**Process for Remote Court Hearings**

Social Worker undertakes Risk Assessment for Remote Hearing in conjunction with Legal and provides this to Legal.

Legal send Questionnaire to Parents solicitor

SW/PM informs Court Progression Officer by email of:

* Hearing Dates and Times – including length of hearing
* Device Access Required *(within family home they must have WIFI access)*
* Venue of WSCC Building required – Horsham or Worthing (not yet available)
* Who will be attending the meeting – names of those attending.
* Risk Assessment

Hearing to take place but no additional support required.

Hearing Adjourned

‘Means and Ways’ Hearing held to determine if Remote Hearing is appropriate

Remote Hearing – WSCC building required (not yet available) or Access to IT at Parents Home Required.

SW/Legal advise parents/parents solicitors of arrangements.

Court Progression Officer advised when hearing finished (via email)

SW arranges distribution of device to family and collection following hearing with device being returned to assigned office.

Device will need to be cleaned with antibacterial wipes.

Court Progression Officer advised when hearing finished (via email)

Device Only Needed – Court Progression Officer confirms availability of device and informs SW/PM.

Room/Device Availability need - Court Progression Officer organises room (Worthing or Horsham). SW/PM informed (rooms not yet available)