

STOKE-ON-TRENT

**INSPECTION
PROCEDURESE**

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
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Superseded document(s)	
File reference	

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1.0 OFSTED Inspections

- 1.1 Each home will be subject to annual 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 2001** and the **National Minimum Care Standards** to enable the inspectors to form judgements regarding the standard of care being delivered.
- 1.2 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.

The standards are 'minimum' standards rather than 'best possible' practice. Many homes will more than meet the national minimum standards and will aspire to exceed them in many ways. Minimum standards do not mean standardisation of provision
Children's Homes National Minimum Standards 2000

- 1.3 Inspections will either be Key or Interim 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.
- 1.4 The responsible individual who receives the report will forward it to the Assistant Director and Strategic Manager for the appropriate service.
- 1.5 It is the responsibility of the Registered Manager to implement statutory requirements for their home and provide an action plan for scrutiny by the Strategic Manager and Small Group Homes Co-ordinator.
- 1.6 Any received Inspection Reports will be highlighted to the Corporate Parenting Panel for their attention and oversight in compliance with their function as Corporate Parents.

2.0 Regulation 33 Visits

- 2.1 Stoke-on-Trent Children and Family Services will arrange for all of its children's homes to receive monthly visits from an independent person(s) under Regulation 33 of the Children's Homes Regulations 2001.
- 2.2 The expectation would be that Regulation 33 visits to Children's Homes are undertaken jointly by an elected member and a manager from the Children and Family Directorate with no involvement with organisational or operational matters to do with the home
- 2.3 Elected members will be appointed to Regulation 33 visits on a rotational basis for a period of up to three/six months and will attend where possible.
- 2.4 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 and a half hours.

- 2.5 The manager(s) undertaking the visit should ensure that they have access to:
- The previous months Regulation 33 report which may inform the need to undertake specific checks.
 - Whatever other records the person thinks necessary.
- 2.6 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 and carers of the home to ascertain their views, comments and any complaints about the running of the home.
 - Read the Daily Log and records of Safe Holding, Incidents and Sanctions of the home and note trends, areas of good practice and issues causing concern.
 - Read records of Representations and 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 and carers, held in the home.
 - Check on the physical condition and decoration of the home, including the children's bedrooms.
- 2.7 During the visit the manager and the elected member are required to complete a Regulation 33 proforma.
- 2.8 Following the visit the manager(s) undertaking the visit will write a report, which will include recommendations for action and time scales. This must be sent directly to the home's Registered Manager within 72 working hours for their information, immediate action and response.
- 2.9 Copies of all Regulation 33 reports pertaining to a particular home should be held on file at that location. These reports should be available to Placing Authorities if requested.
- 2.10 Matters of immediate concern involving the safety of children and young people and/or the care practices within the home should be notified immediately to the Strategic Manager Children in Care for decision making in accordance with safeguarding policies and procedures.
- 2.11 The home's Registered Manager should report back to the Strategic Manager Children in Care what actions have been taken in response to the Regulation 33 Visitors findings.

2.12 The finalised report detailing the Registered Manager's response will then be submitted to the Corporate Parenting Panel for scrutiny and monitoring purposes with the aim of constantly improving social care provision.

3.0 Regulation 34 Reviews

3.1 The performance of the residential service is monitored on:

- Specific matters relating to child care practice as specified in **Schedule 6** of the **Children's Homes Regulations 2001**. **Ref. Appendix 1**
- 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 **National Minimum Standards**.

3.2 The home's Registered Manager will monitor all the matters specified in Schedule 6 on a monthly basis. Completed Schedule 6 monitoring sheets will be kept in the home to enable inspection of standard compliance by Ofsted inspectors during their inspections.

3.3 The Schedule 6 record is a standing agenda item in the Registered Manager's supervision and compliance with Schedule 6 monitoring will be used as a performance measure of good practice by the Strategic Manager Children in Care.

3.4 The Strategic Manager Children in Care monitors the performance of all residential homes through:

- Feedback from children 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 33 visit reports
- Specific investigations
- Complaints and compliments
- Supervision and Personal Appraisal Reviews (PAR) with the Registered Manager or Assistant Manager.

3.5 The Registered Manager will produce a quarterly Regulation 34 Report on the collective performance findings for all the children's homes provided by the local authority. This report will be submitted to the Corporate Parenting Panel and the senior management team of EICSC. The report will also be made available to children/young people, parent/carer(s), placing authorities, carers and Ofsted.

- 3.6 The Registered Manager will also produce a written development plan, reviewed annually, for each home, either identifying any planned changes in the operation or resources of the home, or confirming the continuation of the homes current operation and resources.
- 3.7 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.
- 3.8 The Registered Manager will scrutinise and sign the home's records at least once a month, to identify any patterns or issues requiring action. He/she will take action 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 carers and residents are informed.
- 3.9 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 Small Group Homes Co-ordinator, the Registered Manager will ensure that any consequential action necessary is carried out.
- 3.10 Copies of inspection reports by Ofsted will be kept within the home and made available by the Registered Manager to all carers, to children/ young people living at the home, to parent/carer(s), and on request to the placing authority of existing children or those considering placing a child.

4.0 Peer Audits

- 4.1 Registered Managers will undertake quarterly peer audits of the Division's residential homes. A Registered Manager is assigned a home not under their direct management and will visit unannounced, audit aspects of the care provided and record their findings.
- 4.2 Audits will consider care planning, child protection, management of staff and related issues, risk assessment and any other aspects contained within the Schedule 6 monitoring requirements of the Children Homes National Minimum Standards.
- 4.3 The intention of the peer audit is to act as a 'critical friend' to ensure that issues due to familiarity or relationship are not overlooked.
- 4.4 All peer audit findings are submitted to the SGH Co-ordinator and will be used to continually develop and improve performance, practice and delivery of the service.

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