

Appendix C: Agency Report Template (guidance only – to be adapted by SCR Panel dependent on terms of reference and methodology being used)



**Buckinghamshire Safeguarding Children Board
Individual Agency Analysis Report
ADD NAME OF SCR**

Agency:

Analysis Author: *(Name, job title, statement of independence from involvement in the case)*

Senior Manager:

sign off date:

version no:

1 TERMS OF REFERENCE

The timescale for the active period of review is ***[ADD TIMESCALE]***

Please consider the following points throughout your analysis.

[ADD TERMS OF REFERENCE]

Additional issues/themes for consideration: Are there any other relevant issues not covered by the above that need to be considered by the Panel and Overview Report Writer? This should also include:

- any ***significant*** historical information prior to the active review period
- any perceived or known information regarding Learning disabilities in either parent
- Mother / Father's adolescence (*significant issues only*)

2. FAMILY STRUCTURE

These should reflect the family composition known to the organisation for the period specified in the review.

Name	Gender	Relationship	Date of birth	Ethnicity

3. ANALYSIS

Please provide an analysis of your agency's involvement with the child or young person **[ADD GUIDANCE ON LENGTH OF REPORT]**. This should use the questions set out in the terms of reference to appraise and evaluate the involvement of your agency.

Throughout your analysis please consider:

- How well the 'voice / perception of the child' was captured and considered in relation the child who is the subject of the review, and any other children in the household. This is to include when, and in what way, were the child(ren)'s wishes and feelings ascertained and taken account of when making decisions about the provision of children's services? Was this information recorded? Were practitioners aware of, and sensitive to, the needs of the child(ren) in their work, and knowledgeable both about potential indicators of abuse or neglect and about what to do if they had concerns about a child's welfare?
- Areas of good practice – it is really important that the review also captures evidence of good practice
- What do we learn from the case? Are there lessons from this case for the way in which this organisation works to safeguard and promote the welfare of children? Are there implications for ways of working; training (single and inter-agency); management and supervision; working in partnership with other organisations or resources? Are there implications for current policy and practice?

4. CONCLUSIONS