**Virtual CiC review Guidance**

**Five working days prior to CiC review**

1. IRO and Social Worker (SW) to hold virtual meeting to agree key participants for the review, taking into account views of child / young person;
2. SW to ensure CiC SoS assessment, Care / Pathway Plan, E-PEP and health reports are available to the IRO;
3. IRO to email consultation document to participants;
4. SW will organise the meeting and invite all agreed participants to participate via conference call / Skype meeting if viable;
5. If conference call / Skype is not viable, IRO to advise SW how CiC review will progress;
6. SW to advise participants how CiC review will take place, requesting update reports for the meeting if professionals are unable to attend or CiC review cannot take place via conference facilities and
7. IRO to consult young person, carers and, where appropriate, parents virtually - using Skype, WhatsApp, phone call etc. as appropriate.

**CiC Review**

1. All participants should be available at least 5 mins before the virtual meeting starts to ensure that they can be connected /contacted;
2. IRO to chair meeting as normal;
3. If an audio meeting, professionals should identify themselves each time before speaking so that children and parents know who is talking and
4. If a virtual meeting is not viable, IRO to seek views of all participants via phone and complete paper review.

**Post CiC review**

1. IRO to complete IRO decision and minutes and distribute through normal processes and
2. If unable to send reports via post / secure e-mail, IRO to send a summary letter to the child, family and carer using a word document, with all identifying detail removed (names and address, replaced with initials only). The document will need to be password protected and sent to parents and child by e-mail. The password will be provided in a text message. .

**General Guidance**

It is essential that all participants are involved the CiC review as they would have been if there had there been a face-to-face meeting. Where key participants, particularly children and young people, parents and carers, are unable to join the meeting due to lack of access to IT equipment or are unable to use social media or other Apps (e.g. Skype or Zoom) alternative options need to be considered such as:-

* Face-to-face meeting, taking into account requirement for social distancing and other safety measurers;
* Provision of IT equipment to support participation;
* Seek views separately and update outcome of meetings, with the opportunity to address any areas of disagreement / conflict;
* Provision of IRO contact details for participants to contact him / her if there is anything that is not clear in the report, particularly with regard to decisions.

**Confidentiality**

IROs to advise all participants that the meeting is confidential and seek assurance that only those who should be involved are able to hear the conversation. They need to be made aware that they have a responsibility to ensure the information discussed remains confidential. The consequences of failure to do this and the misuse of personal data could be an offence and lead to prosecution under Data Protection Act 2018. T his needs to be recorded in the Chair’s report and a CareFirst observation recording made.

*The information shared during this virtual meeting / conference call is confidential. It is intended solely for the person invited to join the meeting. It is each individual’s responsibility to ensure every effort is made to keep the meeting confidential and prevent the conversation being overheard.*