**Formal Process**

**STAGES 1 – 6**

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| **Date of Alert:** |  |
| **From:** | **Independent Reviewing Officer** |
| **To:** |  |
| **Stage** | **Responsible Officer** | **Tick as Appropriate** |
| Stage 1 | Team Manager |  |
| Stage 2 | Service Manager |  |
| Stage 3 | Head of Service |  |
| Stage 4 | Director |  |
| Stage 5 | Chief Executive |  |
| Stage 6 | CAFCASS |  |
| **At each stage, a formal response is expected within 5 working days** |
| **Name of Child:** | **DOB:** |
| **Social Worker:** | **Team:** |
| **SW/Line Manager:** |  |

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| **Summary of Concerns:****Request Action** |
| **Response by Social Worker and Team Manager****Date:** |
| **Resolution of Alert (recorded by IRO)** |

***If not resolved progress to:***

|  |  |
| --- | --- |
| ***Stage 2*** |  |
| ***Stage 3*** |  |
| ***Stage 4*** |  |
| ***Stage 5*** |  |
| ***Stage 6*** |  |