

Audit Actions Flow Chart

Audit received by the Quality Assurance Officer



On receipt of the audit: -

- Audit added to audit returns tracker.
- Case note added to Mosaic with grade and actions identified in the audit.
- Actions identified added to the Audit Action Tracker in SharePoint with title of action, to be completed by whom and by when.
- Email to key worker, supervisor, Team Manager and Head of Service advising them of grade and actions identified and requesting an update on actions either by email to childrens.QA@bracknell-forest.gov.uk or directly to Audit Action Tracker. Auditor copied in.



Regular monitoring of the Audit Action Tracker by the Quality Assurance Officer and reminders sent to ATM's and TM's.



Quarterly random dip sampling by Quality Assurance Officer of audit actions confirmed completed via Mosaic – shared with Heads of Service and Assistant



Service wide actions are recorded on a Service Wide Audit Actions tracker and reviewed monthly at the Children's Quality Assurance Working Group.