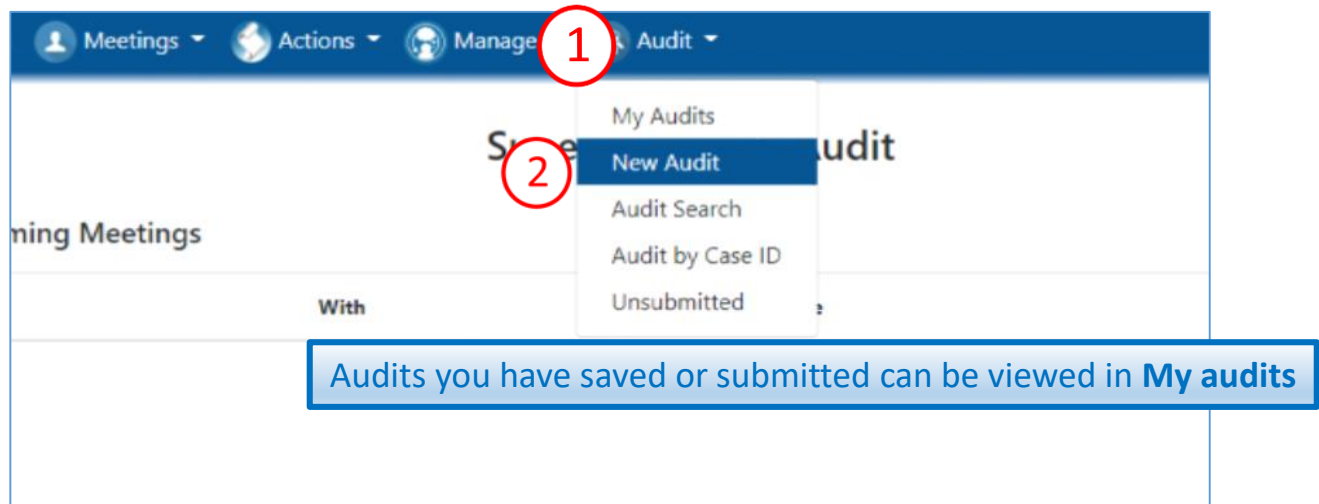


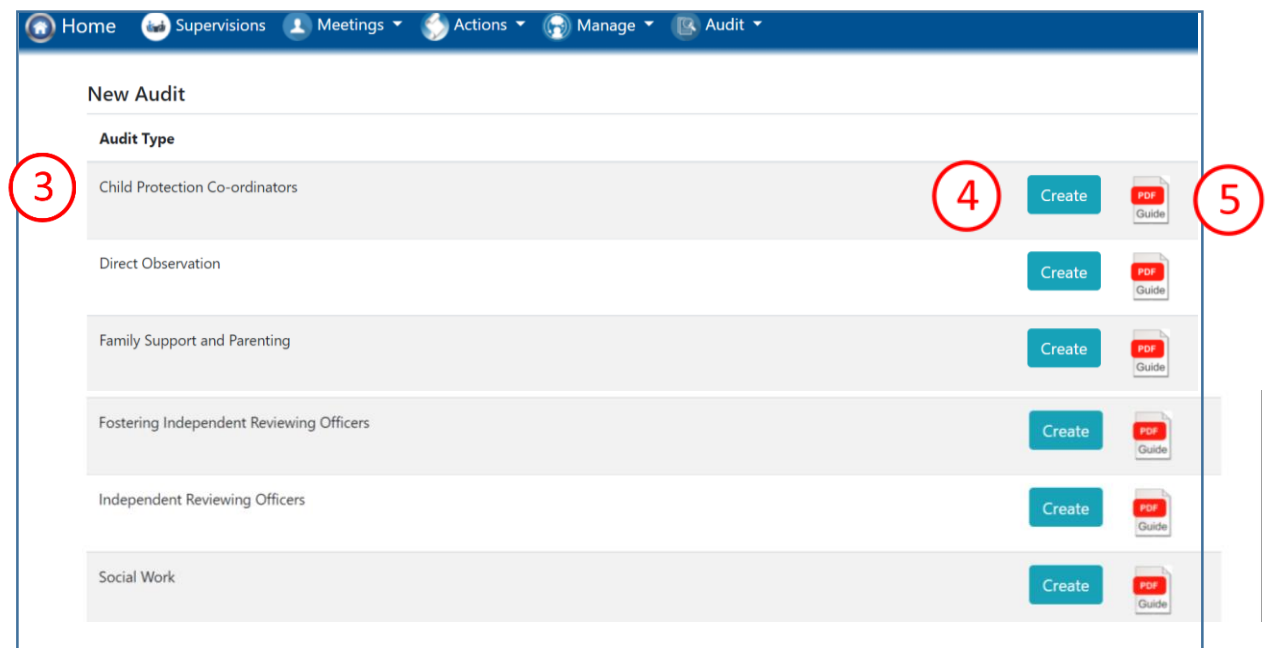
Using the audit database – Child Protection Co-ordinator

Open browser and enter link <http://supervision.bradford.gov.uk/>

1. Select **Audit** on Tool Bar
2. Select **New Audit** from the drop down list.



3. Choose audit type – Child Protection Co-ordinator
4. Select **Create**
5. The guide to each audit is available here too.



If you can't access the audits you need please contact IT Support

Audit details

1. Select audit details button from the column on the left hand side.
2. Select date audit completed from drop down calendar
3. Select audit type
4. Complete Allocated worker and Team Manager by typing in the first four characters of names and then SELECT THE CORRECT NAME FROM THE PICKLIST
5. Select Locality
6. **Save**
7. The team name will populate automatically when the page is saved
8. Your name will populate automatically when the page is saved
9. The Audit details button will go green when all the details have been correctly filled in

The screenshot shows a web application interface for creating a new audit. The top navigation bar includes 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. The main content area is titled 'New Child Protection Co-ordinators Audit'. On the left, there is a vertical menu with several options: 'Audit details' (highlighted in blue), 'Child or young person's information', 'Pre Meeting Prep', 'Assessment and Care Planning', 'Child's Voice and Participation', and 'Family Participation and Multi Agency Working'. The main form area contains the following fields: 'Auditor' (with callout 8), 'Date audit completed' (with callout 2), 'Audit Type' (a dropdown menu showing '4 Month CP Review' with callout 3), 'Allocated Worker' (with callout 4 and two arrows pointing to a search box), 'Team Manager' (with callout 4 and two arrows pointing to a search box), 'Team Name' (with callout 7), and 'Locality' (a dropdown menu showing '16+' with callout 5). At the bottom right of the form is a blue 'Save' button with callout 6. A callout 9 points to the 'Audit details' button in the left-hand menu.

This page **MUST** be completed fully, using **ONLY** names from the picklists. If you leave any sections blank, your audit will be lost. **YOU MUST SAVE THE PAGE AND ENSURE THE AUDIT DETAILS BUTTON HAS GONE GREEN BEFORE PROCEEDING WITH YOUR AUDIT.**

Troubleshooting

Green buttons

All fields in the audit are mandatory and you cannot submit an audit until every field is completed. The button for each page will go green when you have correctly filled it in.

If you can't find your worker...

- Consider alternative versions of names: worker's names are pulled from SAP where full names are often used – e.g. Victoria rather than Vicky, Mohammed Ali, not just Ali
- Try using Bradnet to search for other names your worker may be known by. You can use the search facility to search the bit you are sure of, e.g. surname.
- Agency workers are added to the database manually by their team manager because they are not recorded on SAP, so if your worker is not on the list, email their team manager and ask for them to be added.
- Workers who have left cannot be selected: contact the Audit Team for advice

Child/young person's details

1. Select Child/Young person's details button from the column on the left hand side
2. Type in Case ID number for the child/young person you intend to audit
3. Select **Get Details** The child's details will populate from LCS into the page. You can amend any information that is not correct. If you do, please ensure you make a recommendation that this is updated in the Case file and Management Oversight Section of the audit. If the child's gender, ethnicity and language are not known, use the picklists to select "not known", "Information to be obtained" and "Undefined".
4. In the case of unborn children, please use EDD.
5. The child's age at the date of the audit will populate automatically when the page is saved
6. If the child is disabled, please include details in the Disability text box
7. **Save**
8. The Child/Young Person's details button will go green when the details are correctly filled in

The screenshot shows a web application interface for a 'New Child Protection Co-ordinators Audit'. The top navigation bar includes 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. The main content area is titled 'New Child Protection Co-ordinators Audit' and features a left-hand sidebar with several menu items: 'Audit details', 'Child or young person's information' (highlighted in blue), 'Pre Meeting Prep', 'Assessment and Care Planning', 'Child's Voice and Participation', 'Family Participation and Multi Agency Working', and 'Case File and Management Oversight'. The main form area contains the following fields: 'ID Number' (text box with callout 2), 'Child / Young Persons' Full Name' (text box), 'Gender' (dropdown menu with callout 4), 'DOB' (text box with callout 4), 'Age' (text box with callout 5), 'Ethnicity' (dropdown menu), 'Primary Language' (dropdown menu), 'Referral Date' (text box), and 'Disability' (text box with callout 6). A green 'Get Details' button (callout 3) is positioned next to the ID Number field. A blue 'Save' button (callout 7) is located at the bottom of the form. A callout 1 points to the 'Child or young person's information' menu item, and a callout 8 points to the same menu item when it is highlighted.

Free text boxes have a character limit to guide the auditor about the level of detail required. When you reach the character limit you will not be able to type any more.

Completing the domains

There are 6 domains: Pre Meeting Prep; Assessment and Care Planning; Child's Voice and Participation; Family Participation and Multi Agency Working; Case File and Management Oversight; and Impact.

Each domain is completed in the same way. You must complete all of them

1. Select the domain button from the column on the left hand side
2. Select the Yes, No or N/A button to answer each key standard question
3. Select a grade for this domain. Record your comments and rationale for the grade
4. Add your recommendations. A pop up window will appear. See next page for details on how to complete recommendations
5. **Save**
6. The domain button will go green when the details are correctly filled in

The screenshot shows a web application interface for a 'New Child Protection Co-ordinators Audit'. The top navigation bar includes 'Home', 'Supervisions', 'Meetings', 'Actions', 'Manage', and 'Audit'. The main content area is titled 'New Child Protection Co-ordinators Audit' and features a sidebar on the left with domain buttons: 'Audit details', 'Child or young person's information', 'Pre Meeting Prep', 'Assessment and Care Planning', 'Child's Voice and Participation', 'Family Participation and Multi Agency Working', 'Case File and Management Oversight', 'Impact - What Difference Are We Making', 'Summary', and 'SMART Recommendations'. The 'Pre Meeting Prep' domain is selected and highlighted in blue. The main content area displays the 'Pre Meeting Prep - Key standards' section with three key standard questions, each with 'Yes', 'No', and 'N/A' radio button options. Below the questions are radio buttons for 'Outstanding', 'Good', 'Requires Improvement', and 'Inadequate', followed by a 'Comment on the quality of the work' text area and a '+ Add SMART Recommendation' button. A 'Save' button is located at the bottom right of the form. Red circles with numbers 1 through 7 are overlaid on the image to indicate specific steps: 1 points to the 'Pre Meeting Prep' domain button; 2 points to the 'Yes', 'No', 'N/A' radio buttons for the second question; 3 points to the 'Outstanding', 'Good', 'Requires Improvement', 'Inadequate' radio buttons; 4 points to the 'Free text' comment area; 5 points to the '+ Add SMART Recommendation' button; 6 points to the 'Save' button; and 7 points to the 'Pre Meeting Prep' domain button in the sidebar.

Make sure you have not missed any questions: if you do not answer them all, you will not be able to submit the audit

Add SMART recommendation

When you select Add SMART recommendation the recommendations page will pop up

1. Complete **What** and **How**
2. **Who**: You must use a name, not a job title so that the actions feed into the staff member's supervision record. Complete by typing in first few characters and then select correct name from pick list. See Troubleshooting in **Audit Details** to help you find your staff member. Actions can be set for any staff member, not just the allocated worker.
3. **When**: Choose from drop down calendar
4. **Save**. The recommendation will disappear but is recorded and can be edited on the **SMART Recommendations** page at the bottom of the menu on the left of your screen

The screenshot shows a form titled "SMART Recommendations - Specific, Measurable, Achievable, Relevant, Timely". The form has four main sections, each with a red circled number and an arrow pointing to it:

- 1** points to the "What" section: "What outcome to be achieved for the child or young person" with a "Free text..." input field.
- 2** points to the "How" section: "How SMART actions require to achieve the outcome" with a "Free text..." input field.
- 3** points to the "Who" section: "Who is to carry out the action? - This must be the name of the worker selected from the search results".
- 4** points to the "When" section: "When - Deadline for completion" with a date input field.

At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (grey).

A blue-bordered box with white text is overlaid on the "Who" section, containing the following text: "You MUST use the pick list: if you try to input a name the database does not recognise, YOUR RECOMMENDATION WILL NOT SAVE."

Summary

1. Select Summary from the buttons on the left hand side.
2. The grades pre-populate from each of the key standards that you have completed and saved
3. Select an overall grade for your audit
4. Complete the free text boxes
5. **Save**
6. The Summary button will go green when the details are correctly filled in

Home Supervisions Meetings Actions Manage Audit

New Child Protection Co-ordinators Audit

Audit details

Child or young person's information

Pre Meeting Prep

Assessment and Care Planning

Child's Voice and Participation

Family Participation and Multi Agency Working

Case File and Management Oversight

Impact – What Difference Are We Making

Summary

SMART Recommendations

Summary

Pre Meeting Prep	Requires Improvement
Assessment and Care Planning	Requires Improvement
Child's Voice and Participation	Requires Improvement
Adult Participation and Multi Agency Working	Outstanding
Case File and Management Oversight	Requires Improvement
Impact – What Difference Are We Making	Requires Improvement

Outstanding Good Requires Improvement Inadequate

Give details of good practice that the worker has demonstrated

Free text...




Give details of any identified learning and actions

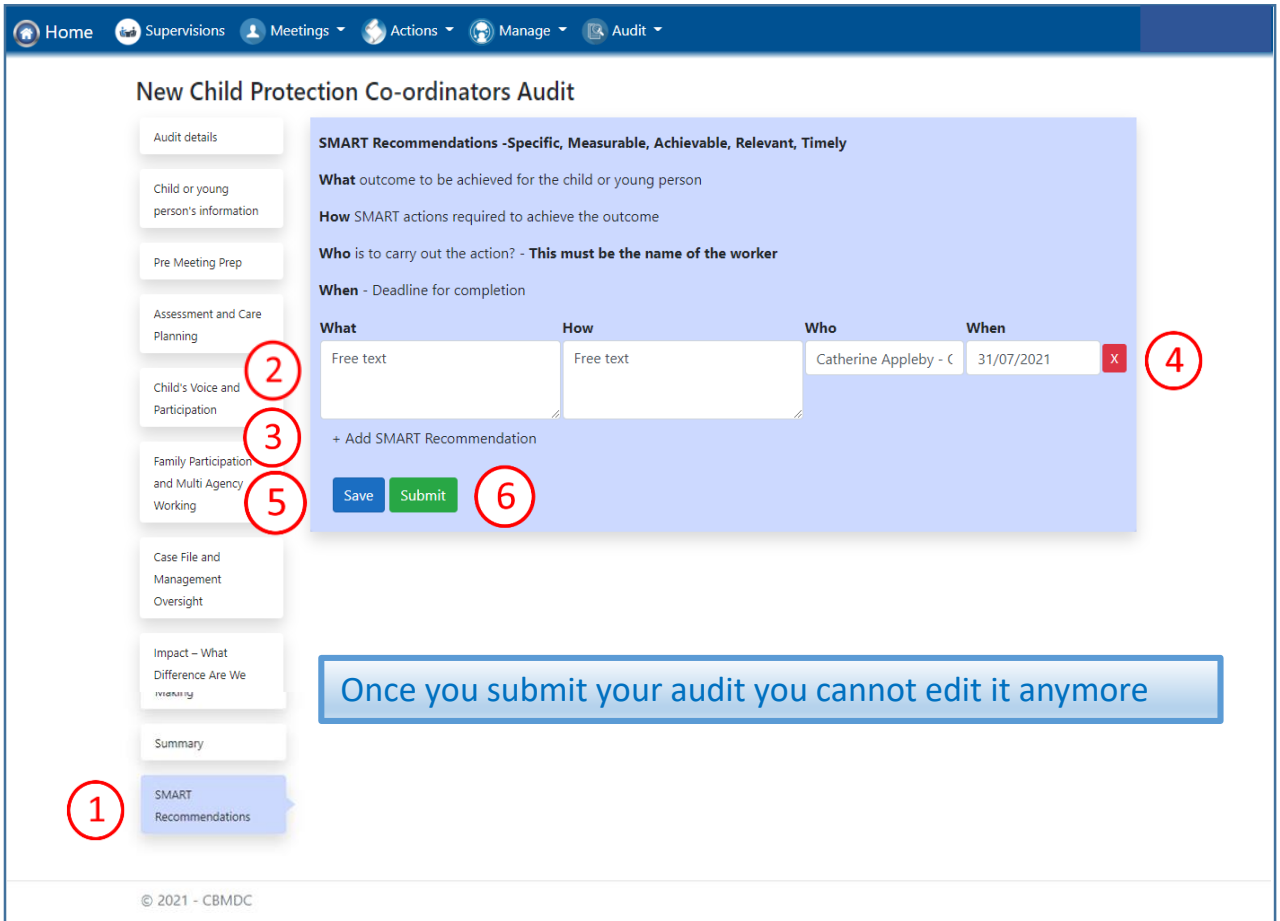
Free text...

Save

Date Submitted
Created by
Last updated by

Review SMART Recommendations

1. Select SMART Recommendations
2. Review or amend the recommendations that have fed through from each section.
3. Add more recommendations if you need to
4. You can delete recommendations but YOU MUST SAVE THE PAGE FIRST. Then select 
5. 
6.  once you are satisfied the audit is complete.



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Once submitted, notification that the audit has been completed will be automatically sent to the Social Worker and the Team Manager. The Social Worker can access the audit in **My Audits**

You can also view your completed audits in **My Audits**. See drop down menu from the Audit tab.

You can export to pdf and print the completed audit using this icon from any page once the audit has been submitted

