

Looked After Review Timetable Matrix

Action	By whom	Timescale	Comments
Child becomes a CLA (via PARP) decision/planned/ PPO/emergency	SW		CLA - Child looked after PARP – Practice and Resources Panel
If Placement required contact BROKERAGE TEAM with completed PRF	SW		BROKERAGE TEAM - PRF - Placement Referral Form
If Kinship Carers inform BROKERAGE TEAM	SW	Within 48 hours of placement	Discussion to be held with the Kinship team managers as they create the Kinship carers on LCS which has to be done before the CLA status can be completed. Viability Assessment should be completed before the placement or within 5 working days of the child being placed. The viability assessment should be sent to the Kinship team for allocation once agreed by team manager and service manager .
Placement 'live' on LCS and PIR started	Brokerage Team	Within 72 hours of placement	PIR - Placement Plan
Placement Notification sent out	Brokerage Team	Within 72 hours of placement	
Invite template sent to SW	IRT Admin	On receipt of notification	Form is on LCS and the Independent Reviewing Team (IRT) business support send the LCS invite form to the SW's tray for completion. Once completed they are sent back to IRT business support.

Action	By whom	Timescale	Comments
Initial Review			
Invitation Template completed and returned to IRT	SW/SW Admin	10 days before review	As above.
Invites and consultation documents sent out	IRT Admin	5-10 days before review	
Complete PIR	SW	Within 72 hours of placement	
Complete Care Plan and PMR	SW	3 days before review	<p>PMR – Review Pre Meeting Report to be completed and sent for approval to team manager 3 days before the review.</p> <p>The report must be shared with the child/parents prior to the review.</p>
Discussion between IRO and SW	IRO/SW	5 days before review	<ul style="list-style-type: none"> • To consider issues for discussion; • Ensure child/parents views are recorded; • Discuss any Health and Safety issues;
Review meeting	ALL	Within 28 days of placement	<p>IRO to meet/talk to child prior to the review</p> <ul style="list-style-type: none"> • To ensure child has had an opportunity to express their views and IRO agrees on areas for discussion/ to avoid; • To ensure child is supported throughout review;

Action	By whom	Timescale	Comments
			<ul style="list-style-type: none"> Check with child on venue for next review; Check how child would like to feed back to IRO on their satisfaction with the review process
Review recommendations completed	IRO	48 hours	The IRO completes a case note on LCS to ensure there is a record of decisions/actions agreed at the meeting are recorded promptly.
Chairs report completed and review document distributed* <small>* if Invite template completed</small>	IRO/IRT Admin	20 days	LCS sends out alert to Professionals, hard copy is sent to the parents and a copy is sent to the carers through secure email.
Letter to child	IRO/IRT Admin	20 days	Letter is sent with a copy of the Outcomes and feedback form
Care plan updated	SW	28 days after review	
Second Review			
Pre meeting discussions:	SW/Child	4-6 weeks ahead of review	<ul style="list-style-type: none"> To consider who should attend; How the child will be supported; Areas for discussion/ to avoid in review meeting; Wishes and feelings.
	SW/Parent	4-6 weeks ahead of review	<ul style="list-style-type: none"> To discuss progress of plan;

Action	By whom	Timescale	Comments
			<ul style="list-style-type: none"> To ensure parents views available; To discuss attendance and how parent supported.
	SW/PM	3 weeks ahead of review	Complete Permanence Planning Meeting and ensure Minutes available to IRO prior to the review
	SW/IRO	3 weeks ahead of review	<ul style="list-style-type: none"> To ensure views of child/parent available and recorded; To update on progress of the Care plan; Outcome of PPM (2nd review only); Progress on Outcomes from last review; Areas to consider/to avoid in meeting; Any Health and Safety issues.
	IRO/Child	Maximum of 5 days before review but more often immediately before review and then again after the review meeting	<ul style="list-style-type: none"> To ensure child has had an opportunity to express their views and IRO agrees on areas for discussion/ to avoid; To ensure child is supported throughout review; Check with child on venue for next review; Check how child would like to feed back to IRO on their satisfaction with the review process.

Action	By whom	Timescale	Comments
Review recommendations completed	IRO	48 hours	IRO completes a case note to ensure record of decisions/actions agreed at the meeting are recorded on LCS promptly.
Chairs report completed and review document distributed* * if Invite template completed	IRO/IRT Admin	20 days	LCS sends out alert to the Professionals, hard copy is sent to the parents and a copy is sent to the carers through secure email.
Letter to child	IRO/IRT Admin	20 days	Letter sent with copy of the Outcomes and feedback form
Care plan updated	SW	28 days after review	
Subsequent Reviews			
Follow process for discussions and consultation and completion of the review as above			
Between reviews	SW	Within 28 days of previous reviews	<ul style="list-style-type: none"> Visit child and go through Outcomes from previous review; Ensure parents/carers/other professionals are aware of Outcomes and actions required of them.
		Ongoing	<ul style="list-style-type: none"> Engage with child/parents/carers in realising the care plan; Ensure plans for permanence (including

Action	By whom	Timescale	Comments
			<p>reunification) are in place with timescale;</p> <ul style="list-style-type: none"> • Ensure Outcomes from last review are actioned; • Life story work considered; • Panels booked where appropriate; • Inform IRO of any changes of circumstance to child /parent/carers and consider brought forward review (see details of occasions this must happen below); • Maintain LCS.
	IRO	Ongoing between review	<ul style="list-style-type: none"> • IRO completes Midway review from on LCS. This can be completed via a review of the file though more often via a discussion with the allocated social worker. • Check Care Plan has been updated; • Review any areas escalated to TM and above and discuss with IRT manager if these remain outstanding and require further escalation. • Keep up to date (via LCS and discussion with SW Team) on progress of care plan; • Consider direct family time with child;