**Virtual LAC review Guidance**

**For First LAC review** -

1. Social worker to complete LAC convening request form on Carefirst **within 5 working days** of Child/young person becoming looked after. (**Please note if this does not happen the Children in Care review could be delayed or Social worker will be required to organise the review).**
2. Social worker to liaise with young people, parents, and carers and other participants to agree how review will take place (i.e. Phone. Skype or Zoom) and advice IRO admin of this by day 7 of child/young person becoming looked after. (**failure to do this will result in Social worker contacting all participants and arranging the virtual review)**
	1. Skype or Zoom – IRO Admin to set meeting up and send log in details (via email or letter). IRO will be required to be host
	2. Telephone conference – IRO admin to advice participants to expect a call from either IRO or social worker (IRO and social worker to confirm when advising IRO admin).
3. IRO admin to set up first LAC review and send invites to all participant advising of date and time of review, and how to join the review**.**
	1. IRO admin to send allocated IRO 1 page profile and introductory letter to young person and carer
	2. IRO admin to send consultation forms to young person, carer and parents (if appropriate)
4. At end of review IRO to complete Attendance and Outcome form agreeing date of 2nd CiC review.

**For Second /Subsequent CiC reviews**

IRO admin will send Social worker and IRO a reminder of forth coming CIC review and circulate Attendances and Outcome (A & O) form 6 weeks prior to the review. At this point the IRO and Social worker (SW) to hold virtual meeting to agree the following before returning the updated A &O form back to IRO admin **(This needs to be returned to IRO admin within 20 working days. Prior to review date)**

1. Identify the key participants for the Review, taking into account views of child/young person and update A & O form
2. Social worker and IRO to agree how review will take place and advice IRO admin (**failure to do this results in Social worker contacting all participants)**
	1. Skype or Zoom – IRO Admin to set meeting up and send log in details (via email or letter). IRO will be required to be host
	2. Telephone conference – IRO admin to advice participants to expect a call from either IRO or social worker (IRO and social worker to confirm when advising IRO admin).

**At least Five working days prior to Review**

1. Social worker to ensure the following are available to the IRO
* CiC SoS assessment,
* CiC Sw- Review Decision Updated from on Carefirst is completed
* Care/Pathway plan (in draft for Second and subsequent reviews)
* EPEP and
* health reports
1. IRO admin to email Consultation document to participants
2. IRO to consult Yong person, Carers and where appropriate parents, virtually using Skype, What’s app, phone call etc. as appropriate

**LAC Review**

1. All participants should be available at least 5 mins before 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.
4. If Virtual meeting not viable IRO to seek views of all participants via phone and complete paper review

**Post LAC review**

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

**General Guidance**

It is essential that all participants are able to be involved the LAC review as they would have been had there been a face to face meeting. Where key participant, particularly, children and young people, parents and carers are unable to join the meeting due to lack of access to IT equipment, 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 social distancing and other safety measurers
* Provision of I.T. equipment to support participation
* Seek views separately and update outcome of meetings, with the opportunity to address any areas of disagreement/conflict
* Providing contact details for participants to contact IRO if there is anything that is not clear in the report and in particular with regard to the decisions.

**Confidentiality**

IROs to advice 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 remains confidential and the consequences of failure to do so. This needs to be recorded in the chairs report and a Carefirst observation recording made accordingly.

Calendar invite that contains A & O form should note be forwarded to parents and carers to prevent the risk of sharing address and contact details.

*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.*