

VIRTUAL CONFERENCING FOR CLA
REVIEWS WITH PROFESSIONALS,
CHILDREN, YOUNG PEOPLE, CARERS
AND FAMILIES

Version 2
May 2020

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| Document name & file location | Virtual Conferencing for CLA Peviews with professionals, Children, Young People, Carers and Families | |
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| Document owner | Kogie Perumall Head of Service Safeguarding and Performance. | |
| Review date | This document is to be reviewed a minimum of every three months, the next review to occur no later than August 2020. Incremental reviews may take place as required. | |
| Accessibility | This document can be made available in hard and electronic formats. No copies in other languages are currently available. | |
| Destruction date | Details of destruction dates | |
| How this document was created | Version 1 | Author and Team |
| | Version 2 | Team / Line Manager |
| | Version 3 | CSMT / DMT / CMT |
| | Version 4 | Executive Briefing / Executive / Full Council / Portfolio Holder |
| | Version 5 | Public document or Pre-print Design Circulation |
| Circulation restrictions | No exceptions, FOI Exempt (Delete as appropriate) | |
| Version | Detail of change | Name & Date |
| 1.0 | Document created | May 1st 2020 Dianne Douglas |

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1 Introduction

In response to the COVID-19 contingency planning measures and in adherence to government guidance, virtual meeting arrangements for Child Protection Conferences and Child Looked After Reviews are being put in place by means of Teams Meetings or Conference Call.

To support preparing for conferences and review meetings, Microsoft Teams Meetings provide an alternative to face to face meetings for those working remotely.

With immediate effect, the use of Microsoft Teams for Child Looked After Reviews will be utilised for all reviews where possible. Or where participants cannot access Microsoft Teams, arrangements will be made to convene a conference call review, dial in instructions will be provided.

2 Process for Child Looked After Reviews

2.1 Prior to Review

2.1.1 First Reviews

1. The Independent Reviewing Officer (IRO) identifies the time and date of the review and notifies the Allocated Social Worker and the IRO Administrators. The IRO will input this date and time into the calendar of the IRO service and the Social workers outlook calendar

2. The IRO will forward a pro-forma link to the social worker outlining the date and time of the review. The requirement for the CLA Social Worker Report to be sent to the IRO and all participants at least 5 days prior to the scheduled review date. In addition, the social worker will need to inform all professionals to provide a copy of their report to the IRO at least 5 days prior to the scheduled review date. The Social Worker will be required to collate email addresses of all participants to enable receipt of Microsoft Teams calendar invite to join the review and for distribution of the minutes from the meeting thereafter.

3. The social worker will need to send invites notifying all relevant participants of the scheduled review date. The invites will be sent via a Microsoft Teams calendar appointment with instructions on how to click on the link and join the meeting.

4. Social worker to send a draft attendance sheet to the IRO incorporating attendees' names, E-mail addresses and telephone numbers in case of difficulties on the day.

5. IRO Admin to distribute agreed decisions and actions arising from the review within 5 working days to all participants

6. IRO Admin to distribute minutes of the meeting within 20 working days of the review to all participants

2.1.2 Subsequent Reviews

1. Meeting date already agreed from last review.

2. IRO to resend to social worker pro-forma letter confirming the time date and details as per action 2.

above in first review.

3. Social worker to repeat step 3 above ensuring reports are distributed to all attendees and participants are advised to send their report to the IRO at least 5 days prior to the review
 - o Ensure email addresses are available for all attendees
 - o Confirm if parents are to be invited to the virtual meeting
 - o Send finalised Attendance Sheet to IRO in advance of the meeting

2.2 Setting Up the Meeting for All Reviews

1. The allocated social worker will access the relevant IRO's Microsoft Teams calendar to set up meeting and send invites. This will allow for the IRO to manage meeting on the day.

2. In the Microsoft Invitations to include the following notice:

"Due to the current circumstances regarding managing COVID-19, and the government advice to avoid large gatherings and implement social distancing, this meeting may need to be conducted virtually or by telephone on the day.

Your next CLA Review meeting will be held on Microsoft Teams.

To access Microsoft Teams, on your internet enabled mobile phone or a laptop/desktop computer, click on the following link to download the app.

<https://products.office.com/en-gb/microsoft-teams/download-app>

To join the meeting as a guest, or with your own log in details set up when you download, click on the "Join Microsoft Teams Meeting" link in this email to join at the designated time and wait for the IRO to let you participate in the meeting.

Note: On your screen you will have the option of turning the camera off if you wish and just join via audio. If the video camera has a line through it that means the camera is turned off. If you click it again the line will go away and the camera will turn on.

If you have any queries or are unable to join via the internet, please contact the IRO

2.3 Preparing for the Meeting

2.3.1 Speaking to the Young Person

IRO will have a conversation with the young person facilitated in whatever way best meets the current situation.

2.3.2 Options for Conducting First Reviews

In the first instance, the IRO will convene conference meeting using Microsoft Teams during the agreed meeting time. IROs can also seek information from all other parties as required.

Alternatively, a review held in the office may be considered but only include IRO/social worker/parent and or young person as appropriate and the IRO will see updates from others who are involved.

Case note to indicate method used.

2.3.3 Options for Conducting Other Reviews

Virtual reviews to be held whenever possible for other reviews, by group video conference via Microsoft teams.

In exceptional cases reviews can still be held in the office base/other venue if all parties agree and it does not compromise any attendee's health.

Case note to indicate method used.

2.4 On Day of Review

A few minutes before the arranged time, the IRO opens Microsoft Teams and finds the relevant meeting and clicks 'Join'. The IRO can see the screen and adjust the background scene if required. Once ready, select 'Join Now'.

Attendees will be waiting in the 'Lobby' and the IRO chooses 'Admit' when ready.

IRO welcomes participants into the meeting, checks all are present and provides information on how the meeting will take place. (i.e. agenda, identifying who speaks in turn, etc.), then facilitates discussions as usual.

2.5 After the Review - for all reviews

IRO will complete decision and actions outcomes within 5 working days of the meeting.

IRO will send an email IRO Administrators and the allocated social worker informing completion of the form. The email to include email addresses of recipients of the report to enable these to be distributed electronically.

Within 15 days of the review, IROs will complete minutes of the CLA meeting, IRO will send an email to IRO administrators confirming completion of the minutes and readiness for distribution. The email to be cc'd to the allocated social worker. The email to contact email addresses of the recipients of the report to enable these to be distributed by the Administrators by 20 working days of the convened meeting.

3 Appendix Proforma Letter for CLA Review Attendees

Dear

XXXXXX CLA Review is scheduled for xxth May 2020 @ 1.00pm

In line with government guidance on social distancing amidst COVID-19 pandemic, the IRO service has reviewed the way we convene CLA Reviews, with the wellbeing of all being of the highest priority. Consequently, CLA Reviews will now be convened as a virtual meeting, delivered by either Teams or conference call.

To ensure this meeting is effective, please ensure that;

1. You have agreed with the IRO whether it is going to be a conference call or via Teams and subsequently send out invites accordingly. If it is being convened via Teams, please also send out the instructions to join in for external attendees. If it is via conference call, please book for the conference call meeting and send out the instructions and details of joining in the conference call.
2. All relevant attendees are provided with your social work report at least 5 days prior to the meeting.

Please ensure that professionals provide you with the below at least five days prior to CLA.

1. Copy of their report to ensure that this can be considered ahead of the review,
2. Their contact number (email addresses if it is via Teams) to enable them to be connected during the review.
3. Their email addresses for distribution of actions and minutes thereafter.

Please ensure that parents provide you with the below at least five days prior to CLA.

1. Their contact number (email addresses if it is via Teams) to enable them to be connected
2. during the review
3. Their email addresses for distribution of actions and minutes thereafter.

If you have any queries regarding the above, do not hesitate to contact me.

Regards

XXXXX XXXX
Independent Reviewing Officer