

**REDCAR AND CLEVELAND**

**VIRTUAL VEMT PRACTITIONERS GROUP**

**MONTHLY MEETING PROCESS**

* Two weeks prior to the virtual monthly VPG meeting, the VEMT team will circulate the list of children to be discussed, along with the VEMT information sharing forms (to VPG members) and VEMT case update forms (to social workers/early help practitioners).
* Practitioners will have one week to complete these forms for those children active to their service, or where they have information to share and these are to be returned to email: [missingchildren@redcar-cleveland.gov.uk](mailto:missingchildren@redcar-cleveland.gov.uk) (where there is a delay in the receipt of this information, the VEMT team will follow up with practitioners).
* The VEMT team will collate the responses received and embed this information in the VPG agenda.
* The VEMT team will circulate the VPG agenda and minutes from the previous meeting to VPG members on the Monday of the week of the monthly VPG meeting (VPG held on a Thursday).
* On the date of the virtual monthly VPG meeting, VPG members will attend the meeting remotely, which will be hosted through Microsoft Teams. VPG members should engage in sharing information and decision making for each child.
* VPG minutes, outcome letters, case profiles, case mapping, LCS/EHM case notes listing the outcome, actions and information shared at the meeting will be completed by the VEMT team and circulated.
* Following the meeting, the VEMT Chair and VEMT Administrator will collate the VEMT intelligence report and circulate to C&F managers as appropriate.

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This document should be read alongside the original VEMT procedure and the monthly VPG process.

Due to the meeting being held virtually, some timescales have had to be amended to allow extra administrative time.

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VEMT – Vulnerable, Exploited, Missing or Trafficked

Redcar and Cleveland are committed to keeping all our children safe from exploitation.

JH/Virtual VPG meeting process V2 September 2020