

## Responsibilities for Looked After review

### IRO

#### Before

- The review is the child's meeting and discussion should take place **with the child at least 20** working days before the meeting about who the child would like to attend the meeting and about where the meeting will be held. This allows time for subsequent discussion about attendance and venue between the IRO and the social worker and for written invitations to be sent out by SARS.
- The IRO should then speak to the social worker at least **15** working days before the review
- The IRO should be provided with or have access to any relevant reports/plans or background information, including the current care plan, the report from the social worker (which should be available at least **3** working days before the commencement of the review), the current health plan or medical assessment report and the current personal education plan (PEP).
- Written consultation documents should be sent out to children, parents, carers and other relevant adults at least **10** working days before the review.

#### Following

- The IRO should produce a written record of the decisions or recommendations made within five working days of the completion of the review and a full record of the review within 15 working days of the completion of the review.
- The full written record of the review, including the decisions, should be distributed within **20** working days of the completion of the review.
- The Team manager should consider the decisions made at each review within **5** working days of receiving them and to advise the IRO and all those who attended the review if they are unable to agree them.
- If no response is received the decisions should be considered agreed by the local authority and should be implemented within the timescales set out in them. If the senior member of staff disagrees with any of the decisions within that initial **5** working day period, this should be notified in writing to the IRO and all those who attended the review. In the first instance the IRO should attempt to resolve the issue informally. If this is not successful the IRO can consider activating the local dispute resolution process

#### Monitoring

- The IRO should review the child's record within **25** working days of the review and then continue to monitor progress between reviews. Should plans not be progressing or issues arise, the IRO can use the DRP.

#### Social worker:

- The IRO will make contact at least **15** working days before the review and the social worker should make themselves available
- **3** working days prior to review
  - Provide the completed looked after review/ Pathway plan report which forms the basis of information being shared at the review meeting.

#### Team Manager

- QA the social work report at least **5** days before the review
- The Team manager should consider the decisions made at each review within **5** working days of receiving them and to advise the IRO and all those who attended the review if they are unable to agree them.