**CASE REVIEW PLANNING TEMPLATE**

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| **Name of case reviewer:** |  |
| **Reporting to:**  | **e.g. Chief Executive, Chairperson etc.**  |
| **Case reference:** | *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.*  |
| **Outstanding investigations and proceedings:** | ***If relevant to this case, have the following been concluded:***1. *Police and social work child protection investigation? Y/N*
2. *A criminal investigation by the police? Y/N*
3. *Any related legal proceedings? Y/N*

***If the answer to any of these questions is no, the review cannot proceed.*** |
| **Remit of review:** | *List here in bullet point form the reasons for the review* |
| **Timescales for completion:** | *This should be the dates when the review will begin and end with the reported findings.* |
| **How will the review be conducted?** | *List here the methods to be used to conduct the review; for example:** *a review of all paper records*
* *telephone/face to face interviews with relevant individuals*
* *contact with other organisations involved as necessary.*
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| **Are there any special considerations or features in this case?** | *For example, this case was reported in the press, the child involved has a learning disability.* |
| **How will the findings and recommendations be reported?** |  |
| **Who will the outcomes of the review be shared with?** | *List here all internal and external parties with whom information will be shared.*  |