

## What can I do if I don't agree with the results of the review?

You can either by yourself or with the help of someone (social worker, Children's Rights Officer) fill in a complaints form about this. This complaints form is called Have Your Say and you can get a copy from members of Social Work staff or from any of our offices. The results of the review will always be discussed at a Children's Hearing if you are part of that system and the Panel will make the final decisions so you can discuss the results of the review there. If you are not part of the Children's Hearing system, the review is usually the Social Work Services decision. The way for you to try to have the decisions changed is through the complaints procedure.

## When will the next review be?

At the end of the review, a date will be set for the next review. A review, by law, has to be held at least every 6 months but it may be that it will happen earlier, especially if it is your first review or the plans for you are not very clear.

For more information please telephone  
**01224 523213**

Children's Rights Officers telephone **Freephone 0800 2983363**

Advocacy Service  
Aberdeen Business Centre, Willowbank House,  
Willowbank Road, Aberdeen AB11 6YG  
telephone **01224 332314**

Please contact us on the telephone number below if you want this document in Braille, large print or on an audio CD, or if you want the document translated into another language.

إذا كنت تود الحصول على هذه الوثيقة بالخط العريض أو البريل أو الأشرطة الصوتية المدمجة أو كنت تود ترجمتها إلى لغة أخرى فالرجاء الاتصال بنا على الهاتف أدناه.

আপনি যদি এই দলিলটি ব্রেইলে, বড় ছাপার অক্ষরে বা শোনার জন্য সিডি, অথবা দলিলটি অন্য কোন ভাষায় অনূদিত চান তবে অনুগ্রহ করে নীচের টেলিফোন নম্বরে ফোন করে আমাদের সাথে যোগাযোগ করুন।

如欲索取此文件的凸字版、大字版、語音光碟，或其他語文翻譯本，請致電下列號碼。

Proszę się skontaktować z nami pod poniższym numerem telefonu jeśli ten dokument jest wymagany w alfabecie Brajla, w dużym druku, na płycie kompaktowej CD lub przetłumaczony na inny język.

Пожалуйста, свяжитесь с нами по номеру телефона, указанному ниже, если Вы хотите получить этот документ шрифтом Брайля, крупным шрифтом или на компактном аудио диске, а также если Вам нужен перевод этого документа на другой язык.



**01224 522132/523480**

Social Care and Wellbeing

# LOOKED AFTER CHILDREN REVIEWS



### **What is a review?**

A review is a meeting to look at the arrangements to care for you. You should have a care plan which states the arrangements and plans for you. This meeting looks at whether or not there need to be any changes to how you are being looked after. Under Section 31 of the Children (Scotland) Act 1995, a review has to be held when children are 'looked after' by the local authority.

The meeting will be chaired by a Team Manager or Practice Improvement Officer (PIO) who will try to make it as informal as possible. A Team Manager/PIO is a person whose job it is to make sure that the plans for you are good ones. Everyone is able to speak at the meeting but it is possible for you to talk to the Team Manager/PIO before the meeting if you think it will be hard for you to speak in the meeting. Ask your social worker to arrange this with the Team Manager/PIO.

### **Can I decide who will come?**

Normally the social worker decides who will come but, if you especially want someone to come then talk to your social worker about it. You may also decide that you do not want someone to come and again you should talk to your social worker. Your social worker will discuss this with the Team Manager/PIO who will make the final decision.

### **Who will be at the review?**

You, your parent(s), social worker, residential worker/foster carer, the foster carer's link worker, teacher, educational psychologist and the Team Manager/PIO. You may meet the Team Manager/PIO before the review if you want - ask your social worker to arrange this. Other people who know you might also attend for all or part of the review.

### **May I write a report for the review?**

You will be given a form by your social worker to allow you to do this. It would be helpful if you could do this but you can put it on a piece of paper if you do not want to use the questions on the form. You could ask someone to talk for you if you do not want to put it in writing, such as the Children's Rights Officer, or put it on a tape. You can also ask to speak to the Team Manager/PIO before the review. You can share your report with everyone or just with the Team Manager/PIO.

### **Will someone help me fill in the form?**

You can ask any of the adults involved with you to help you do this - your social worker, residential worker, foster carer, parent, or Children's Rights Officer.

### **Do I attend all of the review?**

Usually you can attend all of the review. There may be times, however, when it is decided that the adults should discuss something when you are not there. You will be told the reason for this and the results of the discussion. Also, if you are not managing the meeting in an appropriate way, you may be asked to leave until you calm down enough to be able to re-join the meeting.

### **Do I have to attend all of the meeting?**

It is important that you try to come to the meeting. If you think it will be too hard for you to be there all the time, ask your social worker to tell the Team Manager/PIO this, and arrangements will be made for you to leave when you wish.

### **Where will the review be held?**

Your social worker will decide this. Reviews are mostly held either in an office or the place you are living. If you are not happy about where it is being held, talk to your social worker or another adult involved with you.

### **Who takes minutes of the review?**

### **Who gets copies of the notes?**

### **Can I object to someone getting a copy?**

The person who is chairing the review will take notes during the meeting. Usually all the people who attend the review will get a copy of the notes. Sometimes, people who are not there will get a copy, for example the senior of the social worker or a parent who has not attended. If you do not want someone to have a copy then talk to your social worker or the Team Manager/PIO. You will get the notes within 4 weeks. Ask an adult to go over it with you if you do not understand it.

### **Who can read the reports to the review?**

Normally everyone who is at the meeting reads all the reports. If you do not want someone to read the reports, you can talk to your social worker or tell the Team Manager/PIO at the start of the meeting.

### **Can I have someone with me at the review?**

You can take somebody if you wish. You can talk to your social worker/carer about this, who will be able to tell you about the Children's Rights and Advocacy Service, who may be able to support you. Contact details are listed on the next page. If you want to take a friend then this is possible but you will need to think about whether or not you (or your parents) would want them to know all your business.