

Business Continuity Plan for IRO Meetings



Initial plan for the continued service for children who need a child protection or Looked After Review. This is subject to change and we will update you on at least a weekly basis.

All meetings will be virtual as of Monday 23rd March 2020.

Preparation for all meetings

Where possible, staff should download Microsoft Teams onto their mobile phone, tablet or device. This is free and should be available to any computer with Microsoft 360.

If you do not have access to Microsoft Teams you need to make QRT aware and they will provide you with a conference call number and PIN to dial into the meeting. You will be able to speak in the conference as a conference call and not a video call.

Email addresses will be used for inviting partners to meetings with a calendar invite. QRT use a central email address for each agency, therefore your individual agency will need to check this account and forward the invite on or you must provide QRT with the person's email for your organisation who will need to attend the meeting.

The social worker has Microsoft Teams so will meet the family at the booked venue and use Microsoft Teams to video call into the conference. QRT will book the room and should the venue change due to a building closure, the social worker can still access the Microsoft Teams at the family home/carers home.

ICPC's – ALL ICPCs MUST TAKE PLACE

Preparing for an ICPC

- Social Workers and Team Managers will request a provision ICPC no later than day 6 after the strategy as normal. This should continue to be done via Liquid Logic or via qrt@durham.gov.uk if need be as early as possible to enable reviews to be scheduled in timescales.
- ICPC slots will be allocated using the standard process where a chair, admin officer and diary event will be created.
- Professional invites will be sent from QRT, the invites will ask professionals to make themselves available in person and/or for a telephone appointment during the allocated time.
- QRT will send a calendar invite will be sent to all due to attend the meeting. If this is a shared email address you must forward the invite to the person who is expecting to attend the meeting.

SHARING REPORTS -

- Admin Officers will be allocated as usual, for conference calls via Microsoft Teams they will be added as attendant and record the outcome of the meeting
- IROs will speak to parents before an ICPC to explain the process and run through the reports, this will be done over the phone rather than face to face.
- Reports must be shared with parent's 2-days before, professionals sharing reports may not wish to stay around to talk through reports but this can be done on the phone with parents.
- All reports must give a clear rationale for decision making should someone not be in a position to attend at no notice.
- Conference chair's will contact parents via the telephone, where age appropriate speak to the child using mobile/video calls.

Holding the ICPC

- In the first instance a Video Conferencing call via Microsoft Teams will always be carried out. (For those who can not use Microsoft teams, a conference call will be made via 0191 340 0081 and you will be given a PIN number to access the call).
- Professionals and the social worker will access the link on the invite as follow;
- [Join Microsoft Teams Meeting](#)
- [Learn more about Teams](#) | [Meeting options](#)
- This will give you video access to the conference. Please speak one at a time to allow the admin officer to type these as we are just starting to use this system so please bear with us.
- The social worker will sit with the parents to allow them to participate in the meeting. (Should a time come that social workers are unable to sit with family, the meeting will progress as an ICPC with parents agreement, a call will be made to update parents after the meeting, or be held as a Planning Meeting and reconvened as ICPC at a later date).
- QRT will record any meetings held as Planning Meetings to re-book at a later date.

Recording the ICPC and sharing the outcomes

QRT/Admin Officer will continue to record the outcome of ICPC as normal.

All professional reports must be shared with the family 2-days prior to the ICPC with clear recommendation, should they not be able to attend.

ICPCs must be quorate – contribution rather than physically attending the meeting. (this will include your recommendation in the report) If we cannot proceed a Planning Meeting will be held to review the proposed Child Protection Plan and Safety Plan

RCPC

- Where possible, RCPCs will be held using video conference call via Microsoft Teams as in ICPC Section. However, if staffing is reduced significantly the following will be applied;
- 1st review can be replaced by a mid-way monitoring undertaken by the IRO to hold LA and partners to account for progressing the child protection plan. The Protection Plan will need to be updated to ensure that the outcomes are achievable by the core group.
- Where necessary reviews will be prioritised by the IRO service alongside partner
- The priority will be children who have been subject to a protection plan for 9-months and it is their 2nd review as a multi-agency approach is needed to ensure the plan is still keeping children safe. A 2nd cohort of children will be prioritised are those who are under the PLO Process as threshold indicates risk is being managed at a higher level.
- Should Social Work workforce reduce to levels whereby quoracy is not met, the IRO service will review the evidence as an independent body and have the overriding decision making. However, a brought forward review will be scheduled 3-months after the 'Virtual Review' takes place to review this decision if listing is continued. If listing is ended a CIN/TAF meeting will be arranged to review the level of risk, safety plan and progress made 3-months after the 'Virtual Review'.

It is accepted that it may not be the child's allocated worker (be it Social Worker, Health Visitor etc) however, the representative identified by agencies must have copies of the RCPC reports 7-days (we will continue to review timescales of reports as situations progress) before and will be well briefed to make a decision regarding risk.

Child Protection Reports are still required- however, it is accepted that the author may not be the allocated worker who knows the child the best. A representative will be expected to provide a written account from each agency's perspective, provide an update and recommendation. An update will include when the child was last seen, progress against set tasks in the protection plan (to the best of the agencies knowledge) any risks, protective factors and recommendations.

CLA Reviews

- Before the review children must be spoken to by the IRO via telephone calls, Microsoft Teams, email, texts
- CLA reviews will be held as a video conference call via Microsoft Teams, if this is not possible a telephone conference/series of telephone calls/ meetings can be held.
- 1st Looked after review and 4-month Decision Making Review are priority to ensure we are planning for permanence
- Change of plan or placement are priority over stable long-term placements to monitor children's welfare