

APPENDIX 2 LAC REVIEW BUSINESS PROCESS-reminder message to teams re review date

Standard reminder message to Teams re review date

- The following standard message is to be used by Business Support Officers to remind the IRO, case-holding social worker & their line manager of the date of the child's next review meeting & tasks required.
- The message will be sent by e-mail to the IRO and case-holding social worker & their manager named in the child's LCS record under **Involvements**.
- The Fostering supervising social worker, the Adoption social worker and the Virtual School rep. should be copied in to the message, if involved.

Dear (names)

This is a reminder that the review for (child's name) is due on (date agreed) at (time and venue agreed).

Please can the social worker/case-holding team:

- *Consult with the child about attendees to the review meeting & whether an advocate is required (if so refer to NYAS)*
- *Return the Attendance Sheet to the BSO to confirm invitees (for 1st review), or confirm no changes/advise of any changes (for 2nd and subsequent reviews). Clarify with BSO whether parents should be invited (in consultation with IRO).*
- *Ensure LCS Front Sheet is up-to-date re relationships, professional involvements and contact details.*
- *Book the interpreter/arrange for translations if required & check that the venue is booked if required*
- *Ensure that the pre-meeting report is available for the IRO no later than 3 working days before the meeting*

The IRO will consult with the social worker 15 working days before the review meeting and with the carers 3 working days before the review meeting, and will speak with the child separately before their review meeting.

The IRO is responsible for ensuring the review meeting takes place in timescale and in accordance with regulations so please advise them asap if there is a problem that may prevent this meeting taking place as agreed.

The last date that this review can take place within statutory timescale is (last due date).

Regards

BSO

Invitations to the child, parents and carers

Letters will be sent to the child, their parents (unless the child is of an age to object or there is a legal reason why they are not invited) and the carers to remind them of the review meeting date, time & venue and enclosing their **Consultation Documents**