

Individual Management Review Template - SCR

1. Introduction

Brief factual/contextual summary of the situation leading to the SCR including an outline of the TOR and date for completion:

- Identification of person subject to review
- Date of birth
- Date of death /date of serious injury/offence
- Name, job title and contact details of person completing this IMR (include confirmation regarding independence from the line management of the case).

Victim, Perpetrator, Family Details If Relevant

Name	Date of Birth	Relationship	Ethnic Origin	Address

Include family tree or genogram if relevant.

2. Terms of Reference

3. Methodology

Record the methodology used including extent of document review and interviews undertaken.

4. Details of Parallel Reviews/Processes

5. Chronology of Agency Involvement

What Was Your Agency's Involvement With The Victim?

Construct a comprehensive chronology of involvement by your agency over the period of time set out in the review's terms of reference. State when the victim/child/family/perpetrator was seen including antecedent history where relevant.

Identify the details of the professionals from within your agency who were involved with the victim, family, perpetrator and whether they were interviewed or not for the purposes of this IMR.

6. Analysis of Involvement

Consider the, events that occurred, the decisions made, and the actions taken or not. Assess practice against guidance and relevant legislation.

Addressing Terms of Reference

Consider further analysis in respect of key critical factors, which are not otherwise covered by the sections above.

7. Effective Practice/Lessons Learnt

8. Recommendations

Recommendations should be focussed on the key findings of the IMR and be specific about the outcome which they are seeking.