**What to expect if your child or young person’s case has been selected for an audit**

Buckinghamshire has agreed an annual schedule of quality assurance activity that includes a mixture of **case file audits**, dip sampling, learning reviews, ‘check and challenge’ whole service reviews and thematic deep dives.

**Case file audits** will take place each month and consider the journey of the child and the quality of work undertaken to assess whether the experience of the child/young person has improved since our involvement, and most importantly what else can be done to make a positive impact.

**Audits will be undertaken collaboratively, with you** - You will be contacted by the Auditor to let you know that your child or young person has been selected for an audit and a date arranged to meet with you. The Auditor has 3-4 weeks to complete the audit, so arrange the meeting with the Auditor as soon as possible. At the meeting with the Auditor, be confident and proud of the work that you do.

**Review of the child’s record** – Auditors may review the child’s record before they meet with you or do this together with you. You know the child best so ensure that the case recording is up to date so that the Auditor can see the impact of the work that you are doing. Compliance is an important element of our work as it helps to keep us on track. Remember children can ask to see their records at any time. Reflect your professional judgement in the case recording, this is what you have been trained to do!

**The Auditor will look back 6 months** – Auditors will focus on the journey and experience of the child through services, that the rationale for decisions made on behalf of the child is evident, that the help offered is planned and purposeful, and that improvement to the child’s life has pace. In some cases the Auditor may need to look back further, but generally 6 months is sufficient. The supervision and managerial oversight provided to you will also be reviewed. Use your time with the Auditor to consider the difference you have made, but also what more needs to be done going forward.

**Respectful challenge** – Audit activity is about promoting a culture of learning. When there is poor practice, this will be discussed with you and the Auditor will help you rectify this. Be open to this – we all have the same objective, which is to improve the outcome of the child. The actions following the audit will focus on what needs to be done to take corrective action. Some of the actions may be for others, like your manager, or partners, or other parts of children’s services. Embrace this learning and remember this is to help you get back on track.

**Good practice** – Audits are also about identifying and celebrating good practice, and sharing the learning with others. If there is an aspect of your work that you are particularly proud of, make sure that you tell the Auditor about it. Be bold and explain how the work you do has improved outcomes for your child.

**No surprises** – because the audits are being undertaken in collaboration with you, there should be no surprises with the judgements made by the Auditors or the actions that need to follow. Once the audit is completed it will need to be uploaded onto the child’s file and your manager must enter management oversight setting out how they are going to monitor completion of the actions. We are moderating a sample of the audits completed each month to ensure the judgements made by Auditors is fair and helps to move the work forward positively.