

SUPPORTING INFORMATION: PART B: ADDITIONAL CHECKS (at least one block should be selected to be reviewed each visit as considered appropriate)

KEY RECORDS	COMMENTS
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Block 1 (APRIL & OCTOBER)

HR review: <ul style="list-style-type: none"> • Staffing • Recruitment records • Staff training / matrix • Performance concerns and disciplinary action • Workforce development plan 	<ul style="list-style-type: none"> • Are files kept in systematic order? • Is there evidence that the mandatory safer recruitment checks have been undertaken • Have staff undertaken mandatory training, TEAM TEACH, medication, safeguarding • Has the staff been appraised annually? • Do supervision/appraisals take place in accordance with the work force development plan • Does the home have a current work force development plan, is it sufficiently detailed and fit for purpose • Have disciplinary concerns been dealt with in accordance to policy guidance. Has there been liaison and notification with the relevant parties • Is the staff suitably qualified? Has the QCF/NVQ been completed or being worked towards • Do sessional /agency staff receive supervision, are they suitably trained • Are annual driver's license checks undertaken to ensure staff have the required conditions to drive company cars?
Education, progress and outcomes:	<ul style="list-style-type: none"> • What systems are in place for measuring outcomes and progress? • Are they reflective of current plans and evidence current progress? • Do outcomes correlate with all key documentation and placing authority documentation? • Are targets S.M.A.R.T • Are all the young people currently attending an education provision? • What is their current attendance and how is this supported by the staff team? • What contingencies are in place for non-attendance of education? • What action is being taken to ensure an appropriate education provision is identified for the young person? • Is all key documentation including placing authority care planning reflective of educational needs and is it up to date?

Block 2 (MAY & NOVEMBER)

Medication, Health and Wellbeing:	<ul style="list-style-type: none"> • How medication is stored? • How medication is administered? • Are staff trained? Is there always a trained member of staff on duty including for the administration of emergency medication? • Is all documentation correct and verified? • Are regular audits undertaken? • Medication errors and what action had taken place to prevent further reoccurrences. • Spot check audit highlighting incorrect medication count. • Are health care plans in place reflective of current health care needs, and include outcomes from LAC medicals that have been undertaken? • Is the young person's emotional and physical health being supported and promoted? If so how is this evidenced and reviewed? • Smoking and drug related support in place? • Is the young person up to date with all routine health care appointments? • Where young people refuse to attend medical appointments what support strategies are in place?
Statement of purpose and children's guide:	<ul style="list-style-type: none"> • Is the statement of purpose reflective of registration of the home? • Are all matters covered under Sch 1? • Is the statement of purpose reflective of current staffing arrangements? • Is the statement of purpose under regular review and submitted to Ofsted? • Is the children's guide child friendly? • Does the children's guide outline expectations of the home? • Does the children's guide include the complaints procedure? • Are the young people consulted when the children's guide is reviewed?

Block 3 (JUNE & DECEMBER)

Education, progress and outcomes:	
Leisure and Activities:	<ul style="list-style-type: none"> • What activities do the young people have access to and are they encouraged to participate in their chosen activities? • Are the young people's views and opinions taken on board when completing planners?

	<ul style="list-style-type: none"> • How are healthy lifestyles promoted with the young people? • Are young people encouraged to make and maintain friendships outside of the home?
Accidents and Incidents:	<ul style="list-style-type: none"> • Do records detail the action that had been taken during incidents and was action taken appropriate? • Do accident reports include any first aid offered and medical attention offered? • Is key documentation reflective of incidents? • Where there has been an increase in incidents has proactive action being taken to reduce behaviours and risk. Including appropriate meetings being arranged where required?

Block 4 (JULY & JANUARY)

Medication, Health and Wellbeing:	
Food, food hygiene and Menu Planning:	<ul style="list-style-type: none"> • Are menu planners varied and well balanced? • How are foods eaten recorded and are they reflective of menu planners? • Are young people's views taken into account? • Are semi-independent menu planners varied and well balanced and how are the young people supported in this process? • Are food preparation areas clean and to a good standard • Are food safety checks and records completed?
Fire checks and evacuation drills:	<ul style="list-style-type: none"> • Are all fire checks undertaken within the relevant timescales? • Is the fire risk assessment up to date? • Have the action points from the risk assessment being addressed within a timely manner? • Is there a clear fire evacuation protocol in place? • Are fire evacuation drills regular and include at least one night time drill? Are fire evacuation drills undertaken following a new staff member or young person joining the home? • Are PEEPS up to date and reflective of the young people living in the home, taking into account when young people may refuse to evacuate or for medical and development needs require additional support? • Observations made when completing a tour of the home and findings may impact on fire records maintained.

Block 5 (AUGUST & FEBRUARY)

Review of Quality of Care (Regulation 45):	<ul style="list-style-type: none"> • Has the review of quality of care been undertaken and submitted to Ofsted within the required timescale? • Does the document identify current themes and trends and have a clear action plan in place for the upcoming period under review?
Education, progress and outcomes:	
Visitors to the home:	<ul style="list-style-type: none"> • Visitors log includes all appropriate information i.e.: name, time in and out etc. • What introductions are visitors given when they arrive at the home i.e.: fire procedures and safeguarding procedures. • Are visitors required to show their ID on arrival? • Do they sign out

Block 6 (MARCH & SEPTEMBER)

Medication, Health and Wellbeing:	
Accidents and Incidents:	
Location Risk Assessment:	<ul style="list-style-type: none"> • What is the frequency of review? • Is the document individualised to the homes location and the risk this brings? • Has consultation been undertaken with key professionals and the local authority? • Does the document include accessing services for the young people living at the home. • New young person being admitted to the home. Location risk assessment should be reviewed to reflect this. • Significant incident has taken place. Location risk assessment should be reviewed to reflect this.