**Child in Care Review Process**

Child becomes looked after – notification received on mosaic/care director

IRO allocated within 5 working days

Initial review meeting held within 20 working days of the child becoming looked after

Case note entry to be made detailing review held and whether child attended

Email to be sent to LAC IRO to confirm date of review held and next review date. LAC IRO to send electronic invitation to social worker and book venue if relevant.

Recommendations sent to Team Manager/Social Worker within five working days of the review held and attached to Mosaic/Care Director as a case record

Review document (in the form of letter to the young person) to be completed and sent to relevant team manager for agreement (using mosaic/care director systems as appropriate) within 15 working days of the review being completed (review may be held through a series of meetings but within no more than 20 working days between the first and the last)

Audit to be completed. Formal escalation to be made if any areas identified as Red – Not at all

Review meeting to be held within three months of initial review and six monthly thereafter. Process to be followed as above for all reviews held.

If there is an unexpected change in the child’s care plan a formal review should be held within 20 working days

If a legal order is granted in the case of care proceedings, the next review should be held within three months, if not before