

## Guidance for participating in a virtual LAC review

There are five main components of a virtual LAC review:

Part 1 – Preparation

Part 2 – Feedback from parents/ child/young person / carer

Part 3 – Feedback from professional network Part 4 – LAC Review

Part 5 – Minutes / feedback to young person

### Part 1 – Preparation (at least 5 days prior to the review)

- IRO will hold a video or audio case discussion with the Social Worker
- Consultation documents to be sent to parents / child / carer.
- The IRO and SW will agree who will participate in the LAC Review, how they will contribute, and whether there should be a separate meeting with specific individuals, i.e. child or parent
- The SW will organise the meeting and invite all agreed participants

### Part 2 – Feedback from parents/ child/young person / carer

- IRO will review the consultation documents and follow up with a video or audio call / whatsapp /email with children, parents and carers, to ascertain their views.

### Part 3 – Feedback from Professional network

- Professionals will provide verbal updates at the meeting. However, if a professional is unavailable to participate in the virtual meeting, it is expected that the professional will provide the IRO with a written update prior to the review.

### Information needed for the LAC Review:

- ❖ What is working well for the child?
  - ❖ Achievements/progress
  - ❖ What are we worried about?
  - ❖ Future planning and support.
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- ❖ PEPS and LAC medicals may be used to provide information if they have been recently updated.

### Part 4 – LAC Review

- To be held virtually by video or audio meeting at the time agreed.

- The SW will lead the virtual meeting and call all participants to join the meeting
- All participants should be available at least 5 mins beforehand so that they can be connected /contacted. previously
- **The IRO will Chair the meeting as.**
- If an audio meeting, professionals should identify themselves each time before speaking so that children and parents know who is talking.

#### **Part 5 – Sending out minutes / feedback to children and parents**

- The plan and minutes will be sent to professionals in the usual way, via secure email.
- The IRO will compose a letter to the child about what was discussed in the meeting and what was agreed.
- It is unlikely that parents or children will have secure emails. Therefore, the LAC Review minutes and letter to the child, will be drawn up as a word document, with all identifying detail removed, such as names and address, and replaced with initials only. The document will need to be password protected and sent to parents and child by email. The password will be sent in a text message.