

Quality Standards for Looked After Children Reviews

Aim to provide clarity re expectations of roles tasks related to reviews for Looked after children identifying “what good looks Like“ and how this will be monitored

ACTION	By Who	Timescale	What Good looks like
1 An E Mail notification is sent to ‘QARU LAC’ as soon as child/young person becomes accommodated giving name/s date of accommodation placement address legal status and name of allocated social worker	Team, Business Support	1 working day of accommodation	
2 Details are logged on newly accommodated spreadsheet and an IRO is allocated Name of the allocated IRO is recorded on the child’s record	QARU LAC Business Support	IRO is allocated within 5 working days of accommodation	All LAC children/young people will have an IRO allocated within 5 days of being accommodated. QARU Manager to monitor weekly
3 An introductory letter is sent to child/young person, carer and parent providing name and contact information of their IRO.	QARU LAC Business Support	Within 3 days following allocation of IRO	Children/young people, carers and parents know who the IRO is and how to contact them.
4 All LAC paperwork is fully completed and available on the child’s electronic file i.e. PIR’s 1 & 2 and Care /Pathway Plan , signed Delegated Authority	Social worker	Within 10 working days of the child coming into care	There is a written Care /Pathway Plan for the child/young person describing clearly their needs now and in the long term and how these will be met. The child/young person, parent and carers understand the Care Plan
5 The 1st Review must be held within 20 working days of the child becoming Looked After. The date and arrangements including who will attend, venue, key issues and any special arrangements are agreed by IRO and social worker. Invitations and consultation forms are sent to parents and carers. A case note to evidence this discussion is recorded on the child’s record	IRO QARU LAC BS IRO	Within 10 working days of child coming into care	The review is held in timescales and everyone including the child carers and parents has time to prepare and has an opportunity to put their views in writing.

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6 The child/young person is visited before their review and there is discussion re what they want to discuss. The social worker helps children/young people complete their consultation form or agrees with them who will help them	Social Worker	Before the day of the review	The child is prepared for their review, they know what it is for, who is invited and have a chance to write down their views and what they want to happen.
7 The IRO meets the child/young person before their review to check they (IRO) understand their views and agree how the child/young person will participate in the meeting	IRO	Before the review	The child/young person meets their IRO, has the chance to talk privately with them and ask for any issues to be discussed and agree how their review meeting will be held.
8 Social workers report to a LAC Review is fully and accurately completed and includes the child's views.	Social worker	2 working days before the 1 st LAC Review	The social workers report for the review is completed before the review and is read by the IRO.
9 Before the Review the IRO reads child's file and key documents for the child and completes LAC QA Checklist	IRO	In preparation for the review	The IRO knows the child's history and understands their current situation and are able to Chair the review in the most effective way
10 At the end of the Review clear recommendations are made that are understood by child /young person family and carers.	IRO		Everyone is clear re what will happen why by whom and when and there is no drift or delay.
11 A date and time for the next review is agreed this will always be set early to ensure the child/young person's review are always held in timescales. The review date can only be changed in exceptional circumstances and only if it will still be held in timescales. This decision will be made by the IRO who will	IRO	At the Review	Reviews are always held in timescales so the care plan is regularly reviewed and everyone knows when the next review will be

record the reasons on the child/young person's file.			
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<p>12 Within 5 working days of the completion of the review a record of the decisions and recommendations should be completed and shared.</p> <p>The Team Manager will consider these and if they are unable to agree them need to within 5 working days of receipt inform the IRO, Quality Assurance & Reviewing Manager and everyone who attend the review and within 5 working days of receiving them. . If no response is received the decisions should be considered agreed</p> <p>A written record of the review discussion and recommendations is written by the IRO this will include reasons for actions including the Permanency Plan and contingency planning.</p>	<p>IRO</p> <p>Team Manager</p>	<p>Within 5 working days of completion of the review</p> <p>Within 5 working days of receipt</p> <p>Within 15 working days of completion of the Review</p>	<p>Everyone involved in the review knows the decisions and recommendations and if they can not be agreed this is known quickly so action can be taken to reach agreement and decision affecting a child's care plan are not delayed</p> <p>The review record will tell the child's story and provide an account of why recommendations have been made the reason for any changes the child's needs and the actions to be taken to meet these.</p> <p>The review record is shared with workers carers' family and the child as soon as possible after the review.</p>
<p>13 A copy of the review record will be sent to child/young person, carers, parents and any other attendees. The date of the next review will be entered into the Social Workers and IRO's electronic calendar</p>	QARU LAC BS	Within 20 working days of completion of the Review	The review record is shared with workers carers family and the child as soon as possible after the review Reviews are always held on the planned date.
<p>14 The Care Plan will be updated to reflect the agreements and recommendations from the Review.</p> <p>A copy of the Care Plan will be sent to child/young person, parents and carers.</p>	Social worker	Within 10 working days after completion of the review	The child/young person care plan is always current they and carers and parent have a copy so they understand the Plan and what will be happening and by when.

15 The IRO will review the progress of the actions agreed at the review and record this on the child's file. Any concern re drift or delay or concerns re the progress of recommendations to be brought to the attention of the Team Manager/Service Manager through a QAR	IRO	At a minimum of once between reviews	The IRO's oversight of the child's case and monitoring of progress of the Care Plan is recorded on the child's file, any drift or delay is identified and swiftly raised with Managers.
16 The IRO will have contact with the child/young person between reviews this may be phone email or visit and will record this on the child's electronic file.	IRO	Between reviews	The IRO can ensure the Care Plan is progressing meeting the child's/young person needs and is progressing, the child/young person has the opportunity to talk with their IRO developing their relationship.
17 The IRO must be informed of any significant changes/events in the child/young person's life happening between Reviews. (See appendix for list of significant events and changes)	Social Worker		The IRO knows about the significant events in the child/young person's life and can decide if an early review needs to be held
Action	By Who	Timescales	What Good Looks Like
18 2 nd and Subsequent Reviews are held in timescale. 2 nd Review is held within 91 days of the 1 st Review, subsequent reviews are held within 183 days of the 2 nd review. Following a change of placement a review must be held within 20 working days and a 2 nd review within 91 days.	IRO	2 nd Review is held within 91 days of 1 st review, subsequent reviews are held within 183 days of the previous review.	All reviews are held in statutory timescales and Performance targets are met.
19 At the beginning of each month Reviews due in the following month are identified and the IRO liaises with the social worker to confirm arrangements (as per 5 above) Invitations and consultation forms are sent to children/young people, carers and parents	QARU LAC BS IRO	At least 20 working days before the Review date	The review is held in timescales and everyone including the child carers and parents has time to prepare and has an opportunity to put their views in writing.
20 The Review process continues as from 6 above			