**AGENCY REPORT**

(add name of agency)

**SIGNIFICANT INCIDENT LEARNING PROCESS**

**Note** – A SILP approach is rooted in systems methodology, and can identify what affected the practitioner’s actions and decision making at the time and what needs to change. This methodology and the template can be adapted, **however SILP is a brand that cannot be used or reproduced.**

**Learning Review**

SUBJECT :

DOB:

DOD:

Name of author

Job title

Date

**INTRODUCTION**

**PURPOSE**

Learning Reviews should seek to determine what the relevant agencies and individuals involved in the case might have done differently that could have prevented harm or death. This is so that lessons can be learned from the case and those lessons applied to future cases to prevent similar harm occurring again.

**PRINCIPLES**

The following principles should be applied to all reviews:

* there should be a culture of continuous learning and improvement across the organisations that work together to safeguard and promote the wellbeing and empowerment of children and adults, identifying opportunities to draw on what works and promote good practice
* the approach taken to reviews should be proportionate according to the scale and level of complexity of the issues being examined
* reviews of serious cases should be led by individuals who are independent of the case under review and of the organisations whose actions are being reviewed
* professionals should be involved fully in reviews and invited to contribute their perspectives without fear of being blamed for actions they took in good faith
* families should be invited to contribute to reviews. They should understand how they are going to be involved and their expectations should be managed appropriately and sensitively

**FRAMEWORK**

Learning Reviews and other case reviews should be conducted in a way in which:

* Seeks to understand precisely who did what and the underlying reasons that led individuals and organisations to act as they did;
* Recognises the complex circumstances in which professionals work together;
* Seeks to understand practice from the viewpoint of the individuals and organisations involved at the time rather than using hindsight;
* Is transparent about the way data is collected and analysed; and
* Makes use of relevant research and case evidence to inform the findings

**SCOPE**

Subject/s of the review:

Timescale of the review from: to:

(Please see the terms of reference for the rationale for the start and end date)

**Section 1 – Summary of Facts**

1. Summarise in narrative form the key information relating to X from your agency/service.
2. Summarise the services offered and / or provided to X and/or the decisions reached.

**Section 2 – Other Relevant Information**

1. Report any significant information prior to (timescale for review) which you consider to be relevant to the learning.

**Section 3 – Analysis**

1. Critically analyse and evaluate the events that occurred, the decisions made and the actions taken or not.
2. Where judgements were made or actions taken which indicate that practice or management could be improved, please explain not only what happened, but why.
3. Demonstrate whether your agency/service heard and responded to X’s views, wishes and feelings.
4. Identify and explain if your agency/service believes that other agencies/services should have been sought and /or provided.
5. Describe any relevant contextual information from your agency at the time and the impact this had on the work undertaken with X. For example, staffing levels, reorganisations or arrangements for supervision or management oversight.

**Section 4 – Terms of Reference**

Address the case specific terms of reference questions in the terms of reference.

**Section 5 – Conclusions and Recommendations**

In your conclusion, please consider learning for your agency and multi-agency learning as separate issues. Specifically highlight strengths as well as opportunities for learning and practice improvement. You are required to consider how you will recommend improvements that may be made to services. Please arrange them as follows:

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| --- | --- | --- | --- | --- |
| **Recommendation** | **Detailed actions** | **Person responsible** | **Timescales** | **Desired Outcome** |
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