**CHILDREN’S HOMES REGULATION 44 VISIT REPORT CHECK LIST: Final version 13/07/17 (to be reviewed July 2018)**

**To be completed by the Contracts and Commissioning Team and of relevance to Regulation 44 visitor, Registered Managers, Service Manager of Residential Services, Responsible Individuals’.**

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| --- | --- | --- | --- |
| **Name of Home** | **Date/number of days** | **Actual Date/number of days** | **Achieved/not achieved** |
| Date of visit |  |  |  |
| Report Received by Registered Manager and Service Manager for discussion, comment and accuracy | Within 10 working days |  |  |
| RM/SM liaises with Visitor on issues of accuracy, completes the action plan, adds any comments and returns to Visitor. Visitor will incorporate any factual changes that are agreed. Any disputed ‘facts’ should be included as comment, but both parties should seek to resolve any disagreement. Comments will be in a separate section and will not be responded to at that time. They may be part of discussion during a subsequent visit, or within WSCC’s own QA processes. | within 5 days |  |  |
| Visitor confirms the agreed report and sends final report to RM, SM and RI. | Within 5 days |  |  |
| Visitor circulates report to the, RM, SM, RI Contracts and Commissioning Team. | Within 4 weeks of visit |  |  |
| Visitor sends Reg 44 report to Ofsted and any other placing authorities, (Beechfield) | Within 4 weeks of visit |  |  |

**REGULATION 44 VISITS TO CHILDREN’S HOMES**

**List of and Designation of Officers:-**

* Sarah Meddle – Aidhour Reg. 44 Visitor

[sarah.meddle@aidhour.co.uk](mailto:sarah.meddle@aidhour.co.uk)

* Joan Mansfield – Aidhour Reg. 44 Visitor

[mansfield382@aol.com](mailto:mansfield382@aol.com)

* Caroline Lees – Line Manager Disability Children’s Homes

[caroline.lees@westsussex.gov.uk](mailto:Caroline.lees@westsussex.gov.uk)

* Annie MacIver – Responsible Individual

[anniemaciver@westsusessex.gov.uk](mailto:anniemaciver@westsusessex.gov.uk)

* Helen Teague - Contracts Officer/Archiver

[helen.teague@westsussex.gov.uk](mailto:helen.teague@westsussex.gov.uk)

* Martin Cross – Contracts Manager

[martin.cross@westsussex.gov.uk](mailto:martin.cross@westsussex.gov.uk)

* Rachel Wilson – Advanced Practitioner QA Children’s Residential Service

[rachel.wilson@westsussex.gov.uk](mailto:Rachel.wilson@westsussex.cgov.uk)

* Sally Mortimore – Managing Director Aidhour

[sally.mortimore@aidhour.co.uk](mailto:sally.mortimore@aidhour.co.uk)

* Registered Manger of the Children’s Homes:-
  + Julian Skeates – Teasel

[julian.skeates@westsussex.gov.uk](mailto:julian.skeates@westsussex.gov.uk)

* + Rhian Morris – Seaside

[rhian.morris@westsussex.gov.uk](mailto:Rhian.morris@westsussex.gov.uk)

* + Lance Miles – Beechfield

[lance.miles@westsussex.gov.uk](mailto:lance.miles@westsussex.gov.uk)

* + Liane Finch – High Trees

[lianne.finch@westsussex.gov.uk](mailto:lianne.finch@westsussex.gov.uk)

* + Diane Keating – May House

[diane.keating@westsussex.gov.uk](mailto:diane.keating@westsussex.gov.uk)

* + Sharlene Valance – Cissbury Lodge

[sharlene.valance@westsussex.gov.uk](mailto:sharlene.valance@westsussex.gov.uk)

* + Sue Wadey – Orchard House
  + [sue.wadey@westsussex.gov.uk](mailto:sue.wadey@westsussex.gov.uk)