

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 _____