



Lessons Learned and 7 Minute Briefings: Questions & Answers

These two documents have been introduced by Warwickshire Safeguarding to help improve the communication of lessons being learned from safeguarding reviews, which ensures the learning is being shared widely and more rapidly so that it can impact positively on future case management. The 7 Minute briefings enable us to put the spotlight on changes or use them to highlight current practice and procedures; consider these as pocket guides for reference.

Q1. What is a Lessons Learned Briefing?

Lessons Learned Briefings will be produced following the completion of a Local Child Safeguarding Practice Review (LCSPR) or a Safeguarding Adults Review (SAR), or in those cases where the criteria for a review was not met however; the initial scoping process identified key areas of practice which highlighted the need to promote awareness. These briefings provide a summary overview of the story of the child or adult, what we learned and advice for practitioners and the community. It should be noted, all briefings are totally anonymised to protect the identity of the individuals.

Q2. What is a 7 Minute Briefing?

Warwickshire Safeguarding have introduced 7-minute briefings as a quick and simple way to put the spotlight on recent changes in legislation, practice or procedure, as well as, being used to promote awareness.

Q3. Where can I find them?

Once produced the briefings will be circulated to staff via the partnership leads; they will also be available on the [Warwickshire Safeguarding website](#)

Q4. What can I and my team do to ensure the learning is embedded into practice?

There are a number of ways you and your team can use the briefing documents for learning and improvement:

- Discuss briefings in supervision; have this as a standing agenda item
- When allocated a new case, consider reviewing the briefings to determine if there is any useful links for practice
- Discuss new briefings in team meetings; have them as a standing agenda item
- Consider having a 'Safeguarding Review Champion' within your team
- Consider incorporating the briefing as part of safeguarding training
- Contact Warwickshire Safeguarding if you think a briefing on a particular subject (not already covered) may be useful
- Complete the 7 Minute Briefing and Lessons Learned Briefing Action Plan Template below to evidence how you have used the briefings

Q5. How will Warwickshire Safeguarding seek assurance on the impact of these briefings?

As part of Warwickshire Safeguarding's new Quality Assurance Framework we will be asking professionals to complete the Action Plan Template (below) in order to obtain feedback on how useful they have found the briefings and how the learning has enhanced their practice.



7 Minute Briefing & Lessons Learned Briefing
Action Plan

Title of 7-minute briefing and/or Lessons Learned Briefing		Date of discussion	
Name of organisation	Section/team	Team manager	Contact details
LEARNING POINTS/RECCOMENDATIONS FROM DISCUSSION			
From your discussion, have you identified any learning points or recommendations that are relevant to your team.			
ACTION PLAN			
From this learning or recommendation, agree an action to improve practice: (be SMART)			
• what needs to happen?			
• who will do it?			
• by when?			
• how will you know when it has been done?			
• how will you know if it has worked?			
Please ensure you keep a copy of this plan for Warwickshire Safeguarding Partnerships Quality Assurance Work Many Thanks			