

CASE REVIEW PLANNING TEMPLATE

Name of case reviewer:	
Reporting to:	e.g. Chief Executive, Chairperson etc.
Case reference:	<i>If this record is going to be shared with others, the details of the case should be anonymised using a unique reference number or identifier.</i>
Outstanding investigations and proceedings:	<i>If relevant to this case, have the following been concluded:</i> <i>1. Police and social work child protection investigation? Y/N</i> <i>2. A criminal investigation by the police? Y/N</i> <i>3. Any related legal proceedings? Y/N</i> <i>If the answer to any of these questions is no, the review cannot proceed.</i>
Remit of review:	<i>List here in bullet point form the reasons for the review</i> ♦ ♦ ♦
Timescales for completion:	<i>This should be the dates when the review will begin and end with the reported findings.</i>
How will the review be conducted?	<i>List here the methods to be used to conduct the review; for example:</i> ♦ <i>a review of all paper records</i> ♦ <i>telephone/face to face interviews with relevant individuals</i> ♦ <i>contact with other organisations involved as necessary.</i>
Are there any special considerations or features in this case?	<i>For example, this case was reported in the press, the child involved has a learning disability.</i>
How will the findings and recommendations be reported?	
Who will the outcomes of the review be shared with?	<i>List here all internal and external parties with whom information will be shared.</i>