



## **Consortium**

### **Policy and Procedure for Secure Accommodation Reviews**

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## **1. Secure Review Panels and the use of Secure Accommodation Background**

1.1 As a member of the Secure Accommodation Consortium, (Gateshead, South Tyneside and Together for Children Sunderland) each authority is required to identify and implement an operational process. There is a requirement to identify a senior manager who is operationally responsible for secure accommodation placements and a lead strategic senior manager who is responsible for the provision of an effective review system.

## **2. Statutory Framework Children Act 1989(Secure Accommodation) Regulations 15 and 16 Regulations 1991 as amended by the Children (Secure Accommodation) Amendment Regulations 1992.**

2.1 The Secure Accommodation Regulations 15 and 16 set out the requirement for Secure Accommodation Reviews. Regulation 15 requires that the Responsible Care Authority for a young person in Secure Accommodation has a review within 20 working days of the start of the placement and thereafter at intervals not exceeding three months. This requirement refers to young people who are subject to:-

- Section 23 - Remand to Secure Accommodation
- Section 25 - Secure Accommodation Orders

## **2.2 Exceptional Circumstances**

2.2.1 Regulation 5 describes various groups of young people who can be subject to Section 25 of the Act. The exceptions are those young people detained under Section 53 of the Children and Young Persons Act 1933, where young people have committed serious offences and come under the jurisdiction of the Home Office.

2.2.2 Regulation 5(l) describes young people who may have their liberty restricted without Section 25 applying –

- Children detailed under any provision of the Mental Health Act 1983 or for homicide
- Those detained under Section 53 of the Children and Young Persons Act 1933
- And other serious crimes under powers of the criminal courts (sentencing) Sections 90 and 91 Act 2000

2.3 Regulation 5(2) Children who may not have their liberty restricted in any circumstances-

- Those aged 16 and over but under 21 provided with accommodation in a community home under Section 20 of the Children Act. 1989.
- Children subject to Assessment Orders under Section 43 of the Children Act 1989

2.3.1 Regulation 4 states that no child under the age of 13 years may be placed in secure accommodation in a community home without the prior approval of the Secretary of State. A Local Authority wishing to restrict the liberty of a child, under 13, should first discuss the case with Ofsted. Subject to their advice a formal written submission should then be submitted to the Secretary of State for his consideration, providing details of why restriction of liberty is considered the only appropriate way of dealing with the child

### **3. The purpose of the secure accommodation review**

3.1 The Secure Review meeting has a different purpose and needs to be kept separate from the LAC Review. It may be helpful to co-ordinate meetings on the same day, and if so, the LAC Review should always follow the Secure Review meeting.

3.2 The role of the review panel will differ depending on whether the young person is subject to a welfare secure order or a court ordered secure remand. The following will apply to welfare issues

3.3 A Review Panel is required to consider the following: -

- That the criteria for keeping the young person in Secure Accommodation continue to apply:

#### **Criteria**

- a) i. **s/he has a history of absconding and is likely to abscond from any other description of accommodation: *and***  
 ii. **if s/he absconds, s/he is likely to suffer significant harm**

*or*

- b) **if s/he is kept in any other description of accommodation s/he is likely to injure himself or other persons**

- That such a placement continues to be necessary, and whether or not any other form of accommodation would be appropriate. In doing so, the Review Panel must have regard to the welfare of the young person.

3.4 For a young person subject of a court ordered secure remand the role of the panel is to:

- Consider whether it would support the Youth Offending Services' bail application at the next court hearing.
- Consider whether a placement nearer home should be sought.
- Consider if the young person is in a Secure Training Centre (STC) whether a placement in a local authority secure children's home/remand fostering would be more suitable
- Consider the remand plan setting out what programme of work should be offered to the young person by the STC or secure unit should the remand continue.
- Discuss any other relevant issues related to the young person's placement, care, legal status, and individual needs including the arrangements for family and legal visits.

3.5 For young people placed under secure remand National Standards for Youth Justice apply in addition to other regulations. A copy of ASSET must be prepared for the review as well care and exit plans.

#### **4 The Review Panel**

4.1 The Placing Authority is required to appoint a minimum of three people to the review panel. At least one should be independent of the Responsible Authority and none should be from the Local Authority managing the Secure Unit. Issues of ethnic background and gender should be considered in the selection of the Panel. The spirit of the guidance is to endorse as far as possible, the independence of the Panel and its decisions.

4.2 The Secure Accommodation Review, sometimes referred to as Criteria Review, should take place within 20 working days of the young person being placed and thereafter at 3 monthly intervals.

#### **5. Composition of the Review Panel**

5.1 It is proposed that the Review Panel should be comprised as follows: -

5.1.1 **Chair - Independent Reviewing Officer (IRO)**, An IRO from the Responsible Care Authority who has not been involved with the young person through either the looked after review system or child protection system; will liaise with all professionals

5.1.2 **Independent Reviewing Officer**, from the Responsible Care Authority who has not been involved with the young person through either the looked after review system or child protection system; will liaise directly with birth parents or carers and ensure recoding is placed on the young person's electronic case record

- 5.1.3 **Independent Reviewing Officer**, from consortium who will liaise directly with the young person and ensure the completion of the record of contact (appendix 9). This will be made available to the minute taker for electronic storage to the young person's electronic case file  
The consortium IRO is entitled to make a financial claim in respect of this work (appendix 10)

## **6. Training**

- 6.1 It is essential that all panel members have an understanding of the processes and purpose of the panel.

## **7. Process for setting up the review panel**

- 7.1 Once a Secure Order is issued, for a duration of longer than 28 days, the Responsible Care Authority, is required to identify members for the review panel
- The Panel Chair, in conjunction with the young person's Social Worker, will ensure the following are invited to attend:
  - The young person
  - Parent or person with parental responsibility for the young person
  - Any other person who has had the care of the young person, whose views the panel consider should be taken into account
  - The young person's independent advocate, if one has been appointed,
  - A representative from the local authority managing the secure accommodation in which the young person is placed if that authority is not the Responsible Care Authority that is looking after the young person.
  - The young person's Social Worker
  - The young person's Children's Guardian (where appropriate)
  - Secure unit staff
  - A member of the Youth Offending Service (where appropriate)

## **8. Chair of review panel responsibilities**

- 8.1 The Chair will:

- Be responsible for ensuring the review process takes place in accordance with the agreed policy
- Ensure that the criteria for the secure order are met in full and that the legal order made by the court, is secured on the young person's electronic case record
- Undertake a secure review under those regulations, having regard to the reviewing process.
- Ensure that any decision taken at the review is recorded in full and that all relevant parties are informed of this decision in writing within 5 working days;

## **9. Decision making**

9.1 Inform all relevant parties as defined by Regulation 16 (2) as to the outcome of the Secure Review Panel.

- The young person
- Parent/s of the young person
- Any other person with parental responsibility
- Any other carer who has been consulted
- An appointed advocate
- The registered manager of the secure accommodation
- Social Worker with case accountability and
- Any other participants at the Secure Review

9.2 If the decision is that the criteria continues to be met and that the young person is to remain in secure accommodation, a date and time will be set for the next review, within three months. The same panel members would be preferable.

9.3 If the decision is that the criteria is not met, the Responsible Care Authority should consider the recommendations and decide, at directorate level, their response and future action.

9.4 If the panel is not able to reach a unanimous decision the majority decision will be presented to the meeting by the panel Chair any dissent will be recorded

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## **10. Practice Guidance**

### **10.1 Planning a secure accommodation review**

These guidelines provide a best practice framework for the planning and conduct of a Secure Review.

### **11. Guidelines for person planning a secure accommodation review – Social Worker**

- 11.1 As soon as the secure accommodation order is obtained, start planning the review (the local authority only has 20 working days).
- 11.2 The review should be held in the residential establishment to ensure that the young person can attend.
- 11.3 Contact the secure unit to see if they have any special arrangements regarding review panels (e.g. meetings to be held on particular day of the week)
- 11.4 Contact the IRO Manager from the Responsible Care Authority, who will identify the Panel members. Identify who will be the Chairperson and who will be the independent Person
- 11.5 The Panel should reflect a mix of race and gender, where appropriate and none of the Panel members should have had a significant involvement in the placement decision.
- 11.6 Discuss the format of review with the Chair and ensure you understand the agenda.
- 11.7 Confirm the date and time in discussion with the Chairperson, the young person's parents/those with parental responsibility and any other people to be invited.
- 11.8 Ensure involved professionals are aware of the need to provide reports preferably a week before the meeting and if the timescale for the circulation of reports a minimum two working days prior to the secure review.
- 11.9 Make sure that the establishment will make arrangements for participants to be welcomed when they arrive, make sure there is somewhere for them to wait, that a meeting room is available and that refreshments are available if appropriate.

## 12. Guidelines for the Chairperson

- 12.1 Having agreed a date and time for the Secure Review with the Social Worker, The Chairperson will send out letters (see appendix 1-7) which includes:
  - A list of those invited to attend the meeting and the names of the panel members.
  - Confirm the date, time and venue and **remember to include travel directions to the venue.**
  - Inform those attending of the format of the meeting and agenda
  - Arrange for a minute taker.
  - Ask for written reports to be provided a week before the review and ensure that the author of the report has shared their report with the young person and parent(s)/those with parental responsibility

- When the reports arrive, clarify any arising issues and circulate to all parties. This will allow for preparation by all parties and mean that the meeting should run more smoothly.
- If reports arrive too late to be circulated time should be built into the review for these to be read.

### **13. Role of the second IRO from the responsible authority**

- They should make every effort to seek the views of parents, persons with PR, persons having had care of the young person and the Childrens Guardian.

### **14. Role of the Consortium IRO**

- The consortium Independent Reviewing Officer will see the young person preferably at least two days before the review to ascertain the Young Person's views.
- They will provide the review with a written record of the young people's views, as it is acknowledged that young adults who have been in care still remember vividly the trauma of attending reviews: how powerless they felt and NOT BEING LISTENED TO.
- They will ensure clarity around whose responsibility it is to prepare the young person for the review – the social worker or the key worker in the unit.
- And confirm that Voice or NYAS representatives (if appropriate), who visit the unit, have clarified with the young people that they are aware of the review and offer to support the young person to attend if appropriate.

### **Reports to be made available to the panel**

All reports for the review panel should be shared with the young person and parents/ those with parental responsibility **TWO** days in advance of the meeting, by the author of the report

#### **13.1 Social Work Report - Report to include:**

- A copy of the original report to court.
- A chronology, which will include the background as to why the young person is in secure accommodation and a view on whether s/he should remain there.
- **The exit plan, which will include the circumstances in which the young person may be allowed greater freedom, including transfer to a**

## **more open unit and the phased nature and timing of such increases in freedom; known as mobility**

### **13.2 Report from the secure accommodation provision** -A report from the secure unit should cover:

- Profile of the young person on admission to the unit;
- The programme offered by the unit to the young person, which should highlight the elements of the programme agreed by the Responsible Care Authority in the pre-admission/planning meeting and which should include details of contact arrangements with family/friends
- The young person's response to the programme, which should describe how the young person has responded to the agreed programme, including the educational aspects.
- The use of sanctions and measures of control, particular reference should be made to the outcomes of work addressing those behaviours that provided grounds for the Section 25 Order.
- The young person's current presentation, emotional and behavioural, in relation to the criteria for restricting liberty as detailed in Section 25 - Children Act 1989.
- Details of the planned mobility programme.
- The need for and appropriateness of placement in secure accommodation, taking into account the young person's welfare. This section should discuss within the context of the criteria and the young person's welfare, whether the placement at the secure unit remains necessary or whether some other form of accommodation would be more appropriate (this information may need to be updated at the meeting)
- Analyses and recommendation: this section should provide a clear recommendation, which can be tested against the criteria

### **13.3 A report from the psychiatrist/psychologist, if available**

### **13.4 A Report from the Child/Young Person –**

The young person should be encouraged to make either a written or verbal contribution.

## **14 Meeting Structure**

On the basis of the information contained within the reports and through any other communication with parties involved, the Chair will determine an appropriate structure for the review.

- A single meeting attended by all relevant parties
- A process of meetings which would include all of the Review Panel Members and the young person

## **15 Meeting Process**

- 15.1 A list of panel members should be provided to all participants with clear reasons for their attendance. The Chair should ensure that all the panel members introduce themselves by name, position and role.
- 15.2 All panel members will have seen any reports to be presented to the panel in advance of the panel review.
- 15.3 The Chair will set out the purpose and structure of the panel review and clearly identify which secure accommodation criteria the panel will be testing (i.e. welfare or criminal).
- 15.4 Evidence should be presented by the Social Worker and representative(s) of the secure accommodation. These will include a school report from the education unit and a report from care staff. There may also be psychiatric or psychological reports.
- 15.5 Where the young person is on remand a chronology of previous offending history and outstanding charges will be provided by the Youth Offending Service
- 15.6 The young person and/or his/her representative will be given ample opportunity to present their views on whether the secure order should continue.
- 15.7 The social worker and representative of the secure unit will be asked to summarise the evidence they have presented.
- 15.8 A representative will summarise the young person's views, if appropriate
- 15.9 The principles of the Children Act 1989 welfare checklist should be considered by all panel members in the review. In making a decision about a child/young person's welfare consideration must be given to:
  - The wishes and feelings of the young person (with due regard given to his or her age and level of understanding)
  - The physical, emotional and educational needs of the young person
  - The effect on the young person of any changes in his or her circumstances.
  - The young person's age, gender, background and other relevant factors such as race, culture, language and religion.
- 15.10 The young person should always have an input into the review and should be encouraged to put something in writing to go alongside the other reports. S/he should be informed of their right to independent representation and i.e. advocate arrangements should be made to enable a briefing to take place before the meeting and de-briefing afterwards

- 15.11 The original criteria for securing the young person will be considered alongside current evidence.
- 15.12 After hearing all contributions the Panel will retire to consider the presented information. Upon return The Chair will sum up, in language that the young person can understand, the decision of the Review Panel
- 15.13 The Chair will outline how recommendations from the secure review will be tracked. There is an expectation that the Social Worker and the accommodation provider will provide written reports to the Chair six weeks after the secure review, for consideration by panel members.
- 15.14 Six weeks after the secure review panel the Chair, after consideration of the written reports and in consultation with panel members; will undertake mid-way monitoring to track the progress of the recommendations. The outcome of this monitoring contact will inform the timing of the next secure review and will be recorded by the Chair on the young person's e case record and shared with the allocated IRO.

## **16. After the review meeting**

- 16.1 The Social Worker will inform their Manager of the Panel recommendations immediately following the secure review meeting
- 16.2 The minutes will be written up within 5 working days of the meeting and will contain a specific statement confirming whether the criteria for secure accommodation were met or not. They will be signed by the Chair and circulated to all those invited, including the young person and the line manager of the social worker. (See Appendix 8)
- 16.3 If the decision is that a young person is to remain in secure accommodation a date for the next review should be set, preferably with the same Panel in attendance. **This review must be held within three months**
- 16.4 If the Responsible Care Authority does not uphold the panel decisions, they should provide a written response to all relevant parties outlining their reasons for such actions
- 16.4 If there is disagreement the Chair should raise the matter with the Independent Reviewing Manager and consider accessing independent legal advice
- 16.5 The Head of Service for the Responsible Authority should ensure that there is clear recording, about the identified differences of opinion, in the young person electronic case record. The Head of Service should also ensure that the Young Person's LAC IRO is aware of the situation.

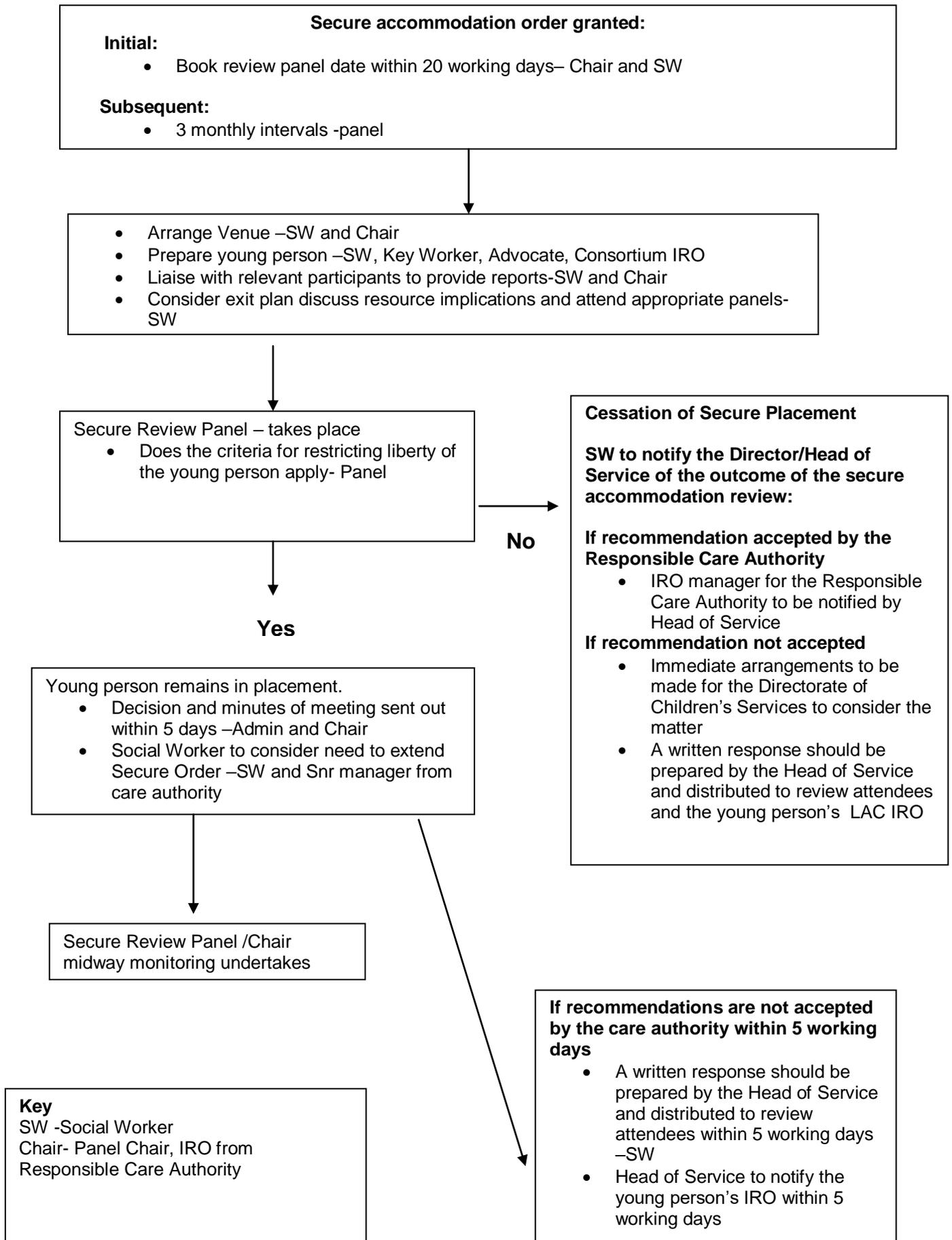
## **17. Cessation of Secure Placement**

- 17.1 If the conclusion of the Review Panel is that the criteria for restricting liberty no longer apply, the placement is no longer necessary or other

accommodation is appropriate, the Responsible Care Authority must immediately consider a review the young person's placement

- 17.2 Please note it is the review of the placement that must take place immediately, not the movement of the young person. The young person should be prepared and moved in a fashion convenient with his or her understanding and good practice, though undue delay will not be acceptable.

## Flow Chart – Secure Review Panels



## Appendix 1

### Child's letter

Name  
Address Line 1  
Address Line 2  
Address Line 3  
Address line 4  
Postcode

Date Type date here  
Our ref:- Type Reference here  
Your ref: Type Reference here

Dear (insert name here)

A meeting has been arranged on **DATE, TIME** at **VENUE** to discuss whether the reasons for you remaining in secure accommodation still apply.

A panel of three people will make this decision:-  
Chairperson **NAME**  
**NAME**  
**NAME**

A list of all people invited to attend the meeting is attached. If you are very unhappy about any of these people being present or if there is anyone else you would like invited to the meeting, please let me know.

The third member of your panel is an Independent Person who is quite separate from your Children's Services and from the secure unit. **NAME** will come to see you before the meeting.

It is important that you have your say at the meeting so I am hoping that you will want to come. If you want someone to support you, you need to talk to your key-worker or social worker. A Voice representative, or advocate is available to give you support, and you can discuss this with your key worker.

If you would like to send something in writing to the meeting please send it to me, if possible by **DATE**. You can ask your key worker, social worker or an Independent Advocate to help you.

Should you have any queries about anything contained in this letter, please do not hesitate to contact **insert business support name and Tel No: Insert e mail address**

Yours sincerely

**(Insert IRO Name)**  
**Independent Review Officer**  
**Direct line 0191**  
**E-mail -----@Togetherforchildren.org.uk**

## Appendix 2

### Parents /person with parental responsibility letter

Name  
Address Line 1  
Address Line 2  
Address Line 3  
Address line 4  
Postcode

Date Type date here  
Our ref:- Type Reference here  
Your ref: Type Reference here

Dear (insert name here)

As you know, your son/daughter is in a Secure Accommodation Placement at present.

The Law requires the Local Authority to hold regular review meetings to decide whether **he/she** should stay there for a longer period of time, or not.

We are holding a meeting on **DATE/TIME/VENUE** to consider **NAME's** circumstances, and you are invited to attend.

At the meeting, there will be 3 people known as the Panel, who have special responsibility for making this decision. **NAME of 2<sup>nd</sup> Panel member** will contact you prior to this meeting to discuss your thoughts and feelings.

There will also be other professionals at the meeting who know your child and have special responsibility for **him/her**. If you do not know them already, you will be introduced to them at the meeting by the Chairperson. A list of all people invited is attached

Your views as parents are important and you will therefore be able to take part in the discussion. We do hope you will be able to attend. Please let me know if you are able to come and if you have any special needs in respect of access arrangements or interpreting (if appropriate). If you need to bring small children with you we will try to arrange for someone to look after them while you are in a meeting.

If you need help with travel expenses your social worker should be able to help you. I enclose an Agenda for the meeting, so you can see what will be discussed.

Should you have any queries about anything contained in this letter, please do not hesitate to contact my colleague **business support name and Tel No: Insert e mail address**

Yours Sincerely

**(Insert IRO Name)**  
**Independent Review Officer**  
Direct Line 0191 xxx xxxx  
E-mail -----@Togetherforchildren.org.uk

## Appendix 3

### Social Worker Letter

Name  
Company  
Address line 1  
Address line 2  
Address Line 3  
Address Line 4  
Postcode

Date: Type date here  
Our ref: Type reference here  
Your ref: Type reference here

Dear

There will be a Secure Accommodation review in respect of **NAME** on **DATE, TIME** at **VENUE**. As the social worker responsible you are required to attend. The members of the Secure Review Panel and other people invited to attend are listed on the sheet attached.

Having regard to **CHILD'S NAME'S**...welfare the purpose of the review is to determine,

1. The criteria for keeping him/her in Secure Accommodation continues to apply;
2. That the placement in Secure Accommodation continues to be necessary, and
3. No other description of accommodation would be appropriate.

Would you please forward a report which should include your view on whether **NAME** should remain in Secure Accommodation and details of proposed mobility /**exit plan**. This report will be copied and distributed to other Panel members.

In preparing a report for a Secure Accommodation Review it is necessary to remember that the review panel may have little or no previous knowledge of the young person.

Given the importance of the Secure Accommodations Review and it's purpose in deciding whether or not a young person remains in secure accommodation, it is essential that your report contains quality, factual information on which to make its decision. You are advised to utilize the Children Act welfare check list in the preparation of your report thus providing a child centred perspective i.e the child's race, culture, language and religion and ascertaining the child's wishes.

The following areas should be covered:

1. Family details/structure and background to family history.
2. Case history – details of Children's Services intervention and copies of any medical, educational or psychological reports.
3. Circumstances leading to secure accommodation and purpose of placement.
4. Alternative placements explored and why they are not suitable.

Please include a copy of the report presented to the court outlining the criteria for placement.

Please ensure that you present your report to your Team Manager, prior to the review for their signature

The reports will be presented to the review panel who will give you the opportunity to summarize your report and discuss your recommendations

Please make sure that you have discussed the content of your report with the young person and their parents/carers before the review meeting.

Should you wish to meet with NAME prior to the meeting, you should arrange this outside of the timescale for the SAR.

Can you please forward all relevant reports onto the Chairperson upon receipt of them.

An agenda for the meeting is enclosed

Thank you for your co-operation.

Should you have any queries about anything contained in this letter, please do not hesitate to contact my colleague **business support and Tel No: Insert e mail address**

Yours Sincerely

**(Insert IRO Name)**

**Independent Review Officer**

Direct Line 0191 xxx xxxx

E-mail -----@Togetherforchildren.org.uk

## Appendix 4

### Manager of Secure Accommodation letter

Name

Address Line 1

Address Line 2

Address Line 3

Address line 4

Postcode

Date Type date here

Our ref:- Type Reference here

Your ref: Type Reference here

Dear (insert name here)

Thank you for agreeing to host the Secure Accommodation Review meeting in respect of **CHILD'S NAME** on **DATE, TIME** at **VENUE**

The members of the Secure Accommodation Review panel are listed on the attached list.

The purpose of the review is to determine, having regard to **Childs Name's** welfare, whether,

1. The criteria for keeping him/her in Secure Accommodation continues to apply;
2. That the placement in Secure Accommodation continues to be necessary, and
3. No other description of accommodation would be appropriate.

Could you please forward a report to the Chair and Social Worker by **DATE** which includes your view on whether **NAME** should remain in Secure Accommodation? This report will be copied and distributed to other Panel members. It is recognised that information may need to be updated at the meeting.

Could you ensure that **NAME** has had the opportunity to read and sign your report at least two days in advance of the meeting.

#### The report should cover:

1. Pen picture of young person on admission.
2. Programme offered by your unit to the young person.  
This section should contain the elements of the programme agreed by the placing authority at the pre-admission/planning meeting and should include details of contact with family.
3. Young person's response to programme.  
This section should describe how the young person has responded to the agreed programme including the education aspects, with particularly reference to the outcomes of work addressing those behaviours which provided grounds for the Section 25 Order.
4. Criteria now for Section 25 Order.  
This section should discuss the young person's present condition and behaviour in relation to the criteria for restricting liberty detailed in Section 25, Children Act 1989.
5. Need for and appropriateness of placement in secure accommodation, taking into account the young person's welfare.  
This section should discuss within the context of the criteria and the young person's welfare, whether the placement at your secure unit remains necessary or whether some other form of accommodation would be more appropriate. (This information may need to be updated at the meeting).

6 Recommendation

This section should list any recommendation that the staff of your unit wish to make to the review panel.

Thank you for your co-operation in this matter.

Should you have any queries about anything contained in this letter, please do not hesitate to contact my colleague **business support name and Tel No: Insert e mail address**

Yours Sincerely

**(Insert IRO Name)**

**Independent Review Officer**

Direct Line 0191 xxx xxxx

E-mail -----@Togetherforchildren.org.uk

## Appendix 5

### Professional Letter

Name

Address Line 1

Address Line 2

Address Line 3

Address line 4

Postcode

Date Type date here

Our ref:- Type Reference here

Your ref: Type Reference here

Dear (insert name here)

Thank you for agreeing to attend the Secure Accommodation Review meeting in respect of **NAME** on **DATE, TIME** at **VENUE**

The purpose of the review is to determine, having regard to **NAME's** welfare, whether,

1. The criteria for keeping him/her in Secure Accommodation continues to apply;
2. That the placement in Secure Accommodation continues to be necessary, and
3. No other description of accommodation would be appropriate.

Could you please forward a report to the Chair and Social Worker by **DATE** which includes your view on whether **NAME** should remain in Secure Accommodation? This report will be copied and distributed to other Panel members. It is recognised that information may need to be updated at the meeting.

Could you ensure that **NAME** has had the opportunity to read and sign your report at least two days in advance of the meeting.

In preparing a report for a Secure Accommodation Review it is important that your report contains factual information on which to make decisions. The following areas should be covered.

- An outline of your involvement with **NAME** (young person).
- Details of any agreed work programme with **NAME**
- Alternative placements and their suitability

Please make sure that you have discussed the content of your report with the Young Person and his/her parents before the review meeting.

Should you wish to meet with **NAME** prior to the meeting, you should arrange this outside of the timescale for the SAR.

I attach a list of members for the Secure Accommodation Review Panel and a list of other people invited to attend the meeting, along with the agenda for the Secure Accommodation Review process.

Should you have any queries about anything contained in this letter, please do not hesitate to contact my colleague **business support name and Tel No: Insert e mail address**

Yours Sincerely

**(Insert IRO Name)**

**Independent Review Officer**

Direct Line 0191 xxx xxxx

E-mail: ----- @Togetherforchildren.org.uk

**Appendix 6**

Invitation list to be attached to (Appendix 2)

**INVITATION TO A SECURE REVIEW**

**to be held on DATE at TIME**

**at VENUE**

in respect of

**NAME & DOB**

Invitation List

Independent Reviewing Officer – Chair

Independent Reviewing Officer

Independent Reviewing Officer – Consortium Member

## Appendix 7

This is the information that would be gathered during the course of the Secure Review. The process of gathering this information will be decided upon consultation between the Chairperson, Consortium IRO and the child/young person

# Together for Children-Sunderland Secure Review Agenda

## Date of Secure Accommodation Review

### Young Person's Details

Full name

Gender

Date of Birth

Current Legal Status

Ethnic Origin

Date placed in Secure Accommodation

Date of Secure Accommodation Order

Date order expires

## Secure Children's Home

### Purpose of meeting

The panel should satisfy themselves that:

- (a) The criteria for keeping the young person in secure accommodation in a community home continue to apply, and
  - (b) Such placement continues to be necessary and whether or not any other description of accommodation would be appropriate for him;
- and in doing so they must have regard for the welfare of the young person

### Secure Criteria: Children Act 1989: Section 25

**A**

- i. He has a history of absconding likely to abscond from any other description of accommodation; and
- ii. If he absconds, he is likely to suffer significant harm

**or**

**B** That if he is kept in any other description of accommodation, he is likely to injure himself or other persons

**Present Secure Accommodation Review  
Review Panel members**

1	
2	
3	
Others	
Apologies	

**Social Work Report**

**Secure Children's Home Report**

**Information/reports from other professionals as appropriate**  
e.g psychiatrist, and/or psychologist

**Views of young person**

**Views of parents**

**Other relevant carers**

**Views of Guardian**

**Secure Criteria Panel**

Decision      Which criteria continue to apply ?  
                    Does the placement continue to be necessary?

**Reasons**

**Recommendations**

**Date and time of next Secure Accommodation Review**

**XXXXXXXX SAFEGUARDING CHILDREN BOARD  
/PARTNERSHIP**

**SECURE ACCOMIDATION REVIEW MINUTES**

**(PLEASE NOTE: THESE MINUTES ARE NOT VERBATIM)**

**PRIVATE AND STRICTLY CONFIDENTIAL**

**THE INFORMATION CONTAINED IN THIS REPORT IS PASSED TO YOU IN  
CONFIDENCE AND SHOULD NOT BE SHARED IN ANY WAY WITH ANYONE ELSE  
OR USED FOR ANY OTHER PURPOSE WITHOUT THE PRIOR CONSENT OF THE  
INDEPENDENT CHAIRPERSON.  
IT IS YOUR RESPONSIBILITY TO KEEP THESE MINUTES SAFE.**

**DATE AND VENUE:** Held on:

At:

**CHILD/CHILDREN:** Name:

Address:

**PRELIMINARIES:**

**Present:**

Independent Reviewing Officer  
Independent Reviewing Officer  
Independent Reviewing Officer - OLA  
Review Clerk - Minutes

**Apologies for Absence:**

**Absent:**

### **Confidentiality:**

The Chairperson reminded everyone that information contained in reports and discussion was only to be shared outside of the meeting on a “need to know” basis.

### **Complaints Procedure:**

**The Chairperson reminded professionals and family members that if they are unhappy about the way the meeting is conducted then they have a right to make a complaint. This can be done by contacting the IRO manager of the Responsible Care Authority or the Complaints Section of the Responsible Care Authority**

Further if anyone has any cause for complaint in respect of the services provided by any of the agencies involved then this should be done so through the appropriate Line Manager or via \_\_\_\_\_ Safeguarding **Children Board/Partnership**

**The Chairperson also advised that a record of the meeting can be made available to accommodate any communication, language or hearing needs. This information can be made available in large print, Braille, audio and other languages. Please contact the Communications Service on \_\_\_\_\_**

### **Young Person’s Details**

Full name	
Gender	
Date of Birth	
Current Legal Status	
Ethnic Origin	
Date placed in Secure Accommodation	
Date of Secure Accommodation Order	
Date order expires	

### **Secure Children’s Home**

#### **Date of Secure Accommodation Review**

#### **Purpose of meeting**

The panel should satisfy themselves that:

- (c) The criteria for keeping the young person in secure accommodation in a community home continue to apply, and
- (d) Such placement continues to be necessary and whether or not any other description of accommodation would be appropriate for him; and in doing so they must have regard for the welfare of the young person

**Secure Criteria: Children Act 1989: Section 25**

**A**

- I. He has a history of absconding and is likely to abscond from any other description of accommodation; and
- II. If he absconds, he is likely to suffer significant harm

**or**

**B** That if he is kept in any other description of accommodation, he is likely to injure himself or other persons

**Present Secure Accommodation Review**

**Review Panel members**

1	
2	
3	
Others	
Apologies	

**Social Work Report**

**Secure Children's Home Report**

**Information/reports from other professionals as appropriate**

e.g psychiatrist, and/or psychologist

**Views of young person**

**Views of parents**

**Other relevant carers**

**Views of Guardian**

**Secure Criteria Panel**

Decision: Which criteria continue to apply?  
Does the placement continue to be necessary?

**Reasons**

**Recommendations**

**Date and time of next Secure Accommodation Review**

**Date and time of monitoring contact**

Appendix 9

Sunderland, Gateshead and South Tyneside Consortium

**Records of Contact for Secure Accommodation**

Name of Child:

DOB:

Secure Placement:

Responsible Authority:

Social Worker:

Office Base:

<b>Date of Contact</b>	
<b>Who Contact</b>	
<b>Record of Contact</b>	

<b>Practice Issues</b>	
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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 10



**Sunderland, Gateshead and South Tyneside Consortium  
Independent Secure Accommodation Review Claim Form**

Name:

Payroll number:

Address:

Employing Authority:

Consortium Authority:

**Review Details:**

Young Person's Name:

DOB:

Home Address:

Secure Accommodation Address:

Social Worker:

Address:

Date of Review:

**Total Claim:**

Authorised by:

Date:

Reimbursing Authority: