Safeguarding Partnership Board

A guide to writing a 7-Minute Briefing

Background

"7-minute briefings" are based on research which suggest that seven minutes is an optimal time span in which to concentrate and learn; the technique is widely used in other professions. Learning for seven minutes is manageable in most settings; and learning is more memorable because it is simple and not clouded by other issues and pressures.

1) *Request*
The need for a new 7-minute briefing (7MB) is identified by a Board Subgroup, Organisation or individual
- Usually to support a multi-agency strategy or to raise awareness of an issue
- The identifier should assign the most appropriate subgroup or person as lead for the drafting and approval process
- This will ensure relevant specialist input

2) *Research*
- Before drafting a 7MB the objective and audience should be properly defined
- Search other LSAB or LSCB's to find out if the 7MB already exists
- Think about the format – see resource for example

3) *Drafting*
- Put together a draft or adapt an existing 7MB
- Ask the SPB training department for the template
- Don't worry too much about formatting at this stage
- Submit the draft to the identified lead for sign off

4) *Publication*
Submit the 7MB to the SPB for publication. The SPB will:
- Proof read and ensure the 7MB fits with MSB branding
- Assist with formatting if required
- Return the final proof for sign off
- Publish the signed off 7MB on the SPB website
- Add the 7MB to the SPB document register

5) *Review*
- To ensure validity and continuing practitioner or public interest, every 7 MB should be reviewed every two years
- Some topics may warrant consideration more regularly

6) *Evaluation*
- There will be an evaluation of each briefing.

What to Do

Get writing! The bigger the SPB series of 7MB, the more we can raise awareness and support colleagues everywhere to make safeguarding everybody's business.
See our website for more info www.safeguarding.je