



EAST AYRSHIRE CHILD PROTECTION COMMITTEE

DEVELOPMENT DAY

22 JUNE 2009

PREPARATION FOR HMle CHILD PROTECTION INSPECTION

1. BACKGROUND

- 1.1 The inspection of child protection services led by HMle took place in 2007 and the report was published in January 2008.
- 1.2 HMle will return to East Ayrshire on 26 October 2009 as part of the second round of inspection, and will incorporate the follow up inspection for East Ayrshire.
- 1.3 The Child Protection Committee needs to consider the preparation required.

2. ARRANGEMENTS

2.1 Practical preparations

- Identify inspection lead
- Identify inspection administrative support
- Identify inspection preparation group (consideration of use of Performance and Audit group members but concern that this will take away focus from their full work plan OR small short term working group)
- Identify base for inspectors

Self evaluation

- file sample group work
- assessing risks and needs action plan- performance and audit sub group
- P & A to collate single agency self evaluation reports

Staff awareness

- Staff briefings- re inspection and revised quality indicators
- Inspections newsletter

Collation of information / evidence

- Pre inspection return
- Self evaluation report
- Relevant inspection reports and action plans
- Annual report and business plan
- Folder of good practice

2.2 Initial drafts of timetable- based on estimated dates and to be completed in fuller detail by Inspection Preparation Group.

Time frame	Actions
Wee of 09.11.09	<ul style="list-style-type: none"> • Meet with the network of support focus groups for each of the selected children • Meet with all children and parents/carers where appropriate and where permissions given • Meet with groups of key staff (list much smaller this time)- e.g. front line staff and their managers
30.10.09	<ul style="list-style-type: none"> • File reading completed and inspectors feed back any key issues
28.10.09 and 29.10.09	<ul style="list-style-type: none"> • 8 inspectors read files
27.10.09	<ul style="list-style-type: none"> • Presentation to HMle – only 4 inspectors at presentation- hoped smaller meetings than last inspection and more discursive and interactive
26.10.09	<ul style="list-style-type: none"> • Monday 4 inspectors (one from each agency) spend day reading documents.
Week beginning 19.10.09	<p>Have room prepared with appropriate equipment Have presentation agreed Have relevant documents in place</p> <ul style="list-style-type: none"> • Self Evaluation • CPC annual report and business plan • Any action plans- from inspections SCR etc • CPC minutes • CPC Guidance • Children's Service Plan • Good practice folders
Week beginning 05.10.09	<ul style="list-style-type: none"> • Draft note of presentation information to

	CPC chair
From 14.09.09	<ul style="list-style-type: none"> • Pull together focus groups of support groups of staff for each of the children selected.
Week of 14.09.2009-6 weeks before	<ul style="list-style-type: none"> • HMle presentation to COG and inspection preparation group • Provide list of children who have been selected
Week of 24.08.2009	PIR to be submitted
August	
Week of 03.08.2009 12 weeks before	Receive notification from HMle in relation the inspection and the blank Pre Inspection Return (PRI)
July	
June	<ul style="list-style-type: none"> • Establish multi-agency inspection preparation group • Identify Inspection lead • Identify inspection administrative support • Establish and agreed detailed work plan • Link to HMle to establish process and requirements of the new inspection cycle

Susan Taylor
Chair of Child Protection Committee

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