

## Practice Guide for Arranging Child in Care Reviews & Supervision Order Reviews

The following Practice Guidance replaces the unwritten 'informal agreement' regarding arranging Child in Care (CIC) Reviews and the first Supervision Order Review following the conclusion of care proceedings.

The new arrangement will commence from 1.9.22.

### Initial Child in Care Reviews

#### The IRO Service will be responsible for arranging the initial CIC Review, either by the IRO themselves or via their Business Support

- Once an IRO is allocated the Safeguarding and Reviewing Unit's Business Support will set up the K-drive folder with the blank data sheet[s] included and email the Social Work Team as usual.
- The IRO will liaise with the allocated Social Worker to arrange the date time and venue for the CIC Review. The IRO will complete the Data Sheet[s] with the Social Worker with the names and contact details of all those who will be invited to the Child in Care Review. It is the responsibility of the Social Worker to have these details available
- If the Review is at a Council building the IRO will inform Business support who will book the room.
- If the Review is at another venue, then the IRO will book and update Business Support
- The IRO will save the Data sheet[s] in the child's k-drive folder
- Within 3 days of allocation the IRO will email the Safeguarding and Reviewing Unit's Business Support @ [SSVIROAdmin@bradford.gov.uk](mailto:SSVIROAdmin@bradford.gov.uk) , heading the email as "CIC Review invite list" and include the date time and venue of the review [including if it is to take place via Microsoft Teams]. **IRO to ensure that the SSV are included in the Microsoft Teams invite**
- **If the IRO is inviting professionals themselves [ i.e. not using Business Support] please still email [SSVIROAdmin@bradford.gov.uk](mailto:SSVIROAdmin@bradford.gov.uk) so they are aware only to invite parents via the letter they send out as standard**
- Business Support will then take responsibility for contacting the names on the Data Sheet to inform them of the Review, and will provide the contact details of the IRO. Business Support to ask attendees to let the IRO if they cannot attend.
- Business Support would then email the IRO and SW to confirm and inform if anyone has given apologies.

### If the IRO needs to cancel the Child in Care Review

There are instances when the IRO is unavailable for a CIC review, this may be due to illness or arranging a holiday. If the IRO is the reason the CIC review is re-arranged, then;

- The IRO [or IRO TM if the IRO is off sick] would liaise with the Safeguarding and Reviewing Unit's Business Support who would contact the attendees to inform them

the Child in Care Review was cancelled and the IRO will re-book as soon as possible. The IRO would need to ensure that the Data sheet[s] was up to date.

- As with cancellations of Child Protection Reviews, the SW will be responsible for contacting parent[s] and the child [ren]

### **If the SW needed to cancel the Child in Care Review**

There are instances when the social worker is unavailable for a CIC review, this may be due to sickness, Court conflict, changes in social worker allocation, delays in ensuring the paperwork is completed resulting in Court extensions. If the SW is the reason the CIC review is re-arranged, then;

- The SW and / or their Manager would be responsible for this.
- The SW would be responsible for liaising with the IRO to arrange a new date, time and venue [including the new Microsoft Teams link] and will ensure all parties invited to the review were notified.

### **If the Child in Care Review needed cancelling due to other reasons**

There are occasions when a CIC review has to be cancelled for other reasons. This may be due to agreement by the IRO to re-arrange a CIC review based on a foster carer being ill or a child who wants to attend being unable for a variety of reasons. Also at times CIC reviews have to be changed due to the IRO concluding that the review date needs to be brought forward [examples include a change of placement] and because the Court changes timeframes for assessments [examples include parents re-engaging in the process]

- The Safeguarding and Reviewing Unit's Business Support would take responsibility for cancelling the Review by emailing the invitee list.
- As with cancellations of CP Reviews, the SW would be responsible for contacting parent[s] and the child[ren]

### **Process for the Initial Supervision Order Review after completion of Care Proceedings**

- It is the responsibility of the IRO to set up this meeting, in discussion with the SW.
- The meeting should take place within 4 weeks of the Supervision Order being made.

### **LCS task - Arrange Child Looked After review**

- The responsibility for this will transfer to the IRO as part of their post review tasks.