**Arranging a Secure Accommodation Review [SAR] (Flow Chart)**

Day 1: Young Person moves into Secure Accommodation.

Secure Accommodation Review must be held within one month.

Day 1: If this is the first time the young person has become looked after, complete ‘Place into Accommodation’ on the young person’s LCS record.

This will notify Central CLA and an IRO will be allocated.

Day 2: Area Operations Manager contacts QA CLA Service Manager to agree who will chair the Secure Accommodation Review.

Day 2: QA CLA Service Manager will identify two other panel members:

1) a manager within the service who is not involved in the care planning, and

2) an independent person. The independent person can be from Route 1 or an alternative service near the secure home.

Day 2: Social worker and Chair to liaise with the secure home to agree a date for the secure accommodation review. A professional from the secure home must attend.

Note, some secure homes only hold SARs on certain days.

Day 3: Social worker considers who needs to be invited – the young person, parent/carers, secure home, social worker/team manager, their court guardian and the panel members.

Social worker discusses advocacy with the young person and makes a referral for an advocate.

Day 3: Social Worker emails Central CLA with meeting details and attendees. They will send invites to all specified attendees.

The Chair will prepare the meeting agenda; this is not the responsibility of the social worker

By day 20: The Secure Accommodation Review must take place in person. This is usually held in the secure home to enable the young person to actively engage in their review..