



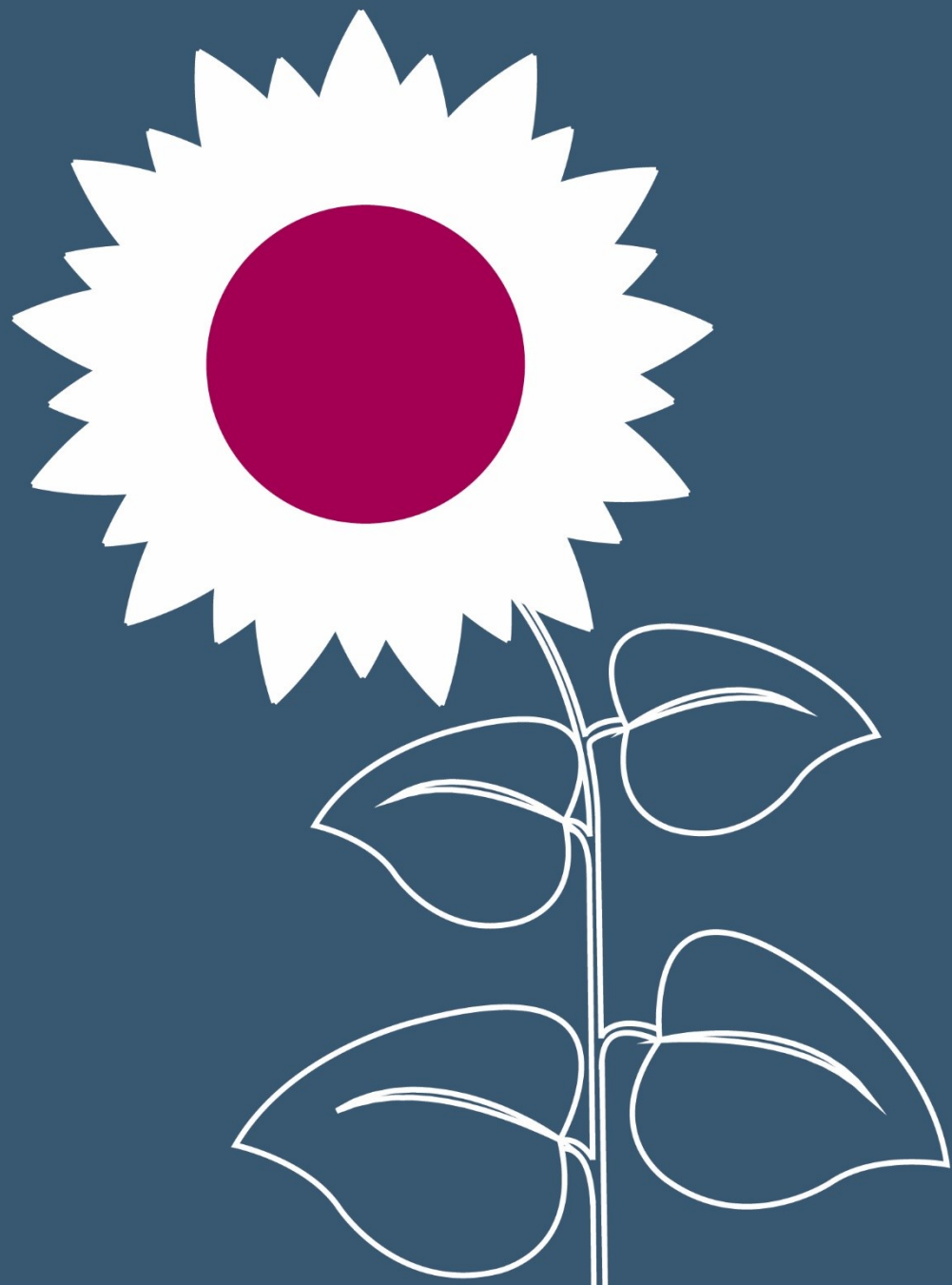
City of

Stoke-on-Trent

Inspection Procedure

Tri x 5_4_2 (July 2024)

Review July 2025



INFORMATION SHEET

Service area	Early Intervention and Children's Social Care
Date effective from	Dec 2013
Responsible officer(s)	Strategic Manager Children in Care
Date of review(s)	Dec 2014 July 2024
Status: <ul style="list-style-type: none"> • Mandatory (all named staff must adhere to guidance) • Optional (procedures and practice can vary between teams) 	Mandatory
Target audience	All residential child care staff and Registered Managers
Date of committee/SMT decision	
Related document(s)	
Superseded document(s)	Dec 2013
File reference	

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Ofsted Inspections

Each home will be subject annual unannounced OFSTED inspections in compliance with their function as a regulated service. During each inspection the home will be assessed against the Children's Homes Regulations (2015) and the Quality Care standards to enable the inspectors to form judgements regarding the standard of care being delivered, using Social Care Common Inspection Framework (SCCIF).

When OFSTED arrive at the home if the Registered manager is not present they must be contacted. Other key staff members who should also be contacted include, also the Responsible individual, Service Manager for children in the home and the Director of Children's Services.

Remember the home is being inspected before the inspector gets into the home, please make sure the outside of each of the homes is kept tidy and clean. When the inspector arrives check their ID, and ask them to sign into the building. When the inspector is in the building, please keep a tidy office and home, and be careful about the conversations you are having.

The need for enforcement action, variation of conditions of registration and ultimately cancellation of registration will be determined by how effectively the home complies with these requirements.

Inspections will be Key inspections and homes will receive an Inspection report detailing the grading for each standard inspected and an overall rating. Reports may also include statutory requirements with timescales for improvement of provision and good practice recommendations. Upon receipt, a copy of the Inspection Report must be forwarded to the Director of Children's Services and the Head of Service Manager.

It is the responsibility of the Registered Care Manager to implement statutory requirements for their home and provide an action plan for scrutiny by the Senior Management Team.

Any received Inspection Reports will be presented to the Corporate Parenting Forum for their attention and oversight in compliance with their function as Corporate Parents. Copies of inspection reports by OFSTED will be kept within the home and made available by the Registered Manager to all members of staff, to children/ young people living at the home, to parent/carer(s), and on request to the authority of existing children.

Regulation 44 Visits

Stoke-on-Trent Children's Services will arrange for all of its children's homes to receive monthly visits from an independent person(s) under Regulation 44 of the Children's Homes Regulations 2015.

The expectation would be that Regulation 44 visits to Children's Homes are undertaken jointly by an elected member or Children and Young People's officer who is not involved with organisational or operational matters to do with the home. The visits should usually be unannounced but can be announced if it is necessary to arrange to meet a particular person. The visit will be for a minimum of one hour.

The person(s) undertaking the visit should ensure that they have access to:

- The previous months Regulation 44 report which may inform the need to undertake specific checks. Whatever other records the person thinks necessary.

The main purpose of the visit is to promote the safeguarding and welfare of children/young people living in the home. The visits may focus on particular themes or issues, but as a minimum the following will be undertaken on each visit:

- Meet and talk to children/young people and staff of the home to ascertain their views, comments and any complaints about the running of the home.
- Read the Daily Log, Restraint Book, Incident Records and Sanctions Book of the home and note trends, areas of good practice and issues causing concern.
- Read the children's records, complaints (including Child Protection Complaints) held by the Registered Manager, commenting on the frequency and type made and whether they appear to have been dealt with adequately.
- Read and comment on the record of Young People's and Staff Meetings, or other methods used by the Registered Manager to consult the children/young people and staff, held in the home.
- Check on the physical condition and decoration of the home, including the children/young people's bedrooms.

Following the visit, the person(s) undertaking the visit will write a report, which will include recommendations for action and time scales. This must be sent directly to the homes. Registered Care Manager **within 72 working hours** for their information, immediate action and response.

Matters of immediate concern involving the safety of children and/or the care practices within the home should be notified immediately to the CIC Head of Service for decision making in accordance with safeguarding policies and procedures.

The home's Registered Manager should report back to the Head of Service, what actions have been taken in response to the Regulation 44 Visitors findings.

The final report detailing the Registered Manager's response and the Response of the Responsible Individual, will be sent to OFSTED and will then be submitted to the Corporate Parenting Committee for scrutiny and monitoring purposes with the aim of constantly improving social care provision.

Regulation 45 Reviews

The performance of the residential service is monitored on: Specific matters relating to child care practice as specified in The Childrens Homes Regulations 2015. The performance of the Registered Manager and staff in meeting the desired outcomes for the homes and the children/young people placed there as set out in the Quality Care Standards.

The home's Registered Manager will monitor all the matters specified on a six-monthly basis. Completed regulation 45 monitoring reports will be kept in the home to enable inspection of standard compliance by OFSTED inspectors during their inspections. These reports will also be sent to OFSTED.

The Responsible Individual monitors the performance of all residential homes through:

- Feedback from children and young people living in the homes and people involved with the children's homes.
- Feedback from Conference and Review Managers through the statutory review process
- Staff exit interviews/questionnaires
- Internal audits
- OFSTED inspection reports and action plans
- Regulation 44 visit reports
- Specific investigations
- Complaints and compliments
- Supervision and Personal Development Reviews (PDR) with the Registered
- Manager or Yearly appraisal (PLAN)

Ofsted Notifications

The Registered Manager will ensure that systems are in place to monitor the performance of the home against its Statement of Purpose, and for reviewing of the Statement on an annual basis.

The Registered Manager will scrutinise and sign the home's records at least once month, to identify any patterns or issues requiring action. He/she will act to improve or adjust provisions where necessary. Where action is taken, in relation to any trend or pattern in recorded issues or events, to improve the safeguarding and promotion of welfare of children/young people living in the home and the quality of care in the home, the Registered Manager will ensure that staff and residents are informed.

The Registered Manager will consider the reasons for any high incidents of police involvement with children/young people from the home, high proportion of children not at school or suspended or excluded from school, or high staff turnover. In discussion with the Service Manager, the Registered Manager will ensure that any consequential action necessary is carried out.

APPENDIX 1

The matters set out in **Schedule 6 of the Children's Homes Regulations 2001** are:

- In relation to each child/young person placed, compliance with the placing authorities plan and the Placement Plan
- The deposit and issue of money and valuables handed in for safe-keeping
- Daily menus
- All accidents and injuries sustained in the home or by child/young persons placed there
- Any illnesses of children placed
- Any complaints made by children placed, and their outcomes
- Any allegations or suspicions of abuse in respect of children placed, and the outcome of any investigation
- Staff recruitment records and the conduct of required checks for new workers in the home
- Visitors to the home and to children placed
- Notifications of events as required elsewhere in this Manual
- Any unauthorised absence from the home of a child placed there
- The use of measures of control, restraint and discipline in relation to children placed
- Risk assessments for health and safety purposes and subsequent action taken
- Medicines, medical treatment and first aid administered to any child placed
- Duty rosters of persons working at the home and the rosters actually worked
- The homes daily log of events
- Fire drills and tests of alarms and of fire equipment
- Records of appraisals of employees
- Minutes of staff meetings