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**UNREGULATED SETTINGS – CHECKLIST**

**STANDARD ONE – MANAGEMENT OVERSIGHT & DECISION MAKING**

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| **TASK** | **TICK WHEN COMPLETED** |
| **AD has been notified and informed the Director of Practice** |  |
| **Placement approved by Director of Practice** |  |
| **Decision Agreement Form is completed by Director of Practice** |  |
| **Director of Commissioning, Responsible AD & IRO informed** |  |
| **Beyond 48 hours; DofP/DofC/DCS/IRO/Ofsted notified** |  |
| **Dispute Resolution Received from IRO** |  |
| **Risk Assessment/Action Plan signed off by HofS (Area)** |  |
| **Initial Planning meeting arranged & further date arranged (beyond 7 days)** |  |
| **Added to AD Agenda of Unregulated Placements to review** |  |

**STANDARD TWO - ACCOMMODATION**

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| **TASK** | **TICK WHEN COMPLETED** |
| **The property has been visited prior to the placement & checklist completed** |  |
| **There is electricity/gas/heating to the property** |  |
| **There is a suitable bed with clean bedding** |  |
| **There is adequate toilet/washing facilities – with toilet paper/towels** |  |
| **There are sufficient personal items – soap/deodorant/hair products** |  |
| **There is sufficient equipment to provide basic entertainment – TV/Games** |  |
| **There are no obvious risks – e.g. broken windows/broken furniture** |  |
| **There is provision to access drinks/basic food supplies for the day/night** |  |
| **The accommodation provides a level of privacy to enable the child to retain their dignity** |  |
| **The external environment is considered with regard to it’s location/access to public transport and this is included in the risk assessment** |  |
| **A minimum of two staff are on site – 24 hours** |  |
| **The accommodation is not shared with another young person** |  |
| **The external environment is considered with regard to its location/access to public transport and this is included in the risk assessment** |  |

**STANDARD THREE – CARE PLANNING**

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| **TASK** | **TICK WHEN COMPLETED** |
| **The social worker accompanies the child to the placement** |  |
| **A care planning meeting is arranged by the CSW/Chaired by HofS/TM within 48 hours of the placement – if the young person remains in the placement** |  |
| **A Risk Assessment/Safe Care Plan is completed by the CSW within 24 hours of the placement that identifies any risk factors and how these will be managed** |  |
| **TM/HofS agree frequency of visits to the young person (a minimum of twice per week initially and further visit schedules to be agreed each week in the care planning meetings.** |  |
| **If the child remains in placement beyond 7 days a further care planning meeting will take place and the visiting schedule reviewed** |  |
| **Key professionals will be involved in the care planning meetings that ensures the child’s overall needs are met (e.g EmpowerU)** |  |
| **The IRO is kept updated** |  |

**STANDARD FOUR – COMMISSIONING/PLACEMENTS**

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| **TASK** | **TICK WHEN COMPLETED** |
| **A QA visit will be completed by Commissioning within 24-48 hours of notification.** |  |
| **An initial report will be provided immediately following the visit and a written report within 48 hours of the visit** |  |
| **An Action Plan will be completed following the visit with agreed response times. The aim being to support the provider to provide care and home conditions as close to that of registered provision as possible** |  |
| **Commissioning will follow up and track progress against the Action Plan. This will be shared within the Care Planning Meetings** |  |
| **Any ongoing concerns will be fed back to the Area Team immediately and considered within the Care Planning Meetings.** |  |
| **Commissioning will follow the routine process for all Providers in accordance with the commissioning/framework policy** |  |
| **Commissioning will provide written guidance around key areas; recording/risk assessment/medication/missing protocol/reporting requirements/family time/key statutory processes** |  |
| **Commissioning will offer support to the Provider to mitigate any gaps to demonstrate any shortfalls are addressed** |  |
| **Placements will continue with a rigorous placement search and provide updates at the Care Planning Meetings (refer to the Complex Placements PG** |  |

**STANDARD FIVE – RIGHTS OF THE CHILD**

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| **TASK** | **TICK WHEN COMPLETED** |
| **Referral to RAP within 24 hours and visit to take place within 72 hours** |  |
| **Child to be seen on same day of placement and their views considered and recorded** |  |
| **Every visitor to the child should confirm that the child feels safe and that their basic needs are being met** |  |
| **Family Time arrangements must be agreed at the first care planning meeting** |  |
| **Child has sufficient clothing to meet their immediate needs** |  |

**STANDARD SIX – EXPECTATIONS OF PROVIDER**

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| **TASK** | **TICK WHEN COMPLETED** |
| **The Provider will ensure that the accommodation meets the minimum standards outlined in the supporting Guidance** |  |
| **The Provider will ensure that all safeguarding issues/concerns are reported to the social worker immediately (EDT if out of hours)** |  |
| **The Provider will ensure that staffing is maintained at 2:1 and are recruited and trained as stipulated in the contract** |  |
| **The Provider will ensure that the basic needs of the child are met.** |  |
| **The Provider will maintain regular, open communication with the Trust with regard to any concerns, issues or challenges and maintain accurate records.** |  |