



Warwickshire
Safeguarding

7-Minute Briefing

Title of 7-minute 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 discussion and plan for your records			