**CHILD AND ADULT PRACTICE REVIEWS**

**AGREEMENT AND ROLE PROFILE - REVIEW PANEL CHAIR**

# This agreement is between the Co-Chairs of the Cwm Taf Safeguarding Board and (Review Panel Chair), in relation to the Child/Adult Practice Review, reference

# TIMESCALES AGREED FOR THE COMPLETION OF THE REVIEW:

FROM: TO:

# 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.

The Review Panel Chair should be independent in that they will have had no involvement or oversight of the case.

# RESPONSIBILITIES OF THE REVIEW PANEL CHAIR

The Review Panel Chair is required to:

* Ensure that each Review Panel meeting is conducted appropriately and in accordance with the Terms of Reference and the statutory guidance, allowing each agency to participate fully in discussions
* Ensure that the Review is completed within the specified timescales and escalate to the CRG/ARG if this is likely to change
* Complete a quarterly Highlight Report for the CRG/ARG on progress, escalating any issues, including non-compliance of agencies and any significant changes in the scope of the review
* Attend the learning event on behalf of the Review Panel to ensure that the questions and issues identified by the Panel are fully addressed
* Along with the Reviewer(s), present the draft report and outline action plan to the Board
* If appointed, speak to the child, adult or family members to share the findings of the report

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

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

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