

Safeguarding Lesson Learned Template



An Exercise in Lessons Learnt

Lessons Learnt					
Attendee List and Role					
Name	Role	Name	Role	Name	Role
Summary of Incident Being Reviewed (Description and Feelings)					
What worked well (Evaluation & Analysis)					
What shortcomings were identified (Conclusion)					
Lessons Learnt Action Plan		By Who	By When	Review Date	
Issue Identified	Action Required to Resolve				
Management Comments / Sign Off					
Signature		Date			