**Core Audit Tool v2**

Introduction and Guidance

Core Audits are an integral component of our QA Framework at Wokingham, which allow us to take stock of our performance across all areas of social work intervention at regular intervals. The purpose of a Core Audit is to: 1) help us understand and improve practice, and its impact on the child and the family 2) help us understand how our systems might support or impede good practice and 3) track progress on individual cases.

This template has been developed to assist auditors in undertaking the task of a core audit. It is intended to facilitate a structured and user-friendly approach to assessing the case in question. When using the template, the following guidance should be noted and adhered to:

**Completing the audit:**

1. All audits must be completed **collaboratively**. It is the Auditor’s responsibility to arrange a time with the worker to ensure that this process is undertaken.
2. Auditors **must** contact one or both of the child’s parents/carers to obtain their views, unless there are clear reasons as to why this would not be appropriate. It is suggested that contact is made with the parent/carers at the start of the audit period to request this feedback.
3. Depending on the area of service being audited, some questions or sections included may not be fully relevant. Please check the guidance for each section carefully.
4. Auditors must provide a grading between 1 and 4 for every question (1 = Inadequate, 2 = Requires Improvement to be Good, 3 = Good, 4 = Outstanding).
5. Auditors must not use half gradings or decimal points when allocating a grade, such as 2.5, 3.5 etc. Nor should a rating of 0 be applied.
6. The auditor’s evaluation and grading for each section must be based on the **last 6 months** of our work with the child.
7. Throughout the document key questions have been added to the final column which must be considered by the auditor when deciding upon a grading for the section. In some areas, extracts from Ofsted’s evaluation criteria and grade descriptors are also included, which describe what is required in order to be judged as “good”. If the auditor requires more detail about practice expectations, the latest WBC Practice Standards document can be found in full [here](https://proceduresonline.com/trixcms1/wokinghamcs/doc-library/#collapse1_2), our latest Supervision Policy can be found [here](https://proceduresonline.com/trixcms1/wokinghamcs/doc-library/#collapse9), and the Ofsted Grade Descriptors can be found [here](https://www.gov.uk/government/publications/inspecting-local-authority-childrens-services-from-2018/inspecting-local-authority-childrens-services#evaluation-criteria-and-grade-descriptors).
8. Auditors must provide evidence and comments to support the gradings for each individual question.
9. Practitioners and Auditors must select an overall grading for the audit and provide a rationale for this. (see sections 11 and 17 respectively).
10. Auditors must list any actions required as a result of the audit in Section 18. The timescales for addressing actions should be left blank for the manager to complete.

**After the audit is complete:**

1. If auditors have serious concerns around the safety of the child, they **must** raise this with the relevant Service Manager immediately. Any suggested actions should be taken forward by the Service as soon as possible.
2. If the audit has been judged as Inadequate, the completed audit **must** be sent to the Service Manager for consideration first.
3. Auditors must email completed audits to the Impact and Inspection Team mailbox ([ImpactAndInspectionTeam@wokingham.gov.uk](mailto:ImpactAndInspectionTeam@wokingham.gov.uk)), the Team Manager, the Assistant Team Manager and Practitioner responsible for the case. This should be done on the day that the audit is completed.
4. Once the audit is moderated, the Quality Assurance Team will create the ***Case Audit*** Mosaic step in order to provide a record of the audit taking place, and will upload the auditor’s comments (i.e. the rationale for the overall grading) along with any actions for the practitioner.
5. Allocated workers and their managers should agree timescales for the completion of any actions within 10 working days of the audit being uploaded to Mosaic. If you have any questions or feedback about completing an audit using this template, please contact [ImpactAndInspectionTeam@wokingham.gov.uk](mailto:ImpactAndInspectionTeam@wokingham.gov.uk).

**Core Audit Tool v2**

**Section 1: Case Details**

**Note**: When completing this section auditors **must** use the ‘enter text’ boxes for the last 4 rows by clicking on the ‘enter text’ line. Please do not enter this information manually.

|  |
| --- |
| **Case Number**: |
| **Child Name**: |
| **Child Age**: |
| **Case Status (CIN/CP/LAC/EH)**: |
| **Name of Practitioner(s):** |
| **Team Manager**: |
| **Team**: |
| **Audit Completion Date**: |
| **Date of meeting held with practitioner**: |
| **Date family feedback obtained**: |
| **Auditor Name**: Click or tap here to enter text. |
| **Number of months case has been open**: Click or tap here to enter text. |
| **Number of social workers allocated in the last year**: Click or tap here to enter text. |
| **Number of months practitioner has had the case**: Click or tap here to enter text. |

**Section 2: Case Narrative**

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| **Question** |  |
| **2a) From the case file, please provide a brief summary of the background to this case and the work currently taking place.** |  |
| **2b) Please provide some brief thoughts on how well you think the practitioner can tell the story of the case?** |  |

**Section 3: Protected Characteristics & Unique Circumstances**

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| **Question** | **Rating**  **1 - 4** | **Evidence and rationale for the rating** | **Guidance & questions to consider** |
| **How would you rate our overall approach to understanding and responding to the protected characteristics of the child?**  *Please ensure you refer to both points in the right-hand column.* |  | ***Please state which document(s) your comments refer to and please ensure you address the points in the right-hand column:*** | **Please refer to the following questions when providing your overall rating and rationale:**   1. *Is there evidence that any protected or unique characteristics of the child and family are being explored in the most recent assessment or report, or updated in case notes?*   *(For example, has the child and family context been considered in relation to disability, gender, sexual orientation, race, language, religion, or culture?)*   1. *Is there evidence that our understanding of any protected characteristics has had an impact on the assessment and planning process?* |
| **How would you rate our overall approach to understanding and responding to the unique circumstances of the child?**  *Please ensure you refer to both points in the right-hand column.* |  | ***Please state which document(s) your comments refer to and please ensure you address the points in the right-hand column:*** | **Please consider when providing your overall rating and rationale:**  *All children and young people are unique individuals, this section should briefly explore their unique circumstances, such as:*   * *The impact of any challenging home circumstances;* * *Developmental progress/ milestones (preschool)/ academic progress.* * *Protective factors both in/ outside of the home, attachments* * *Friendships / social activities* * *How they are impacted by their parents/ carers behaviours (e.g. parental acrimony, dependency issues, mental health);* * *Whether they are subject to harm outside of the home/;* * *If they are care experienced, the impact of disruption/ separation, and how they experience contact;* * *The impact of any trauma, how they are supported emotionally (e.g. scapegoated, overlooked, or any mental health challenges);* |

**Section 4: Assessment and Analysis**

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| **Question** | **Rating**  **1 - 4** | **Evidence and rationale for the rating** | **Guidance & questions to consider** |
| **How would you rate the quality of our assessment and analysis for this case?**   * For CP and CIN, if there is no assessment in the last 6 months, please refer to the CP/CIN docs. * For CIC cases, please refer to the most recent Social Worker report for a Child in Care or Pathway Plan Review |  | ***Please state which document(s) your comments refer to and please ensure you address the points in the right-hand column***  ***Note: For CIN and CP cases please refer to assessment information contained within the most recent Child and Family Assessment or Social Worker CP Conference Report.*** | **Please refer to the following questions when providing your overall rating and rationale:**   * *Does the current assessment identify what professionals need to see to achieve the outcomes?* * *Is the assessment clear and analytical?* * *Is it clear to the family what needs to be achieved?* * *Have all relevant individuals and partner agencies been included in the assessment process?*   You may also wish to consider the following grade descriptors, which are included in Ofsted’s criteria for being judged as “Good”:  ***Children who need help and protection:*** *Assessments and plans are dynamic and change in the light of emerging issues and risks. Assessments are timely and proportionate to risk. They are informed by research and by the historical context and significant events for each child. They result in direct help for families if needed and are focused on achieving sustainable progress for children.*  ***Children in care and care leavers:*** *Decisions that children should be in care are based on clear, effective, comprehensive and risk-based assessments, involving, if appropriate, other professionals working with the family…. The wishes and feelings of children, and those of their parents, are clearly set out in timely and authoritative assessments and applications to court. Assessments of family members as potential carers are carried out* *promptly to a good standard.* |

**Section 5: The Child’s Plan**

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| **Question** | **Rating**  **1 - 4** | **Evidence and rationale for the rating** | **Guidance & questions to consider** |
| **How would you rate the quality of the plan for the child?**  *For Children in Care, please refer to the Court Care Plans/ Care Plans and Pathway Plans. For CIN and CP cases please refer to the Safety Plan.* |  | ***Please state which document(s) your comments refer to and please ensure you address the points in the right-hand column.*** | **Note: This section is intended to cover all elements of safety/wellbeing/success planning.**  *Please refer to the following questions when providing your overall rating and rationale:*   * *Does the plan clearly outline what the child/parents/ carers/family will do, with goals and outcomes identified?* * *Does the plan clearly outline what the social care practitioners involved with the child will do?* * *Does the plan clearly outline what other professionals/agencies will do to monitor and support the child?* * *Does the plan have a clear, trajectory/timeline with timescales for actions to be completed?* * *Is there a child’s version of the plan/shared explanation visible on the child’s record?*   *Please also consider the following grade descriptors, which are included in Ofsted’s criteria for being judged as “Good”:*  ***Children who need help and protection:*** *children have a plan setting out how they will be helped, how their needs are going to be met and how risk will be reduced within the timescales appropriate for the child. If families refuse to engage, clear contingency plans are in place. These are based on assessment of need and risks to the child.*  ***Children in care and care leavers:*** *Children’s care plans comprehensively address their needs and experiences, including the need for timely permanence…. Care leavers have timely, effective pathway plans (including transition planning for children in care with learning difficulties and/or disabilities). These plans address all young people’s needs.* |

**Section 6: Reviewing the Plan**

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| --- | --- | --- | --- |
| **Question** | **Rating**  **1 - 4** | **Evidence and rationale for the rating** | **Guidance & questions to consider** |
| **How would you rate our oversight and reviewing of the child’s plan?**  *For Children in Care cases please refer to Legal Planning Meetings/ Child in Care and Pathway Plan Reviews, Permanency Planning Meetings and Permanency Tracking Meetings.*  *For CP and CIN cases please refer to Child in Need Review Meetings, Child Protection Conferences and Core Groups Meetings as appropriate.* |  | ***Note: this section is intended to cover all elements of safety/wellbeing/success planning.***  ***Please state which document(s) your comments refer to and please ensure you address the points in the right-hand column:*** | **Please refer to the following questions when providing your overall rating and rationale:**   * Have the actions on the plan been achieved in the agreed timescale? * Are chairs/managers helping to drive forward the plan? * Are managers signing off plans? * Is there evidence of any drift in the plan being discussed in supervision? * Is there evidence of challenge from CP Chair or IRO if the plan is not progressing? * Are Permanency Planning Meetings and Permanency Tracking Meetings effective in addressing any drift and delay.   Also consider below Ofsted’s criteria for being judged as “Good”:  ***Children who need help and protection:*** *Assessments and plans are dynamic and change in the light of emerging issues and risks…**Action is taken to avoid drift and delay. Plans and decisions are reviewed. Alternative decisive action is taken if children’s circumstances do not change and the help provided does not meet their needs, or the risk of harm or actual harm remains or intensifies.*  ***Children in care & care leavers:*** *Children’s plans are thoroughly and independently reviewed with the involvement, as appropriate, of parents, carers, residential staff and other adults who know them. Plans for their futures continue to be appropriate and ambitious…. Reviews of plans for care leavers are thorough and involve all key people, including the young person, who understands their pathway plan and contributes to its development. Plans for their future continue to be appropriate, as well as ambitious.* |

**Section 7: The Voice of the Child**

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| **Question** | **Rating**  **1 - 4** | **Evidence and rationale for the rating** | **Guidance & questions to consider** |
| **How would you rate the quality of our work in relation to obtaining the child’s views?** |  | ***Please state which document(s) your comments refer to and please ensure you address the points in the right-hand column:*** | **Please refer to the following questions when providing your overall rating and rationale:**   * *Is there evidence that the child is seen alone on visits?* * *Do the visits/interventions show clear planning and purpose?* * *Is there evidence of the work being completed with the child being shared with the child’s parents/carers?* * *Is there evidence that the views, wishes and feelings of the child have had an impact on the assessment and planning?* * *Can you get a sense of what day to day life is like for this child from the case file?* * *How are the child’s views supported and advocated for?*   *You may also wish to consider the following grade descriptors, which are included in Ofsted’s criteria for being judged as “Good”:*   * ***Children who need help and protection:*** *Children, young people and families benefit from stable and meaningful relationships with social workers. They are consistently seen and seen alone by social workers if it is in the best interests of the child. Practice is based on understanding each child’s day-to-day lived experience… Children and young people are listened to. Practice focuses on their needs and experiences and is influenced by their wishes and feelings. Children, young people and families have timely access to, and use the services of, an advocate.* * ***Children in care and care leavers:*** *Children are seen regularly and seen alone by their social worker and children understand what is happening to them. Children have positive and stable relationships with professionals and carers who are committed to protecting them and promoting their welfare. Children in care and care leavers are helped to understand their rights, entitlements and responsibilities. They know how to give feedback or complain and understand what has happened as a result of their complaint. Children and young people have access to an advocate and independent visitor when needed. Care leavers are well-informed about access to their records, assistance to find employment, training and financial support.* |

**Section 8: Working with the family and the wider informed network**

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| **Question** | **Rating**  **1 - 4** | **Evidence and rationale for the rating** | **Guidance & questions to consider** |
| **How would you rate the quality of our work in relation to the involvement of parents and the wider family and friends network?** |  | ***Please ensure you address the points in the right-hand column:*** | **Please refer to the following questions when providing your overall rating and rationale:**   * Is there evidence of parent/carer and extended family involvement and input in the assessment, review and planning? * Is the network included in the plan/trajectory with specific actions for them? * Does the network attend meetings/reviews? * Is there evidence in case notes of communication with the network between meetings/reviews? * If there are worries about the family and network involvement, is there evidence of the practitioner following this up? |

**Section 9: Working with Other Agencies**

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| **Question** | **Rating**  **1 - 4** | **Evidence and rationale for the rating** | **Guidance & questions to consider** |
| **How would you rate the quality of our work in relation to the involvement of other agencies?** |  | ***Please ensure you address the points in the right-hand column:*** | **Please refer to the following questions when providing your overall rating and rationale:**   * Is there evidence of multi-agency involvement in the assessment, review and planning? * Is there evidence in case notes of regular updates and contact with key agencies? * If there are worries about the agency involvement, is there evidence of the practitioner following this up?   Also consider the following grade descriptors, which are included in Ofsted’s criteria for being judged as “Good”:   * ***Children who need help and protection:*** Children and young people are protected through effective multi-agency arrangements. Key participants attend multi-agency meetings (for example, case conferences, strategy meetings, core groups and multi-agency risk assessment conferences). These meetings are effective forums for timely information-sharing, planning, decision-making and monitoring. Actions happen within agreed timescales and the help and protection provided reduce risk and meet need. * ***Children in care and care leavers:*** All agencies and professionals work together effectively to reduce any unnecessary delay in receiving support and achieving permanence for children. |

**Section 10: Supervision and Management Oversight**

| **Question** | **Rating**  **1 - 4** | **Evidence and rationale for the rating** | **Guidance & questions to consider** |
| --- | --- | --- | --- |
| **How would you rate the quality of our practice in relation to supervision and management oversight for this case?** |  | ***Please ensure you address the points in the right-hand column:*** | **Please refer to the following questions when providing your overall rating and rationale:**   * Do supervision records provide a clear account of the discussion, with a focus on the child’s plan? * Please comment on the quality of the supervision discussion – (e.g. does supervision capture the critical issues clearly, track progress, provide scrutiny of the plan, provide space for reflection?) * Are supervision actions SMART and tracked?   You may also wish to consider the following grade descriptors, which are included in Ofsted’s criteria for being judged as “Good”:   * ***Children who need help and protection****: Decisions are made by suitably qualified and experienced social workers and managers. Actions are clearly recorded. Systematic and high-quality management oversight of frontline practice drives child-centred plans and actions within the timescales appropriate for the child.* |

**Section 11:** **Intervention**

| **Question** | **Rating**  **1 - 4** | **Evidence and rationale for the rating** |
| --- | --- | --- |
| **Is the level of intervention/service appropriate to manage risk and meet need?** |  |  |

**Section 12: Outcomes**

| **Question** | **Rating**  **1 - 4** | **Evidence and rationale for the rating** | **Guidance & questions to consider** |
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| **How would you rate the quality of outcomes over the last 6 months of work?**   * Please state the outcome/s needed for this child or young person, and refer to the guidance column (right) when assessing this section. |  | ***Please ensure you address the points in the right-hand column:*** | **Please refer to the following questions when providing your overall rating and rationale:**   * Auditors should use the child’s plan/s to assess relevant outcomes/goals. * Are outcomes attributable to the last 6 months of work? * Have outcomes been fully or partially achieved?   + If fully, how have they been achieved?   + If partially or not at all, why is this and what further work needs to take place? |

**Section 13: Practitioner’s reflections**

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| **Question** | **Practitioner’s response** |
| **In the opinion of the practitioner, what has worked well?** |  |
| **In the opinion of the practitioner, what are the current challenges of working on this case?** |  |
| **Does the practitioner feel that they are getting good direction and a chance to reflect on how best to work with this family within supervision?** |  |

**Section 14: The Parents/Carers Views**

The auditor **must** contact one or both of the child’s parents/carers to obtain their views, unless there are clear reasons as to why this would not be appropriate or possible e.g. parent/carer has absconded. In such circumstances, a clear explanation as to why the views were not obtained should be provided in the marked box at the foot of the below table. The views of more than one parent or carer can be collected, either together or separately, depending on the circumstances and what is felt most appropriate. The form below therefore allows the auditor to record the feedback of two parents separately, but can also be used for one parent only, or equally for recording combined comments. When contacting a parent or care, the auditor may wish to consider using the following introductory script, which can be used or adapted as appropriate to assist in initiating the call:

*I am calling from Wokingham Borough Council’s Children’s Services Department, with regard to our recent/ongoing work with your child/family.*

*At Wokingham we routinely seek to review the quality of our services, and a key part of that process is collecting feedback from the parents and carers that we have worked with. With that in mind, we wondered if you would be happy to answer a few questions about how you thought we did/are doing, and to provide us with some feedback on your experiences of working with us more generally. It would only take about 5 minutes of your time,* ***and you are very welcome to say no if you wish.***

*Before we get started, I should also mention that whilst**I am employed by Wokingham Children’s Services, I am not directly involved with your child’s case.*

*The answers you give will also be held confidentially, and will only be used internally within the Council to help us to improve our practices.*

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| --- | --- | --- |
| **Questions to parents/carers** | **Parent/Carer 1:** | **Parent/Carer 2:** |
| **Relationship to child:** | **Relationship to child:** |
| **Date of contact with parent/carer:** | **Date of contact with parent/carer:** |
| **Do you feel that you have been given a clear explanation about why Children’s Services are involved with your family?** |  |  |
| **To what extent do you feel that you are listened to?** |  |  |
| **Do you feel that Wokingham Children’s Services have helped you, and what sort of impact or difference do you think we have made?** |  |  |
| **Do you feel you have had enough support to participate in meetings? (in person and/or virtual) What might help you to feel more supported?** |  |  |
| **Overall, how would you rate your experience of working with us, from 0 (Very poor) to 10 (Excellent)** |  |  |
| **Why did you score this, and what do you think we could do to score higher?** |  |  |

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| **If it was not possible to obtain the views of a Parent/Carer, please provide details here:** |

**Section 15: Notes on Good Practice**

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| **Question** | **Yes/No/**  **With some work** | **Auditor notes including key positive messages and examples of good practice** |
| **Could any of the documents from this case be used as good practice example?** |  |  |

**Section 16: Compliance with key timescales**

***Note: When providing evidence for gradings, please do either of the following****;*

* *A) use the compliance report tool found* [*here*](file:///\\wdc-file02\data$\Childrens_Services\Quality%20Assurance\Audits\Compliance%20Tool) *(see the “notification of your involvement” audit email or contact the Impact and Inspection Team for further guidance).*

*OR*

* *B) Enter the Mosaic Step, list the dates for each entry, and calculate the timescales between them*.

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| --- | --- | --- | --- |
| **Are the following within timescales:** | **Rating**  **1 - 4** | **Evidence** | **Practice Standard** |
| **Frequency of visits to the child**  *Please list the dates and the timescales* |  |  | ***CIN:*** *ordinarily a minimum of one visit per* ***15 working days***  ***CP:*** *a minimum of one visit every* ***10 working days***  ***CIC:*** *seen or spoken to on no less than a* ***4 weekly basis, to include every week for the first 4 weeks following placement or a placement move.*** |
| **Recording of visits to the child on Mosaic step**  *Please list the dates and the timescales* |  |  | *All records should be updated as soon as practicable as various information becomes available or as decisions or actions are taken; unless specifically detailed as otherwise, records should be updated within* ***two working days****.* |
| **Frequency of case supervision**  *Please list the dates and the timescales* |  |  | *Case Supervision will be conducted as follows:*  ***CIN****: every 8 weeks*  ***CP:*** *every 4 weeks*  ***CIC:*** *every 4 weeks*  *Each case should also be subject to a management oversight at least every other month.*  *All cases must be supervised within a month of being allocated; this includes allocation to a new worker.*  *The only exception to this is where a case has been referred to a team but is subsequently closed or transferred to another team within a month (in such instances supervision may not always happen while the case is allocated within the initial team).* |
| **Recording of case supervision on Mosaic step**  *Please list the dates and the timescales* |  |  | *All supervision will be recorded within a maximum of* ***5 days*** *after the supervision session.* |
| **Frequency of meetings held**  *(meetings relating to assessment, planning and reviews)*  *Please list the dates and the timescales* |  |  | ***Examples of Timescales: CIN Review*** *- every six weeks.*  ***Initial Child Protection Conference -*** *15 working days from initial strategy discussion.*  ***First Review CP Conference*** *- three Months from initial CP Conference.*  ***Subsequent review conferences*** *– every 6 months.*  ***Core Group Meetings -*** *within 10 working days from the Initial Child Protection Conference and thereafter six weekly.*  ***Child in Care Reviews -*** *within 20 working days of the child coming into care, second review at 4 months and thereafter every 6 months.* |
| **Minutes of meetings signed off and uploaded to child’s file**  *Please list the dates and the timescales* |  |  | ***Examples of Timescales:***  ***CIN Reviews*** *- record of meeting written up and signed-off by the manager within two weeks.*  ***Strategy meeting*** *- minutes uploaded to Mosaic within 24 hours.*  ***CP Conference outcome and plan*** *- circulated to those invited to the conference within 1 working day.*  ***CP Conference minutes*** *- sent to those invited to the conference within 20 working days (local target within 10 working days).*  ***Core group meeting*** *- record uploaded within 5 working days,* *minutes signed off by management within two weeks.*  ***CIC Review*** *- written record of decisions or recommendations made within five working days of review; full record of the review within 15 working days.* |
| **Case Summaries updated**  *Please list the dates and the timescales* |  |  | *Case summaries should be updated at a minimum of once every* ***3 months****.*  **Note:**  **1** = No Case Summary on file  **2** = Case Summary on file but out of date  **3** = Case Summary on file and updated three-monthly  **4** = As per for 3 plus updated within 5 days of any significant events |
| **Chronologies updated**  *Please list the dates and the timescales* |  |  | *Chronologies should be updated within* ***3 months*** *of the previous chronology or case start date.*    **Note:**  **1** = No Chronology on file  **2** = Chronology on file but out of date  **3** = Chronology on file and updated three-monthly  **4** = As per for 3 plus updated within 5 days of any significant events |

**Section 17: Overall Grading and the Auditor’s Comments**

Reflecting on the ratings that were provided in the previous sections, please provide an overall grading for this case. Please then explain the evidence and rationale for the grading provided.

Note: For detailed guidance on what should constitute “good”, the auditor may find it useful to review the [***Evaluation criteria and grade descriptors***](https://www.gov.uk/government/publications/inspecting-local-authority-childrens-services-from-2018/inspecting-local-authority-childrens-services#evaluation-criteria-and-grade-descriptors) chapter of the Ofsted ILACS guidance, and consider how the experiences and progress of children who need help and protection, and/or children in care and care leavers sections correlate with their findings for this case.

Note: the evidence and rationale will form the “Auditor’s Comments” when the audit is recorded on Mosaic.

| **Question** | **Rating**  **1 - 4** | **Evidence and rationale for the rating (the Auditor’s Comments)** |
| --- | --- | --- |
| **Auditors’ Overall Grading and Comments** |  |  |

**Section 18: Auditor Feedback**

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| Please send any constructive feedback and/or suggestions regarding the audit tool and guidance to: [ImpactandInspectionTeam@wokingham.gov.uk](mailto:ImpactandInspectionTeam@wokingham.gov.uk) |

**Section 19: Recommended Actions for this case**

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| **What are the recommended actions for this case?**  *Note: It is the auditor’s role to list actions, but it is the allocated practitioner and his/her manager’s responsibility to agree the timescales for their completion. This timescale should however be agreed and recorded within five working days of the actions being uploaded to Mosaic.*  *Please make sure that actions are as SMART as possible i.e. specific, measurable, achievable, realistic, timely* |

|  | **Action to get to good or outstanding** | **By whom** |
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|  | **Service-Level Themes/Considerations** | **By whom** |
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Please send completed audits to the Impact and Inspection mailbox via [ImpactAndInspectionTeam@wokingham.gov.uk](mailto:ImpactAndInspectionTeam@wokingham.gov.uk).

**Section 20: Moderation Panel**

**(Section for use by moderators only)**

| **Moderation Panel Summary** |
| --- |
| **Date audit went to moderation panel**: |
| **Comments on the quality of the audit:** |
| **Audit Grade Changed?:** Choose an item. |
| **Overall Unmoderated Grade:** Choose an item. |
| **Overall Moderated Grade:** Choose an item. |
| **Any additional actions:** |
| **Any themes or learning from audit:** |

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| --- | --- |
| **Practice Areas - Final Moderated Gradings** | **Comments** |
| [**Protected**](#DiversityandProtected) **Characteristics:** Choose an item. |  |
| [**Unique Circumstances:**](#diversity2) Choose an item. |  |
| [**Assessment and Analysis**](#Assessment)**:** Choose an item. |  |
| [**Childs Plan**](#ChildsPlan)**:** Choose an item. |  |
| [**Review of the Childs Plan**](#ReviewingThePlan)**:** Choose an item. |  |
| [**Childs Voice**](#VOTC)**:** Choose an item. |  |
| [**Family Network**](#FamilyNetwork)**:** Choose an item. |  |
| [**Work with Agencies**](#WorkWithAgencies)**:** Choose an item. |  |
| [**Supervision and Oversight**](#SupervisionandMO)**:** Choose an item. |  |
| [**Intervention**](#Intervention): Choose an item. |  |
| [**Outcomes**](#Outcomes): Choose an item. |  |
| [**Service User Feedback**](#ParentCarerFeedback)**:** N/A |  |

|  |  |
| --- | --- |
| **Compliance – Final Moderated Gradings** | **Comments** |
| [**Frequency of Visits**](#Visitfreq): Choose an item. |  |
| [**Recording of Visits**](#Visitrec): Choose an item. |  |
| [**Frequency of Supervision**](#Supfreq): Choose an item. |  |
| [**Recording of Supervision**](#Suprec): Choose an item. |  |
| [**Frequency of Meetings Held**](#Meetingfreq): Choose an item. |  |
| [**Meeting Minutes Signed Off**](#Minutes): Choose an item. |  |
| [**Case Summaries**](#Casesums): Choose an item. |  |
| [**Chronologies**](#Chrons): Choose an item. |  |