

**Learning Reviews
Roles and Responsibilities of Review Team Members**

Communication/liaison	Attendance	Support	Materials/Report
Liaise and communicate with your respective agencies and safeguarding leads including problem solving if there are blockers to progressing the review	Attend all relevant meetings and practitioner events	Support practitioners and be their point of contact throughout the review process, including prior to and after practitioner events	Agree the process and initial documents
Provide professional advice specific to your agency to the Lead Reviewer and panel/review team	Co-facilitate practitioner conversations as required	Facilitate engagement with family members as required	Agree any variation to the terms of reference / process
Provide information on relevant organisational and partnership historical learning as required			Quality assure single agency contributions and assist with analysis of the information
Identify practitioners for the practitioner event from your individual agency			Contribute to identifying good practice and key actions for agencies
Develop and update on the progress of single agency actions as appropriate			Contribute to an outline inter-agency action plan
			Quality assure the review report and contribute to development of learning briefs
			Ensure that learning is disseminated and embedded into your agency