**CONTAINS CONFIDENTIAL INFORMATION**

Restricted use only

**INDIVIDUAL MANAGEMENT REVIEW TEMPLATE**

* PLEASE COMPLETE ALL PARTS OR STATE N/A

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| 1. INTRODUCTION |
| Brief factual/contextual summary of the situation leading to the DARDR including an outline of the Overall Terms of Reference and date for completion:   * Identification of person subject to review * Date of Birth: * Date of death / serious injury / offence * Name, job title and contact details of person completing this IMR (include confirmation regarding independence from the line management of this case, no conflict of interest i.e. friends / knows of the victim, perpetrator or any family member).   Include family tree or genogram of the victim if relevant. |
| Victim, perpetrator, family details if relevant   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name: | Date of birth | Relationship | Ethnic origin | Address | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
| 2. METHODOLOGY  Record the methodology used including extent of document review and interviews undertaken.  Explain what records have / have not been reviewed together with the rationale and consideration of the impact on the review.  Explain who has / has not been interviewed together with the rationale and consideration of the impact on the review. |
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| 3. DETAILS OF PARALLEL REVIEWS/PROCESSES  IMRs will be requested when appropriate so that it does not interfere with criminal proceedings. Interviews are not to be undertaken until after the trial. However, agencies should ensure that any learning that has been identified at an early stage should be acted upon and must not wait until the production of the IMR, the overview report or the action plan. |
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| 4. CHRONOLOGY OF AGENCY INVOLVEMENT  What was your Agency’s involvement with the victim?  Construct a summary chronology of relevant involvement by your agency over the period of time set out in the review’s Overall Terms of Reference. State when the victim / child(ren) / family / perpetrator was seen including antecedent history where relevant. |
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| 5. ANALYSIS OF INVOLVEMENT  Consider the events that occurred, the decisions made, and the actions taken or not. Assess practice against guidance and relevant legislation at the time.  Please set out your response to each term of reference which are included below.  This section can also be used to set out agency improvements to practice since the events in the review took place. |
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| 6. EFFECTIVE PRACTICE / LESSONS LEARNT  Use this section to identify any effective practice or lessons that you feel should be highlighted in the report and whether it has already been acted upon.  In addition, the Independent author will use your analysis of involvement, engagement of family and friends to identify ways of working effectively that could be passed on to other organisations or individuals. |
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| 7. RECOMMENDATIONS  Recommendations should be focussed on the key findings of the IMR and be specific about the outcome they are seeking to achieve. Recommendations should be focused and specific, and capable of being implemented. |
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