



## **ROLE PROFILE – CPR/APR PANEL MEMBERS**

### **ORGANISATIONAL RESPONSIBILITIES**

- Not have had direct involvement in the case under review.
- Prepare for and attend 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 timeline information on the required template to the Regional Safeguarding Business 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. Panel members must also have full knowledge of timeline content.
- Include any historical or additional information, which lies outside of timeline scope, in a brief agency analyses report.
- Identify relevant Learning Event attendees within their agency.
- Prepare 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 agreeing final drafts for submission to the Case Review Group
- Keep Learning Event attendees informed of progress of review, in particular plans and dates of publication

Name \_\_\_\_\_

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

Signature \_\_\_\_\_