|  |  |
| --- | --- |
|  Name: |  |
|  Tel: | 03000  |
|  Fax: | 0191 328 0073 |
| e-mail: | CYPSQRTSecure@durham.gov.uk  |
| Our Ref: |  |

**STRICTLY CONFIDENTIAL**

01 July 2021

Dear

**##MAILMERGE**

**Looked After Review**

**Child:**

A Looked After Review has been arranged to discuss the Care Plan relating to the above child.

The meeting details are as follows:

**Date & Time of Review:**

**Venue:**

As the present carer of the above child, you are invited to attend the meeting to present your views regarding the child's progress whilst in your care. There is also a consultation paper attached for you to complete and bring along to the meeting.

If you have any queries regarding the meeting, please contact the Social Worker involved in the child's case.

**Given the current situation in relation to COVID-19 this meeting will be held virtually using Microsoft teams. If you are receiving this invite via email you should be sent a link separately, nearer the time, to ‘join Microsoft teams meeting’ which gives you access to the meeting even if you are not part of Durham’s network.  If you are not receiving this invite via email please can you contact** **CYPSQRTSecure@durham.gov.uk** **to provide us with an email address to use.  If you are unable to use Microsoft Teams for any reason please contact us to make alternative arrangements.**

If you have any special communication/disability requirements which need to be taken into consideration for your attendance at the meeting, please advise prior to the meeting any requirements you may have.

All information shared in relation to this meeting in written and verbal form is confidential and may refer to others e.g. third parties. The information will be given to you on the understanding that it will remain confidential and will not be shared with anyone else in any form, including any form of copying or being placed on networking sites such as Facebook and Twitter.  Any breach of this confidentiality may result in legal proceedings being taken by the Council.

Following this meeting we would like to gather your views on your experience of dealing with the IRO Service. We would be grateful if you could complete a short survey to provide us feedback. The survey can be accessed at: <https://www.snapsurveys.com/wh/s.asp?k=158091714951>. This survey is anonymous, and the information will be used to inform and improve the service we provide.

Yours sincerely,

**Independent Reviewing Officer**

**Enc**