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

**STRICTLY CONFIDENTIAL**

Dear Colleague

**##MAILMERGE**

**Looked After Review**

**Date & Time of Review:**

**Venue:**

**Social Worker:**

**Chairperson:**

**Child:**

**Address:**

A Looked After Review has been arranged to discuss the above-named child, details of which are shown above. The Review will monitor the progress of the child’s Care Plan, make decisions and where necessary, amend the plan accordingly.

I would be grateful if you could let the IRO Administration Officer know by telephone if you are unable to attend. If you are unable to attend, would you please submit your written observations to the IRO Administration Officer in respect of the child at least two working days before the Review. If you have any queries regarding the above, please contact the Social Worker involved in the case, or the Chairperson of the Review.

If you are submitting a report via email this should be sent as follows:

Reports should be emailed to[**qrt@durham.gov.uk**](mailto:qrt@durham.gov.uk) if your email address ends in:

**durham.gov.uk durhamlearning.net**

Reports should be emailed to **CYPSQRTSecure@durham.gov.uk** if your email address ends in:

**gcsx.gov.uk gse.gov.uk gsi.gov.uk gsiup.gov.uk gsx.gov.uk nhs.net pnn.police.uk**

**Given the current situation in relation to COVID-19 this meeting may be held virtually using Microsoft teams. If this is the case and 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**](mailto: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 there are any health and safety issues around this meeting please contact the Independent Reviewing Officer to discuss these.

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.

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**