

## **Procedure for arranging cared for reviews during COVID-19 restrictions**

Egress instructions should be emailed out to all parents who are able to provide an email address with a simplified form of instructions to be agreed as per advice to parents leaflet

- Date of review to be agreed by IRO and Social Worker and discussion held as to how the meeting will take place including which technologies. Adherence to guidance already provided in “Arranging Meetings One Minute Guide”.
- Social Worker to notify carers, parents and child or young person either by text, telephone or email of meeting date and how the meeting will take place so they are verbally invited.
- Invite and consultation list to be completed as normal by Social Worker with email addresses of all attendees rather than postal addresses and to be confirmed by IRO as in normal process. Same timescales apply.
- Emails to child and carers to go out rather than letters via Egress to include parents where email provided and Egress instructions to be sent
- Where Egress is unavailable consultations via telephone will take place instead by the IRO
- Electronic versions of the IV and Advocacy forms to be attached to email along with a copy of the children’s consultation form and the link to the complaints form
- Consultation forms received electronically to be uploaded to child’s file in documents.
- IROs to access child’s file as part of review process to check consultations and to contact by phone key agencies if available at this time for any views if they were not received
- Outcomes, Summary and Letter to Child to be completed in usual way and sent to Safeguarding C4 inbox to be distributed by email. NB if no email address available copy to be filed for distribution by Royal Mail retrospectively and next available date.