



Appendix 12

Process for setting up Initial Planning Meetings with Virtual Contact Team

1. The Supervised Contact Team (SCT) receives a request to set up contact with a Virtual Contact Supervisor(VCS) from the CSW, this contact needs to take place within 2 days of request. The **Supervised Contact Team will therefore email a copy of the Booking Form to the SSW** so they can set up the **initial planning meeting within 48 hours. The SCT will cc in APs Sarah Spoard and Heidi Luck so they are aware of the referral. If the SSW is unable to chair the meeting within 48 hours the SCT will alert the practice manager so the fostering team cover this within timescale.**
2. The SSW team will set up a time for the skype call for the Initial Planning Meeting. They will liaise with Jess Watling or Lauren Bromley from SCT so they can attend with the VCS.

(The supervised contact team will need to know proposed times, days and frequency from CSW so they can start to match a VCS to the contact. The SCT will do this asap so that the VCS can join the IPM).

Note; SSW will be supported by Child and Family Workers (CFW) to get skype accounts and permissions set up ready for the meeting so contact can happen via the agreed secure set up. Please can SSW therefore prioritise which carers need to be set up and let CFWs know.

3. SSW will chair and complete minutes of IPM and send copies to all attendees as soon as possible. ***Note the SCT will need to have a summary of the key points given to them at least 24 hours prior to the initial virtual contact taking place. This is to allow the VCS to get set up with the contact arrangements.*** Minutes will be added to the child and carer's files by the appropriate staff member.
4. Review arrangements will be discussed at the IPM and will differ for each child's contact, if issues arise please make sure that these are communicated, and a review meeting set up as required.
5. Embedded co-ordinators for fostering teams will add the date of the IPM and first contact to the fostering data base
6. The SSW will inform IRO that initial Planning Meeting has taken place and send minutes to be included in the next CLA review discussion



7. The SSW will set up Skype call to review the arrangements as agreed.

Note 1: *Proceedings and Court ordered contact will take priority for urgent meetings to be set-up.*

Note 2: SSW will also need to set up and chairing initial planning meetings for all carers where the foster carer is supervising and there is no VCS, these should be recorded on same template Appendix 11 and written account be discussed with carer Appendix 9. The embedded co-ordinator will need date of all meetings for the data base and IRO should be informed in the same way.