

Reviewing Officer guide for children and young people!



Reviewing Officers Subgroup

October 2025



Our promise to children and young people

During your meetings, your **Reviewing Officer** will make sure that we **uphold your rights**. We will make sure that we **hear your views** and listen carefully to **what you want**. We will try to make sure that decisions are what you want to happen. We will support your **family to be involved** in plans that keep you safe. We want you to **be safe** and **reach your potential**.





What is a Reviewing Officer and what do they do to help me?



A **Reviewing Officer** is someone who makes sure you get the **best care possible** if you live away from home or have a legal order and a Social Worker. They do this by bringing **everyone together** who cares about you to make sure you have **everything you need**.

This is **your meeting**, and you are the most important person. Your Social Worker will let you know when a meeting is going to take place and how to share **your views**.



You can pick **who you want** at your meeting. Sometimes we have your family, a teacher, your Social Worker, or anyone else that is important to you.

At each meeting, your **Reviewing Officer** will check in on you, hear **your views** and the **views of people who love and care about you**. We sometimes talk about home life, school, and family.



There are other names for **Reviewing Officers**, but our job is the same! For example: Independent Reviewing Officers and Quality Assurance and Review Officer.

We will get to know you better if this is something you would like to happen by visiting you before or after your meeting.



Types of meetings

Sometimes these meetings have different names, like a **Looked After** meeting or a **Child Protection** meeting.



A **Looked After** meeting makes sure you have everything you need to be **happy, healthy and safe**. Even if you're not living with your family, lots of people **care** about you and want to **help**. This meeting brings them together to talk about how things are going and what you might need. It's like having a team of helpers who are there just for you!



A **Child Protection** meeting happens when you live at home, but people worry that you might not be **safe**. Your parent or carer, Social Worker, teacher, school nurse, police officer, or others who help your family will be there. Everyone will have a chance to talk about **what is going well** and **what they are worried about**, and a plan will be put in place to make sure you are **happy, healthy and safe**.



How do I share my views at these meetings?

- You can attend the meeting and share your views.
- You can share your views with **someone you trust**, and they can do this for you.
- You can talk to your **Reviewing Officer** before the meeting to make sure they know **what you want**.
- An **Advocate** is someone who listens to your thoughts and feelings and can help you tell the adults in your life how you feel and what you would like to happen.





My voice

Just like superheroes have powers, **you have rights!** One of these rights is to share your opinions and **be listened to**. When you share your ideas, it can make you feel confident and proud!



If you have something to say, don't be shy! **Your voice matters.** You can use drawing, playing, or taking photos to show what you think.



Be Brave: Don't be afraid to share your thoughts.

Find Support: Look for adults who care about what you think.



My rights

- All children have rights that are outlined in law in Scotland, in the United Nations Convention on the Rights of a Child (UNCRC).



- You have the right to be safe, healthy, have an education, be part of a family and have everything you need to reach your potential.
- Your Reviewing Officer will make sure your rights are being respected.



What happens after my meeting?

Everyone will make sure the **plans** that were discussed are **put into action**.

If you are not at the meeting, someone who is important to you will tell you what happened at the meeting.

**WHAT
HAPPENS
NEXT?**

You will get a **written record** of the meeting, sometimes called a minute, that includes your views and the **decisions that were made**. We will write this in a way that is easy for you to understand.



You will have meetings **regularly**. Each meeting is an opportunity to check in with you and see if we need to change how we support you and your family to **make things better**. Your meetings will continue for as long as we're looking after you.

Planning for your future



Planning for your future means getting ready for growing up. If you've been in care, adults will help you **make a plan** for what you want to do next. Look at the fact sheet for more info.



Child friendly complaints

If you feel that **something is wrong**, you're not happy with something someone has done or you don't like something that's happening, you or the person looking after you can **complain** about this.

Your **Reviewing Officer** can help. It's their job to make this easy for you and to **help sort it**.





Who can I contact if I need more information?

You can ask your **Social Worker** to help you understand what is happening and why.



You can ask to speak to your **Reviewing Officer** at any time to talk about what you want to happen and why. Your **Reviewing Officer** can also help you understand difficult processes, the law, and your rights.



*Thanks to the children and young people who contributed to this.
We hope this has helped you understand what a **Reviewing Officer**
is.*



*Love from **Brenda-Anne**, **Fiona**, **Sarah**, **Laura** and **Sheena**
(Reviewing Officers who made this)*