

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 _____