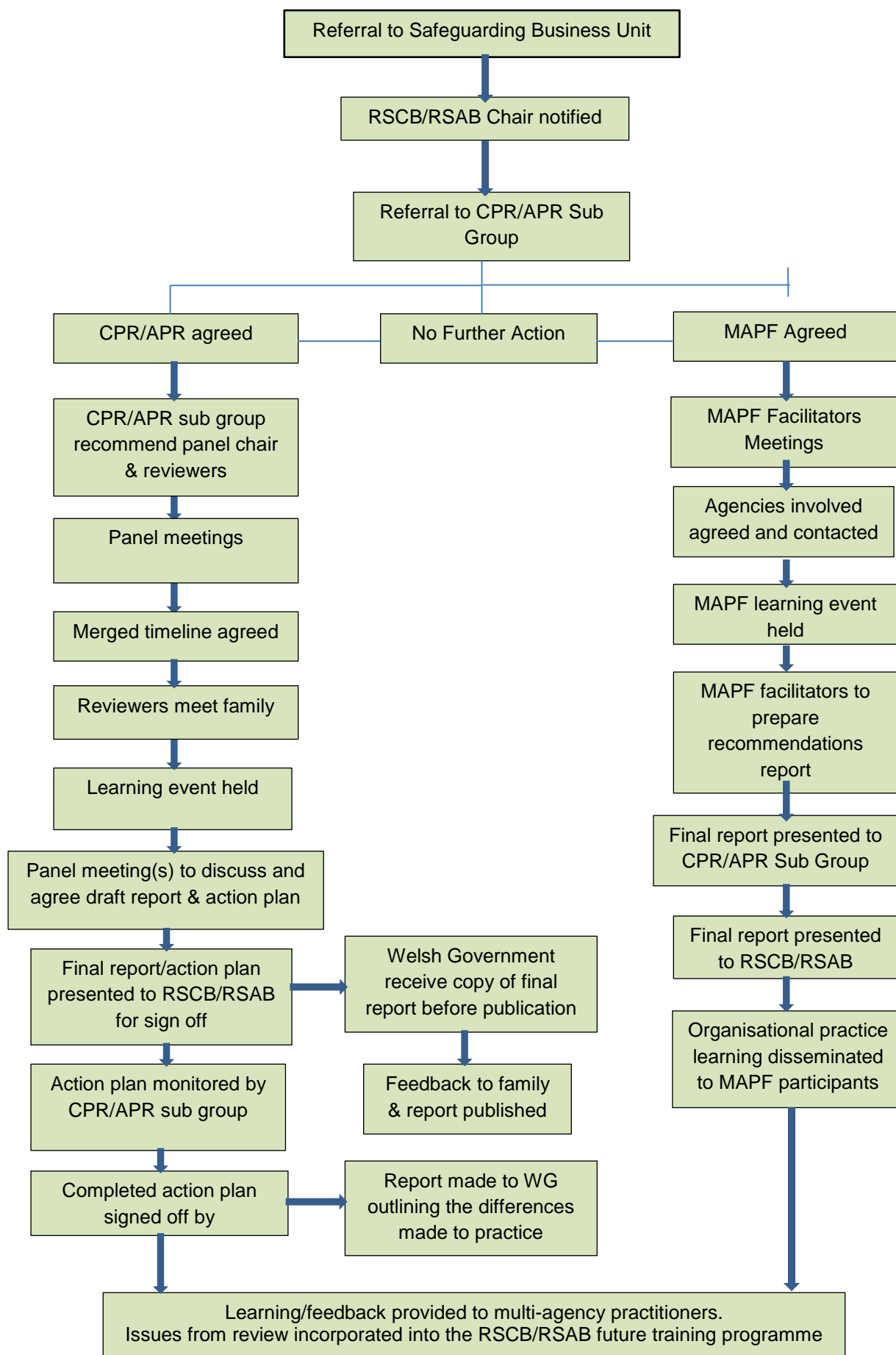
There may be certain cases considered by the CPR/APR Sub Group that do not meet the criteria for a Child/Adult Practice Review. However, the sub group may decide that an alternative audit is required to identify and share lessons learnt. In such cases a recommendation can be made to hold a MAPF review.

Requests for a review

Any member of the Safeguarding Board, agency or practitioner can raise a concern about a case which they believe may meet the above criteria for a Child/Adult Practice Review. Any referral or concern raised should be directed to the Board Business Manager. The referral will then be forwarded to the CPR/APR sub group for consideration.

Templates for use in Child/Adult Practice Reviews can be accessed via the following link:
<https://socialcare.wales/hub/sswbact-codes>

REFERRAL PROCESS FOR CHILD/ADULT PRACTICE REVIEWS & MAPF



CARDIFF & VALE OF GLAMORGAN REGIONAL SAFEGUARDING BOARDS

ROLE PROFILES – CPR/APR SUB GROUP MEMBER

ORGANISATIONAL RESPONSIBILITIES

- Ensure the correct membership from their agencies at the Sub Group and any task and finish groups
- Consider case referrals received, if cases or matters of concern require, or meet the criteria for a Multi-Agency Professional Forum, Concise Review or Extended Review
- Consider, for each case, the scope of the review process, identify the composition of the panel based on specific expertise requirements (including the chair- who will subsequently be a member of the Sub Group)
- Commit to the process of a review, including the identification of review panel members
- Appropriately prepare any panel members, reviewers or chair from their respective agencies and be a point of contact/support throughout the Review process
- Monitor the Practice Review process and to oversee changes to this process
- Read and prepare for the discussion of draft reports and action plans during Sub Group meeting
- Disseminate learning from reviews and ensure that thematic learning from local and national reviews is being taken into account in the work of both the RSCB and the RSAB
- Consult appropriately within their organisations and to brief their organisational members on any relevant issues arising in regard to any work of the Sub Group
- Commit to the Sub Group, deputies will only be accepted in exceptional circumstances and when a conflict of interest has been identified.
- Commit to any additional work being commissioned by the RSCB and RSAB for the Sub Group
- Be responsible for ensuring any draft reports are shared with their agency's Board member representative

Confidentiality Statement

The meeting will be conducted in line with the Part 7 Guidance of the Social Services and Well-Being (Wales) Act 2014. Information discussed by the agency representative, within the ambit of this meeting is strictly confidential and must not be disclosed to third parties without the agreement of the C&V CPR/APR Sub Group members at the meeting.

All agencies should ensure the papers are retained in a confidential and appropriately restricted manner.

By signing this role profile and the attendance sheet at each meeting, members are agreeing to abide by these principles.

The CPR/APR Sub Group will meet on a quarterly basis

Name _____

Designation/Agency _____

Signature _____

C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

Date of Review: November 2019

CARDIFF & VALE SAFEGUARDING CHILDREN BOARD

ROLE PROFILE – CPR/APR PANEL CHAIRPERSON

ORGANISATIONAL RESPONSIBILITIES

- Be independent of the case
- Work with Safeguarding Business Unit to develop agenda
- Have a comprehensive understanding of the process
- Attend, prepare and stay for all panel meetings
- Take responsibility for accuracy of minutes and completion of actions
- Set and commit to the schedule of the review
- Work with all agencies to develop panel Terms of Reference
- Encourage active participation and scrutiny of timeline throughout panel process
- Work with reviewers as per CPR/APR guidance process to support learning events
- Ensure the views of panel members are actively reflected in Learning Events
- Ensure robust panel scrutiny of draft reports including recommendations
- Attend Safeguarding Children Board /Safeguarding Adults Board alongside reviewer to present reports
- Work with reviewers to ensure engagement of adults, children and family members in the process where appropriate

Confidentiality Statement

The meeting will be conducted in line with the Part 7 Guidance of the Social Services and Well-Being (Wales) Act 2014. Information discussed by the agency representative, within the ambit of this meeting is strictly confidential and must not be disclosed to third parties without the agreement of the C&V CPR/APR Sub Group members at the meeting.

All agencies should ensure the papers are retained in a confidential and appropriately restricted manner.

By signing this role profile and the attendance sheet at each meeting, panel members are agreeing to abide by these principles.

Name _____

Designation/Agency _____

Signature _____

C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

Date of Review: November 2019

CARDIFF & VALE SAFEGUARDING CHILDREN BOARD

ROLE PROFILE – CPR/APR PANEL REVIEWER

ORGANISATIONAL RESPONSIBILITIES

- Be independent of the case
- Have a comprehensive understanding of the process
- Attend, prepare and stay for all panel meetings
- Agree and commit to the schedule of the review
- Facilitate Learning Events to ensure the voice of practitioners directly contributes to the review.
- Engage with children and family members in the process where appropriate to ensure their views are incorporated into the review process
- Identify single and inter-agency learning points for consideration of panel
- Collate and synthesise all learning for discussion with the panel in the form of a draft report
- Ensure the views of panel members are actively reflected in Learning Events and Reports
- Take a reflective, analytical and strategic outlook to the development of the report to ensure practice and organisational learning can be identified.
- Work with the panel to prepare an outline action plan to accompany the report for presentation and discussion by the Board
- Attend Safeguarding Children Board /Safeguarding Adults Board to present reports
- Work with the panel to prepare a finalised action plan reflecting discussion by the SCB within 4 weeks of consideration at Board Meeting.

Confidentiality Statement

The meeting will be conducted in line with the Part 7 Guidance of the Social Services and Well-Being (Wales) Act 2014. Information discussed by the agency representative, within the ambit of this meeting is strictly confidential and must not be disclosed to third parties without the agreement of the C&V CPR/APR Sub Group members at the meeting.

All agencies should ensure the papers are retained in a confidential and appropriately restricted manner.

By signing this role profile and the attendance sheet at each meeting, panel members are agreeing to abide by these principles.

Name _____

Designation/Agency _____

Signature _____

C&V CPR/APR Guidance for Professionals

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CARDIFF & VALE SAFEGUARDING CHILDREN BOARD

ROLE PROFILE – CPR/APR PANEL MEMBERS

ORGANISATIONAL RESPONSIBILITIES

- Not have had direct involvement in the case under review
- Prepare for, attend and stay at all Panel meetings. In the event of this not being possible identify another practitioner to deputise
- Contribute and commit to all deadlines scheduled in review
- Provide all information in accordance with deadlines
- Be accountable for agency information
- Submit accurate Chronolator to Business Management Unit for collation
- Be responsible for the development and content of their agency timeline.
- Where panel members are not authors of their agency timeline, Panel Members must ensure timeline authors are independent and have full knowledge of timeline content.
- Identify relevant learning event attendees within their agency and
- Provide support, advice and mentoring to identified staff throughout the learning event process
- Work through own agencies timeline with Learning Event attendees in preparation for Learning Event
- Actively contribute to the scrutiny of draft report including recommendations
- Be responsible for ensuring the draft report is shared with their agency's CPR/APR Sub Group member representative and their agency's Board member representative
- Be responsible for agreeing final drafts for submission to the Practice Review Management Group
- Keep Learning Event attendees informed of progress of review in particular plans and dates of publication

Confidentiality Statement

The meeting will be conducted in line with the Part 7 Guidance of the Social Services and Well-Being (Wales) Act 2014. Information discussed by the agency representative, within the ambit of this meeting is strictly confidential and must not be disclosed to third parties without the agreement of the C&V CPR/APR Sub Group members at the meeting.

All agencies should ensure the papers are retained in a confidential and appropriately restricted manner.

By signing this role profile and the attendance sheet at each meeting, panel members are agreeing to abide by these principles.

Name _____

Designation/Agency _____

Signature _____

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CONTACT US:

Please contact the Safeguarding Business Unit for any additional information/guidance via the following avenues:

Address:

Cardiff and Vale Regional Safeguarding Boards Business Unit

Room 342

County Hall

Cardiff

CF10 4UW



(02920) 871891

Email: CardiffandValeRSB@cardiff.gov.uk

APPENDIX 1: CHILD/ADULT PRACTICE REVIEW REFERRAL FORM

CARDIFF & VALE OF GLAMORGAN SAFEGUARDING BOARDS PRACTICE REVIEW REFERRAL FORM

An Adult or Child Practice Review will be considered by the Cardiff and Vale Safeguarding Boards in any of the following cases where abuse or neglect is known or suspected and the child or adult at risk has:

- died; or
- sustained potentially life threatening injury; or
- sustained serious and permanent impairment of health or development

Name of Referrer:		Agency:	
Name of Child/Adult:			
Address:			
Date of Birth:		Date of Death (if appropriate):	
Cause of Death (if known):			
Detail of Event leading to Referral:			
Rationale for Referral:			
Was Abuse or Neglect potentially associated with the event detailed above?			
Yes/No			
Was Abuse or Neglect suspected prior to the event detailed above?			
Yes/No			
Has the Adult at Risk:			
Been a person in respect of whom a local authority has determined to take action to protect from abuse or neglect in the last 6 months?			
Yes/No			
Has the Child:			
Been on the Child Protection Register in the last 6 months?			
Yes/No			
Been a Looked After Child in the last 6 months?			
Yes/No			

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BRIEF OVERVIEW OF AGENCY INVOLVEMENT	
Adult Services:	
Children Services:	
Education:	
CMHT/CAMHS:	
Health:	
Police:	
Probation:	
YOS:	
Other: please specify	
TO BE COMPLETED BY THE CHAIR OF THE WBSB ADULT/CHILD REVIEW GROUP:	
CRITERIA MET (YES/NO)	
REASONS FOR DECISION	

APPENDIX 2.1: CHILD PRACTICE REVIEWS RECOMMENDATIONS TO CHAIR

CARDIFF & VALE OF GLAMORGAN REGIONAL SAFEGUARDING CHILDREN BOARD

Recommendation to Chair of RSCB from Review Subgroup

From: Chair of the CPR Subgroup – Name and Designation

To: Chair of the RSCB – Name and Designation

Re: Insert numerical case identifier **(to be used in all future correspondence- These are based on the year a CPR began. So, for example, the first CPR undertaken by Cardiff and Vale RSCB next year will be (C&Vf 1/ 2016))**

Date of Recommendation:

Brief outline of Case/incident	
Please include the legal status of child/children prior to incident and any immediate remedial safeguarding action taken by relevant agencies.	
Recommendation	
The CPR Subgroup has considered this case and recommends that it meets the criteria for a:	
Concise review	<input type="checkbox"/>
Extended review	<input type="checkbox"/>
If the criteria are not met for the above reviews, what alternative review process will be undertaken:	
Referred to multi-agency professional forum	<input type="checkbox"/>
No review	<input type="checkbox"/>
Alternative review process	<input type="checkbox"/>
Please specify or detail alternative review process, e.g. Homicide Review:	
Decision	
Unanimous	<input type="checkbox"/>
Majority	<input type="checkbox"/>

Rationale for Decision/Recommendation

This should include:-

- Guidance Criteria.
- Range of reviews considered.
- Alternative types of review considered to meet the case needs.
- How the needs of any other review will be incorporated into the terms of reference.
- If majority decision – explanation and outcome.

Proposed Initial Outline of Review

(This is an initial outline which will need to be updated as the review proceeds.)

Time period to be covered by the review in line with guidance:

0-6 months	<input type="checkbox"/>	6-12 months	<input type="checkbox"/>
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Rationale for time period:

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More than 12 months	<input type="checkbox"/>
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If more than 12 months - As this is outside timeframe recommended in guidance please specify rationale

--

Agencies involved in the case being reviewed

Include name and designation if known

Police	<input type="checkbox"/>		NHS Trust	<input type="checkbox"/>	
Education	<input type="checkbox"/>		Social Services	<input type="checkbox"/>	
Probation	<input type="checkbox"/>		Public Health Wales	<input type="checkbox"/>	
Youth Offending	<input type="checkbox"/>		CAFCASS Cymru	<input type="checkbox"/>	
Local Health Board	<input type="checkbox"/>		Other RSCB	<input type="checkbox"/>	
Other (please specify if known or yet to be			<input type="checkbox"/>		

C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

Date of Review: November 2019

identified):		
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Agency identified to Chair Review Panel

Include name and designation if known

Police	<input type="checkbox"/>		NHS Trust	<input type="checkbox"/>	
Education	<input type="checkbox"/>		Social Services	<input type="checkbox"/>	
Probation	<input type="checkbox"/>		Public Health Wales	<input type="checkbox"/>	
Youth Offending	<input type="checkbox"/>		CAFCASS Cymru	<input type="checkbox"/>	
Local Health Board	<input type="checkbox"/>		Other RSCB	<input type="checkbox"/>	
Other (please specify if known or yet to be identified):		<input type="checkbox"/>			

Is the Chair independent in that they have had no involvement/oversight of the case?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<i>State rationale for choice of Chair:</i>
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<p>Core Issues to be addressed in the terms of reference of the review will include:</p> <ol style="list-style-type: none"> 1. To examine inter-agency working and service provision for Child or Children X through defined terms of reference. 2. To seek contributions to the review from the child/children and appropriate family members and keep them informed of key aspects of progress. 3. Identify particular issues identified for further clarification including: (<i>List issues relevant to particular case.</i>) 4. To produce a report for publication and an action plan. 5. The RSCB Co-ordinator will be responsible for maintaining links with all relevant agencies, families and other interests. 6. The Panel Chair will inform the Chair of the RSCB and the RSCB subgroup of significant changes in the scope of the review and the TOR will be updated accordingly 7. The Chair of RSCB will be responsible for making all public comment, and responses to media interest concerning the review until the process is completed. It is anticipated that there will be no public disclosure of information other than the Final RSCB Report. 8. The RSCB and Panel will seek legal advice on all matters relating to the review. In particular this will include advice on: <ul style="list-style-type: none"> • Terms of reference; • Disclosure of information; • Guidance to the panel on issues relating to interviewing individual members of staff.

Appointment of Reviewer Independent of the Case Management

Is an independent reviewer to be appointed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the name and designation of independent reviewer known?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes please state nominated designation of Independent Reviewer plus any additional information):				

Review Independent of the Case Management – Extended Review

<p>In the case of an extended review the following core questions will be addressed as per the guidance by the reviewers in the Terms of Reference of the Review.</p> <ul style="list-style-type: none"> • whether previous relevant information or history about the child and/or family members was known and taken into account in professionals' assessment, planning and decision-making in respect of the child, the family and their circumstances. How that knowledge contributed to the outcome for the child. • whether the child protection plan (and/or the looked after child plan or pathway plan) was robust, and appropriate for that child, the family and their circumstances. • whether the plan was effectively implemented, monitored and reviewed and whether all agencies contributed appropriately to the development and delivery of the multi-agency plan. • the aspects of the plan that worked well and those that did not work well and why. The degree to which agencies challenged each other regarding the effectiveness of the plan, including progress against agreed outcomes for the child. Whether the protocol for professional disagreement was invoked. • whether the respective statutory duties of agencies working with the child and family were fulfilled. • whether there were obstacles or difficulties in this case that prevented agencies from fulfilling their duties (this should include consideration of both organisational issues and other contextual issues). <p>Further relevant issues in relation to the circumstances of the case may also be identified by the <i>Review Panel</i> and/or the reviewers.</p> <p><i>Any additional specific questions which are appropriate to be raised at this stage?</i></p>	
Approximate cost (if known) of independent reviewer and how this will be met	£
Additional costs identified (if known). Please specify:	£ (total)
Date of First Panel meeting (mm/mm/yyyy)

Will the report be completed within Guidance timeframe? <i>i.e. 6 months from date of referral</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please identify any Issues that may impact on the timeframe and how these will be managed:- <i>Include issues such as:- Criminal prosecution Coroners decision</i>				

Anticipated completed report date (mm/yyyy)
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To be completed by Sub group Chair

Signature

Title

Date

Telephone number

Decision of the Chair of RSCB

I agree with the recommendation	<input type="checkbox"/>
I agree with the recommendation with the following amendments:-	<input type="checkbox"/>
I disagree with the recommendation <i>If disagree, reasons why and proposed action:-</i>	<input type="checkbox"/>

Signature

Title

Date

Telephone number

In discussion with Chair of Sub group

Date information to be presented to RSCB

Date information sent to Welsh Government

C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

Date of Review: November 2019

For Welsh Government use only

Date information received

Date acknowledgment letter sent to RSCB Chair

Date circulated to relevant inspectorates/Policy Leads

Agencies	Yes	No	Reason
CSSIW	<input type="checkbox"/>	<input type="checkbox"/>	
Estyn	<input type="checkbox"/>	<input type="checkbox"/>	
HIW	<input type="checkbox"/>	<input type="checkbox"/>	
HMI Constabulary	<input type="checkbox"/>	<input type="checkbox"/>	
HMI Probation	<input type="checkbox"/>	<input type="checkbox"/>	

APPENDIX 2.2: ADULT PRACTICE REVIEWS RECOMMENDATIONS TO CHAIR

Recommendation to Chair of RSAB from Review Subgroup

From: Chair of the APR Subgroup – Name and Designation

To: Chair of the RSAB – Name and Designation

Re: Insert numerical case identifier **(to be used in all future correspondence-** *These are based on the year an APR began. So, for example, the first APR undertaken by Cardiff and Vale RSAB next year will be (C&Vf 1/2016))*

Date of Recommendation:

Brief outline of Case/incident

Please include the status of individual/individuals prior to incident and any immediate remedial safeguarding action taken by relevant agencies.

Recommendation

The APR Subgroup has considered this case and recommends that it meets the criteria for a:

7

7

If the criteria are not met for the above reviews, what alternative review process will be undertaken:

7

5

7

Please specify or detail alternative review process, e.g. Homicide Review:

.....

.....

Decision

7

7

Rationale for Decision/Recommendation

This should include:-

- Guidance Criteria.
- Range of reviews considered.
- Alternative types of review considered to meet the case needs.
- How the needs of any other review will be incorporated into the terms of reference.
- If majority decision – explanation and outcome.

Proposed Initial Outline of Review

(This is an initial outline which will need to be updated as the review proceeds.)

Time period to be covered by the review in line with guidance:

0-6 months	<input type="checkbox"/>	6-12 months	<input type="checkbox"/>		
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Rationale for time period:

--

**More than
12 months**

☐

If more than 12 months - As this is outside timeframe recommended in guidance please specify rationale

--

Agencies involved in the case being reviewed

Include name and designation if known

Police	<input type="checkbox"/>		NHS Trust	<input type="checkbox"/>	
Housing	<input type="checkbox"/>		Social Services	<input type="checkbox"/>	
Probation	<input type="checkbox"/>		Public Health Wales	<input type="checkbox"/>	
Third Sector	<input type="checkbox"/>		Care Provider	<input type="checkbox"/>	
Local Health Board	<input type="checkbox"/>		Other RSAB	<input type="checkbox"/>	
Other (please specify if known or yet to be identified):		<input type="checkbox"/>			

Agency identified to Chair Review Panel

Include name and designation if known

Police	<input type="checkbox"/>		NHS Trust	<input type="checkbox"/>	
Housing	<input type="checkbox"/>		Social Services	<input type="checkbox"/>	
Probation	<input type="checkbox"/>		Public Health Wales	<input type="checkbox"/>	
Third Sector	<input type="checkbox"/>		Care Provider	<input type="checkbox"/>	
Local Health Board	<input type="checkbox"/>		Other RSAB	<input type="checkbox"/>	
Other (please specify if known or yet to be identified):		<input type="checkbox"/>			

Is the Chair independent in that they have had no involvement/oversight of the case?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
State <i>rationale for choice</i> of Chair:				

Core Issues to be addressed in the terms of reference of the review will include:

1. To examine inter-agency working and service provision for Individual/individuals X through defined terms of reference.
2. To seek contributions to the review from the individual/individuals and appropriate family members and keep them informed of key aspects of progress.
3. Identify particular issues identified for further clarification including:
 - a. *(List issues relevant to particular case.)*
4. To produce a report for publication and an action plan.
5. The RSAB Co-ordinator will be responsible for maintaining links with all relevant agencies, families and other interests.
6. The Panel Chair will inform the Chair of the RSAB and the RSAB subgroup of significant changes in the scope of the review and the TOR will be updated accordingly
7. The Chair of RSAB will be responsible for making all public comment, and responses to media interest concerning the review until the process is completed. It is anticipated that there will be no public disclosure of information other than the Final RSAB Report.
8. The RSAB and Panel will seek legal advice on all matters relating to the review. In particular this will include advice on:
9. Terms of reference;
10. Disclosure of information;
11. Guidance to the panel on issues relating to interviewing individual members of staff.

Appointment of Reviewer Independent of the Case Management

Is an independent reviewer to be appointed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the name and designation of independent reviewer known?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

*If **yes** please state nominated designation of Independent Reviewer plus any additional information):*

Review Independent of the Case Management – Extended Review

In the case of an extended review the following core questions will be addressed as per the guidance by the reviewers in the Terms of Reference of the Review.

- Whether previous relevant information or history about the adult at risk and/or family members was known and taken into account in professionals' assessment, planning and decision-making in respect of the adult at risk, the family and their circumstances. How that knowledge contributed to the outcome for the adult at risk.
- Whether the actions identified to safeguard the adult at risk were robust, and appropriate for that adult and their circumstances.
- Whether the actions were implemented effectively, monitored and reviewed and whether all agencies contributed appropriately to the development and delivery of the multi-agency actions.
- The aspects of the actions that worked well and those that did not work well and why. The degree to which agencies challenged each other regarding the effectiveness of the actions, including progress against agreed outcomes for the adult at risk. Whether the protocol for professional disagreement was invoked.
- Whether the respective statutory duties of agencies working with the adult at risk and family were fulfilled.
- Whether there were obstacles or difficulties in this case that prevented agencies from fulfilling their duties (this should include consideration of both organisational issues and other contextual issues).

Further relevant issues in relation to the circumstances of the case may also be identified by the *Review Panel* and/or the reviewers.

Any additional specific questions which are appropriate to be raised at this stage?

Approximate cost (if known) of independent reviewer and how this will be met	£
Additional costs identified (if known). Please specify:	£ (total)
Date of First Panel meeting (mm/mm/yyyy)

Will the report be completed within Guidance timeframe? <i>i.e. 6 months from date of referral</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<p>Please identify any issues that may impact on the timeframe and how these will be managed:-</p> <p><i>Include issues such as:- Criminal prosecution</i> <i>Coroners decision</i></p>

<p>Anticipated completed report date (mm/yyyy)</p>	<p>.....</p>
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To be completed by Practice Review Sub-group Chair

Signature
Title
Date
Telephone number

APPENDIX 3.1: CHILD PRACTICE REVIEW INFORMATION FOR PARENTS/CARERS LEAFLET

If you would like to know more about Child Practice Reviews or have any questions please contact the

Cardiff & Vale of Glamorgan

Regional Safeguarding Children Board's

Safeguarding Business Unit on:

02920871891

Or alternatively you can email
cardiffandvalersb@cardiff.gov.uk



Child Practice Reviews

Information for Parents and Carers



What is a Child Practice Review?

A child practice review is a way of looking into a case where a child has died or been seriously injured or harmed and it is felt that there are lessons to be learned from what happened.

Why do we do it?

The child practice review enables agencies and professionals who have worked with a child and their family to learn how we might improve working practices in the future.

How do we do it?

All the agencies and professionals who have worked with you and your family (including social workers, teachers, doctors, nurses, midwives, police officers) look together at everything they have done and try to identify anything they could have done differently. They ask each other questions about how and why they did the things they did. This is called the Review Panel.

Who is the Reviewer?

The reviewer is the person who came to see you today. They will listen to what you have to say and then attend a meeting called a learning event with all the people who have worked with you and your family. The reviewer will make sure your thoughts, feelings and questions are listened to and answered at the learning event.

What happens

All of the learning is written into a report to help other workers learn too. If you want the reviewer can meet with you to talk about the report and what was learned.

Some other things you may need to know:

- When the report is completed it will be available on our website for 12 weeks before being removed
- The report will not include the names of anyone involved so apart from the people involved in the review no-one will know who it is about
- You will be given the chance to see the report before it is put on the website

Your Voice

- **Is there something you want to tell us?**
- **Is there something you wish had been done?**
- **Is there anything you wanted to be asked?**
- **Did you feel like you could talk to the people working with you?**
- **Is there anything you think could have been done differently?**
- **Is there something you think should have been done but wasn't?**
If so you can talk to the reviewer

APPENDIX 3.2: ADULT PRACTICE REVIEW INFORMATION FOR FAMILY/CARERS LEAFLET

If you would like to know more about Adult Practice Reviews or have any questions please contact the

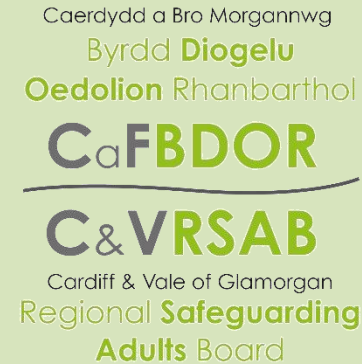
Cardiff & Vale of Glamorgan

Regional Safeguarding Adults Board's

Safeguarding Business Unit on:

02920871891

Or alternatively you can email
cardiffandvalersb@cardiff.gov.uk



Adult Practice Reviews

Information for Family and Carers



What is an Adult Practice Review?

An adult practice review is a way of looking into a case where an adult has died or been seriously injured or harmed and it is felt that there are lessons to be learned from what happened.

Why do we do it?

The adult practice review enables agencies and professionals who have worked with an adult and their family to learn how we might improve working practices in the future.

How do we do it?

All the agencies and professionals who have worked with you and your family (including social workers, teachers, doctors, nurses, midwives, police officers) look together at everything they have done and try to identify anything they could have done differently. They ask each other questions about how and why they did the things they did. This is called the Review Panel.

Who is the Reviewer?

The reviewer is the person who came to see you today. They will listen to what you have to say and then attend a meeting called a learning event with all the people who have worked with you and your family. The reviewer will make sure your thoughts, feelings and questions are listened to and answered at the learning event.

What happens next?

All of the learning is written into a report to help other workers learn too. If you want the reviewer can meet with you to talk about the report and what was learned.

Some other things you may need to know:

- When the report is completed it will be available on our website for 12 weeks before being removed
- The report will not include the names of anyone involved so apart from the people involved in the review no-one will know who it is about
- You will be given the chance to see the report before it is put on the website

Your Voice

- **Is there something you want to tell us?**
- **Is there something you wish had been done?**
- **Is there anything you wanted to be asked?**
- **Did you feel like you could talk to the people working with you?**
- **Is there anything you think could have been done differently?**
- **Is there something you think should have been done but wasn't?**

If so you can talk to the reviewer

APPENDIX 4.1: CHILD PRACTICE REVIEW LEARNING EVENT INFORMATION FOR PROFESSIONALS

Learning Events

What is the purpose?

To understand what has happened

To consider how some assessments and decisions were made

To review what can be learned for the future

If you want to find out more, please contact:

Your agency's panel member

or

Cardiff & Vale of Glamorgan Safeguarding
Children Board

Safeguarding Business Unit

Cardiff and Vale of Glamorgan

Safeguarding Boards

Room 342, County Hall

Cardiff

CF10 4UW

Tel: 02920871891

Email: cardiffandvalersb@cardiff.gov.uk



CHILD PRACTICE REVIEW LEARNING EVENTS

WHAT YOU NEED TO KNOW WHEN
ATTENDING A LEARNING EVENT;

A LEAFLET FOR PRACITITIONERS



What is a Child Practice Review?

Child Practice Reviews have replaced Serious Case Reviews and are the new arrangements for undertaking multi-agency reviews involving a significant incident where abuse or neglect of a child is known or suspected. For further guidance, please contact the C&V Regional Safeguarding Boards Business Unit on 02920871891 or email cardiffandvalersb@cardiff.gov.uk.

This new framework now ensures that agencies, staff and families review in a more collaborative approach to reflect and learn from what has happened.

What is the process for undertaking the Child Practice Review?

A multi-agency panel is established consisting of senior staff from all relevant agencies. This panel collects all the information in order to develop a timeline of significant events. This is usually done by interrogating agency records.

which is led by an independent reviewer. This event brings together all practitioners who have had involvement with the case so that they can

share their understanding of what has happened and identifying key learning points.

Another key component of this new process is a facilitated practitioner focused learning event

How do I prepare for a Learning Event?

Practitioners should be prepared to share their experiences, highlight good practice and identify any learning points for future practice. Prior to the event practitioners are advised to review case records (where available) and to familiarise themselves with the case. Your panel member is responsible for providing advice and support before and after the learning event. There may be occasions when two separate learning events are held, for managers and practitioners.

What happens in the Learning Event?

Reviewing serious cases can raise much anxiety in individuals and organisations which can lead to defensiveness and an inability to reflect. The learning event is led by an experienced facilitator whose role it is to develop a safe environment to enable

practitioners to reflect, participate and learn. Each learning event is different but they are likely to be made up from group work and feedback sessions which will draw practitioners experience, knowledge and reflections of the case. The reviewers will facilitate/enable practitioners in considering organisational or other factors which may have impacted on the case.

What happens next?

Following the learning event, the reviewer has the responsibility for collating and analysing all the learning identified by the timeline and what the family have said in order to complete a report. This will then be submitted to the Cardiff & Vale of Glamorgan Safeguarding Children Board for agreement and action. A copy is also sent to Welsh Government.

The report is published on the Cardiff & Vale of Glamorgan Safeguarding Children Board website for 12 weeks. Your panel member will notify you of publication details.



APPENDIX 4.2: ADULT PRACTICE REVIEW LEARNING EVENT INFORMATION FOR PROFESSIONALS

Learning Events

What is the purpose?

To understand what has happened

To consider how some assessments and decisions were made

To review what can be learned for the future

If you want to find out more, please contact:

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or

Cardiff & Vale of Glamorgan Safeguarding
Children Board

Safeguarding Business Unit

Cardiff and Vale of Glamorgan

Safeguarding Boards

Room 342, County Hall

Cardiff

CF10 4UW

Tel: 02920871891

Email: cardiffandvalersb@cardiff.gov.uk

ADULT PRACTICE REVIEW LEARNING EVENTS

WHAT YOU NEED TO KNOW WHEN
ATTENDING A LEARNING EVENT;

A LEAFLET FOR PRACITIONERS

Caerdydd a Bro Morgannwg
Byrdd **Diogelu**
Oedolion Rhanbarthol
CaFBDOR
C&VRSAB
Cardiff & Vale of Glamorgan
Regional **Safeguarding**
Adults Board

What is an Adult Practice Review?

Adult Practice Reviews have replaced Serious Case Reviews and are the new arrangements for undertaking multi-agency reviews involving a significant incident where abuse or neglect of a vulnerable adult is known or suspected. For further guidance, please contact the C&V Regional Safeguarding Boards Business Unit on 02920871891 or email cardiffandvalersb@cardiff.gov.uk.

This new framework now ensures that agencies, staff and families review in a more collaborative approach to reflect and learn from what has happened.

What is the process for undertaking the Adult Practice Review?

A multi-agency panel is established consisting of senior staff from all relevant agencies. This panel collects all the information in order to develop a timeline of significant events. This is usually done by interrogating agency records. Another key component of this new process is a facilitated practitioner focused learning event which is led by an independent reviewer. This event brings together all practitioners who have had involvement with the case so that they can share their understanding of what has happened and identifying key learning points.

How do I prepare for a Learning Event?

Practitioners should be prepared to share their experiences, highlight good practice and identify any learning points for future practice. Prior to the event practitioners are advised to review case records (where available) and to familiarise themselves with the case. Your panel member is responsible for providing advice and support before and after the learning event. There may be occasions when two separate learning events are held, for managers and practitioners.

What happens in the Learning Event?

Reviewing serious cases can raise much anxiety in individuals and organisations which can lead to defensiveness and an inability to reflect. The learning event is led

by an experienced facilitator whose role it is to develop a safe environment to enable practitioners to reflect, participate and learn. Each learning event is different but they are likely to be made up from group work and feedback sessions which will draw practitioners experience, knowledge and reflections of the case. The reviewers will facilitate/enable practitioners in considering organisational or other factors which may have impacted on the case.

What happens next?

Following the learning event, the reviewer has the responsibility for collating and analysing all the learning identified by the timeline and what the family have said in order to complete a report. This will then be submitted to the Cardiff & Vale of Glamorgan Safeguarding Adults Board for agreement and action. A copy is also sent to Welsh Government.

The report is published on the Cardiff & Vale of Glamorgan Safeguarding Adults Board website for 12 weeks. Your panel member will notify you of publication details.



APPENDIX 5.1: CHILD PRACTICE REVIEW LEARNING EVENT FEEDBACK FORM

Learning Event Feedback Form

Can you please complete this feedback form so that we can evaluate the effectiveness of the event you have attended?



Name:

Event: **Learning Event** *insert CPR reference*

Date:

Agency:

The box ratings are: 1 = not at all; 2 = not very; 3 = quite; 4 = very; 5 = completely

		1	2	3	4	5	Comments
1.	Did the event meet your expectations?						
2.	Were the aims clearly explained?						
3.	Was the content relevant to your needs?						
4.	Was the event well structured?						
5.	Was the event clearly presented?						
6.	Were you satisfied overall with the event?						
7.	What was the most useful part of the event?						
8.	What was the least useful part of the event?						
9.	Is there anything you would like to have seen included?						
10.	Any additional comments/recommendations:						

C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

Date of Review: November 2019

APPENDIX 5.2: ADULT PRACTICE REVIEW LEARNING EVENT FEEDBACK FORM

Learning Event Feedback Form



Can you please complete this feedback form so that we can evaluate the effectiveness of the event you have attended?

Name:

Event: **Learning Event** *insert APR reference*

Date:

Agency:

The box ratings are: 1 = not at all; 2 = not very; 3 = quite; 4 = very; 5 = completely

1 2 3 4 5 Comments

1.	Did the event meet your expectations?						
2.	Were the aims clearly explained?						
3.	Was the content relevant to your needs?						
4.	Was the event well structured?						
5.	Was the event clearly presented?						
6.	Were you satisfied overall with the event?						
7.	What was the most useful part of the event?						
8.	What was the least useful part of the event?						
9.	Is there anything you would like to have seen included?						
10.	Any additional comments/recommendations:						

C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

Date of Review: November 2019

APPENDIX 6.1: TEMPLATE C&V CPRAPR INTIAL LETTER TO FAMILY

Address: ***insert address***

Date: ***insert date***

Dear ***insert name***

Re: Regional Safeguarding Children/Adults Board – Child/Adult Practice Review

I am writing to you to let you know that the Cardiff and Vale of Glamorgan Regional Safeguarding **Children/Adults** Board is holding a **Child/Adult** Practice Review in respect to your ***insert relation and name***.

These **Child/Adult** Practice Reviews are held when there may be lessons to be learnt by organisations involved in safeguarding children/adults at risk. The purpose of the review is to look at the practice of all agencies that were involved with your family and to learn lessons for the future about the services and support provided.

I am the Chair of the review panel which, along with ***insert number*** independent reviewer/s, has been set up to lead the review process. As part of this, a learning event is due to be held in ***insert date*** where all agencies involved with your family will be invited to attend and share their experiences and understanding of your case. I have attached a leaflet that explains to family members the reason behind a **Child/Adult** Practice Review.

As ***insert name*** ***insert relation***, I would appreciate having your input in the review, particularly your views on the work of the different agencies that were involved with you at that time, and any support or help that you felt was needed. The reviewer/s, ***insert reviewer name/s*** would like to come and see you at a place of your choice on ***insert date***. At this meeting ***insert reviewer name/s*** will note your views and make sure they are shared at the learning event. They will also try to answer any questions you may have about the review. Should you wish to have a family member with you, then we would be happy to meet with them as well. If this is not convenient in any way, or if you do not wish to be involved in this process, then please do let us know by contacting the Safeguarding Business Unit on 02922 330880 or by e-mail CardiffandValeRSB@cardiff.gov.uk.

We will be in touch with you soon to confirm this meeting, if you are happy to do so.

Yours sincerely

insert name

Chair of Child/Adult Practice Review Panel

CC. ***insert name***, Independent Reviewer

insert name, Independent Reviewer

C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

Date of Review: November 2019

APPENDIX 6.2: TEMPLATE C&V CPRAPR FINAL LETTER TO FAMILY

Address: ***insert address***

Date: ***insert date***

Dear ***insert name***

Re: Regional Safeguarding Children/Adults Board – Child/Adult Practice Review

I am writing to you to let you know that the Cardiff and Vale of Glamorgan Regional Safeguarding **Children/Adults** Board has completed the report for the **Child/Adult** Practice Review in respect to your ***insert relation and name***.

The reviewer/s, ***insert reviewer name/s*** would like to come and see you at a place of your choice on ***insert date***. At this meeting ***insert reviewer name/s*** will discuss the report with you before it is published. ***insert reviewer name/s*** will be in touch in the near future to confirm this meeting with you. You may of course bring someone with you such as a family member or friend to support you.

Should you decide that you do not wish to meet or if this is not convenient in any way, then please do let us know by contacting the Safeguarding Business Unit on 02922 330880 or by e-mail CardiffandValeRSB@cardiff.gov.uk.

Yours sincerely

insert name

Chair of Child/Adult Practice Review Panel

CC. ***insert name***, Independent Reviewer

insert name, Independent Reviewer

APPENDIX 7.1: TEMPLATE CHILD PRACTICE REVIEWS REPORT

Child Practice Review Report

(insert name) **Safeguarding Children Board**
Concise/ Extended (delete as appropriate) **Child Practice Review**

Re: *insert numerical case identifier¹*
xx SCB 1/16

Brief outline of circumstances resulting in the Review

To include here: -

- *Legal context from guidance in relation to which review is being undertaken*
- *Circumstances resulting in the review*
- *Time period reviewed and why*
- *Summary timeline of significant events to be added as an annex*

An X review was commissioned by X SCB on the recommendation of the Child Practice Review Sub-Group in accordance with the Guidance for Multi Agency Child Practice Reviews. The criteria for this review are met under x:

(a succinct anonymised account of the circumstances which required a review to be held by the SCB)

Practice and organisational learning

Identify each individual learning point arising in this case (including highlighting effective practice) accompanied by a brief outline of the relevant circumstances

(Relevant circumstances supporting each learning point may be informed by what was learned from the family's contact with different services, the perspective of practitioners and their assessments and action taken, family members' perspectives, evidence about practice and its impact, contextual factors and challenges)

¹ These are based on the year a CPR began. So, for example, the first CPR undertaken by Cardiff SCB next year will be (Cardiff 1/ 2016)
C&V CPR/APR Guidance for Professionals
Date of Ratification: November 2017
Date of Review: November 2019

Improving Systems and Practice			
<p><i>In order to promote the learning from this case the review identified the following actions for the SCB and its member agencies and anticipated improvement outcomes:-</i></p>			
<p>(what needs to be done differently in the future and how this will improve future practice and systems to support practice)</p>			
Statement by Reviewer(s)			
REVIEWER 1		REVIEWER 2 (as appropriate)	
Statement of independence from the case <i>Quality Assurance statement of qualification</i>		Statement of independence from the case <i>Quality Assurance statement of qualification</i>	
<p>I make the following statement that</p> <p>prior to my involvement with this learning review:-</p> <ul style="list-style-type: none"> • I have not been directly concerned with the child or family, or have given professional advice on the case • I have had no immediate line management of the practitioner(s) involved. • I have the appropriate recognised qualifications, knowledge and experience and training to undertake the review • The review was conducted appropriately and was rigorous in its analysis and evaluation of the issues as set out in the Terms of Reference 		<p>I make the following statement that</p> <p>prior to my involvement with this learning review:-</p> <ul style="list-style-type: none"> • I have not been directly concerned with the child or family, or have given professional advice on the case • I have had no immediate line management of the practitioner(s) involved. • I have the appropriate recognised qualifications, knowledge and experience and training to undertake the review • The review was conducted appropriately and was rigorous in its analysis and evaluation of the issues as set out in the Terms of Reference 	
Reviewer 1 <i>(Signature)</i>		Reviewer 2 <i>(Signature)</i>	
Name <i>(Print)</i>		Name <i>(Print)</i>	
Date		Date	
Chair of Review Panel <i>(Signature)</i>			
Name <i>(Print)</i>			
Date			

Appendix 1: Terms of reference

Appendix 2: Summary timeline

C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

Date of Review: November 2019

Child Practice Review process

To include here in brief:

- *The process followed by the SCB and the services represented on the Review Panel*
- *A learning event was held and the services that attended*
- *Family members had been informed, their views sought and represented throughout the learning event and feedback had been provided to them.*

☐ Family declined involvement

For Welsh Government use only

Date information received

Date acknowledgment letter sent to SCB Chair

Date circulated to relevant inspectorates/Policy Leads

Agencies	Yes	No	Reason
CSSIW	<input type="checkbox"/>	<input type="checkbox"/>	
Estyn	<input type="checkbox"/>	<input type="checkbox"/>	
HIW	<input type="checkbox"/>	<input type="checkbox"/>	
HMI Constabulary	<input type="checkbox"/>	<input type="checkbox"/>	
HMI Probation	<input type="checkbox"/>	<input type="checkbox"/>	

APPENDIX 7.2: TEMPLATE CHILD PRACTICE SUMMARY TIMELINE

Safeguarding Children Board *(insert SCB name)*

Summary Timeline

Re: *insert numerical case identifier*

Type of activity	2015							2016										
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov
Midwife Services																		
Health Visitor																		
Hospital Services																		
Police																		
Youth/criminal Justice																		
WAST																		
GP																		
Social Services																		
Housing																		
Education																		
Contextual issues																		

Detailed timelines were produced by the relevant services for the purposes of the review to assist the understanding of the complex interactions between events and services in this case.

This summary and partial timeline contains limited and anonymised details and is provided to supplement the outline of circumstances in the Child Practice Review report.

C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

Date of Review: November 2019

APPENDIX 7.3: TEMPLATE ADULT PRACTICE REVIEWS REPORT

Adult Practice Review Report

(insert name) **Safeguarding Adults Board**
Concise/ Extended (delete as appropriate) **Adult Practice Review**

Re: *insert numerical case identifier*²
xx SAB 1/16

Brief outline of circumstances resulting in the Review

To include here: -

- *Legal context from guidance in relation to which review is being undertaken*
- *Circumstances resulting in the review*
- *Time period reviewed and why*
- *Summary timeline of significant events to be added as an annex*

An X review was commissioned by X SAB on the recommendation of the Adult Practice Review Sub-Group in accordance with the Guidance for Multi Agency Adult Practice Reviews. The criteria for this review are met under x:

(a succinct anonymised account of the circumstances which required a review to be held by the SAB)

Practice and organisational learning

Identify each individual learning point arising in this case (including highlighting effective practice) accompanied by a brief outline of the relevant circumstances

(Relevant circumstances supporting each learning point may be informed by what was learned from the family's contact with different services, the perspective of practitioners and their assessments and action taken, family members' perspectives, evidence about practice and its impact, contextual factors and challenges)

² These are based on the year an APR began. So, for example, the first APR undertaken by Cardiff SAB next year will be (Cardiff 1/ 2017)
C&V CPR/APR Guidance for Professionals
Date of Ratification: November 2017
Date of Review: November 2019

Improving Systems and Practice

In order to promote the learning from this case the review identified the following actions for the SAB and its member agencies and anticipated improvement outcomes:-

(what needs to be done differently in the future and how this will improve future practice and systems to support practice)

Statement by Reviewer(s)

REVIEWER 1		REVIEWER 2 <i>(as appropriate)</i>	
Statement of independence from the case <i>Quality Assurance statement of qualification</i>		Statement of independence from the case <i>Quality Assurance statement of qualification</i>	
<p>I make the following statement that</p> <p>prior to my involvement with this learning review:-</p> <ul style="list-style-type: none"> I have not been directly concerned with the individual or family, or have given professional advice on the case I have had no immediate line management of the practitioner(s) involved. I have the appropriate recognised qualifications, knowledge and experience and training to undertake the review The review was conducted appropriately and was rigorous in its analysis and evaluation of the issues as set out in the Terms of Reference 		<p>I make the following statement that</p> <p>prior to my involvement with this learning review:-</p> <ul style="list-style-type: none"> I have not been directly concerned with the individual or family, or have given professional advice on the case I have had no immediate line management of the practitioner(s) involved. I have the appropriate recognised qualifications, knowledge and experience and training to undertake the review The review was conducted appropriately and was rigorous in its analysis and evaluation of the issues as set out in the Terms of Reference 	
Reviewer 1 <i>(Signature)</i> Name <i>(Print)</i> Date		Reviewer 2 <i>(Signature)</i> Name <i>(Print)</i> Date	
Chair of Review Panel <i>(Signature)</i> Name <i>(Print)</i> Date			

Appendix 1: Terms of reference

Appendix 2: Summary timeline

C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

Date of Review: November 2019

Adult Practice Review process

To include here in brief:

- *The process followed by the SAB and the services represented on the Review Panel*
- *A learning event was held and the services that attended*
- *Family members had been informed, their views sought and represented throughout the learning event and feedback had been provided to them.*

☐ Family declined involvement

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Date acknowledgment letter sent to SAB Chair

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Agencies	Yes	No	Reason
CSSIW	<input type="checkbox"/>	<input type="checkbox"/>	
Estyn	<input type="checkbox"/>	<input type="checkbox"/>	
HIW	<input type="checkbox"/>	<input type="checkbox"/>	
HMI Constabulary	<input type="checkbox"/>	<input type="checkbox"/>	
HMI Probation	<input type="checkbox"/>	<input type="checkbox"/>	

APPENDIX 7.4: TEMPLATE ADULT PRACTICE SUMMARY TIMELINE

Safeguarding Adults Board *(insert SAB name)*

Summary Timeline

Re: *insert numerical case identifier*

Type of activity	2015							2016										
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov
Hospital Services																		
Police																		
criminal Justice																		
WAST																		
GP																		
Social Services																		
Housing																		
Education																		
Contextual issues																		

Detailed timelines were produced by the relevant services for the purposes of the review to assist the understanding of the complex interactions between events and services in this case.

This summary and partial timeline contains limited and anonymised details and is provided to supplement the outline of circumstances in the Adult Practice Review report

C&V CPR/APR Guidance for Professionals

Date of Ratification: November 2017

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