

NHS England and NHS Improvement Midlands

Safeguarding Report Writing Training

Monday 7 October 2019

09:30am – 16:30pm

Rainbows Hospice, Lark Rise, Loughborough, Leicestershire, LE11 2HS, United Kingdom

Time	
09:00	Registration Tea/Coffee
09:30	Welcome and Introductions
09:40	Aims and objectives
09:50	Statutory Contexts
10:00	Statutory Review Purpose
10:10	Exercise One: Self Reflection: Your experience and needs
10:30	The role of a Review Report Author
11:00	Break
11:20	Exercise: What makes an EXCELLENT Review Report Author (Part 1)
12:00	Excellent Review Report Author Exercise (Part 2) – Self Reflection and Development Plan
12:30-1:15 pm	Lunch Provided
1:15	Planning – the four 'P' domains
1:45	Critical Analysis
2:15	Conducting interviews
2:45	Comfort break
3:00	Report Writing – format
3:30	Recommendations that make a difference
4:00	Questions / comments and evaluations
4:15	Close

NHS England and NHS Improvement

