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

**STRICTLY CONFIDENTIAL**

01 July 2021

Dear

**##MAILMERGE**

As you are aware your Looked After Review has been arranged for:

**Date & Time of Review:**

I hope you will be able to attend. The Social Worker will be talking to you in more detail about the reason for the meeting, and what form you can expect it to take and what views you want to share. If you wish you may also bring a friend to support you, although you need to understand that they will hear confidential information concerning your family.

If you feel unable to attend you can present your written views by completing the consultation paper provided by your Social Worker or e-mail, letter etc.

**Given the current situation in relation to COVID-19 your meeting will be held virtually.  The Social Worker or IRO will be in contact with you nearer to the meeting to advise you of how this meeting will be held and to arrange how you will be able to input into this.**

If you wish to speak to me as your Independent Reviewing Officerto either give your views on the phone or arrange a visit prior to your review, please contact me on **03000**

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 prosecution.

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**

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