**Virtual CiC review process**

**Flowchart CiC review**

5 working days prior to review virtual meeting to agree key participants for the Review, taking into account views of child/young person

IRO and Social Worker (SW) to hold virtual meeting to agree key participants for the CiC Review, taking into account views of child / young person

**Conference meeting Viable**

**Conference meeting Not Viable**

Post LAC review decision and minute and distribute through normal process

If unable to send reports via post/secure email, IRO to send summary letter to the child, family, and carer using a word document, with all identifying detail removed, such as names and address, and replaced with initials only. The document will need to be password protected and sent to parents and child by email. The password will be sent in a text message.

LAC review

IRO to consult young person, carers and, where appropriate, parents - using Skype, WhatsApp, phone call etc. as appropriate prior to review

SW will organise the meeting and invite all agreed participants to participate via conference call / skype meeting if viable

SW to request update reports from professionals

IRO Admin / IRO to e-mail consultation document to participants

IRO to chair meeting as normal (if audio meeting, IRO to request participant identify themselves before speaking to allow meeting to flow smoothly

IRO to seek views of all participants via phone and complete paper review

All participants should be available at least 5 mins before virtual meeting starts to ensure that they can be connected / contacted

IRO to advise SW how Review will progress and SW to advice participants

SW to ensure CiC SoS assessment, Care / Pathway Plan, E-PEP and health reports are available to the IRO

IRO to complete IRO decisions and minutes and distribute through normal process.

If unable to send reports via post / secure e-mail, IRO to send summary letter to the child, family and carer using a word document, with all identifying detail removed - such as names and addresses and replace with initials only. The document will need to be password protected and sent to parents and child by e-mail. The password will be sent in a text message.