



WHAT IS IT?

Child in Care Review Checklist

WHO IS THIS BRIEFING FOR?

Social Workers, IROs, Managers

PRINCIPLES

Before the review

- The social worker should send invitations and consultations forms to the child, parents and carers – ideally one month before the review – please return these to the IRO before the review.
- The social worker should talk to the young person to ensure that they are happy with the proposed care plan and discuss how they want their review to be arranged and who they want there – the social worker should arrange an interpreter for the review if needed.
- At least 3 weeks before the review there should be a pre-review discussion between social worker and IRO to discuss any updates or changes and ensure all are clear how the review will be arranged.
- The IRO should see the young person on their own to get their views and set the agenda, this should be in advance of the review meeting – it could be the same day or before.
- At least 3 days prior to the review date, the social worker will update the proposed care plan.
- Prior to the review meeting the IRO will review the case file and read all relevant reports including the care plan and proposed care plan, PEP report, Health Assessment Report, relevant case recording and any consultation forms returned.

The Review Process

In order to safeguard and promote the welfare of the child, consideration must be given at each review to the following issues in relation to the care plan: whether to confirm or change it; what actions need to be taken to implement it; by whom; and within what timescale?

- The IRO will meet the child on their own as part of their review unless the child chooses not to.
- The IRO will speak to carers, parents and social worker and any other adult important to the child, either together or, more usually, separately as a series of meetings. A written record will be kept of the reasons if parents are excluded from the review process and this will be considered at each subsequent review.
- If the review is a series of meetings, the IRO will ensure that the process is completed within 20 working days.
- The IRO will agree review recommendations with those in attendance.
- The next review meeting will be arranged taking into account the child's views about how/when/where they would like this to happen and who they would like to attend.
- The IRO will ensure that the child knows that they are entitled to support from an advocate and that they know how to make a complaint if required.

After the Review

- The IRO should produce a written record of the decisions or recommendations made at the review within 5 working days of the completion of the review process and a full record of the review within 15 working days. The full written record of the review, including the decisions, should be distributed within 20 working days of the completion of the review.
- The review report should be child friendly and should include the IROs evaluation of whether the care plan is meeting the child's needs and any changes that may be needed in light of information shared at the review.
- The consultant SW/practice lead/team manager should review the recommendations from the review and inform the IRO within 5 working days if they are not in agreement; if no response is received the recommendations are considered agreed review decisions.
- The social worker should update the child's care plan to reflect any changes agreed at the review within 10 days of the review being completed.
- The IRO will continue to monitor the progress of the care plan between reviews.

Action	Who is responsible	By when
Send out consultation forms to young person, parents, carers.	Social worker	1 month before review.
Pre- review discussion	IRO and social worker	3 weeks before review
Complete proposed care plan	Social worker and PL/CSW	3 days before the review
Helping the child to participate and ensuring their views are central.	IRO	As part of the review process
The review process as a series of meetings.	IRO	Up to 20 working days if a series of meetings
Written record of review decisions/recommendations	IRO	5 working days from end of review
Challenge/query review recommendations	Practice Lead/ consultant social worker	Within 5 working days of receiving.
Update care plan to reflect review decisions.	Social worker	10 working days from end of review.
Full record of review	IRO	15 working days from end of review
Review report circulated	IRO	20 working days from end of review.

More information regarding the review process, including Issues to consider at the review and the role of the IRO can be found in:

The IRO handbook

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/337568/iro_statutory_guidance_iros_and_las_march_2010_tagged.pdf

And The Care Planning, Placement and Case Review (England) Regulations 2010

<http://www.legislation.gov.uk/uksi/2010/959/part/6/made>