


Inspection phase one: Surveys and record reading





What happens each week?


Please note that the week numbers are indicative only and subject to change, particularly during holiday periods etc.


<p>Week 8</p>	<p>Training provided for local record readers (Monday). [nb. In some inspections this may be held in Week 6 or 7]</p> <p>The CPP uploads records for the sample and reserves using the agreed platform along with completed networks of support discussion forms for the 12 identified cases for network of support meetings. Guidance explains more about the labelling of children's and young people's records before uploading them to the agreed platform.</p> <p>To comply with DPA 2018 and GDPR, the CPP must ensure that any personal data that they send to the Care Inspectorate is:</p> <ul style="list-style-type: none"> a. adequate - sufficient to properly fulfil our stated purpose; b. relevant - has a link to that purpose; and c. limited to what is necessary - for example, we do not need personal identifiers. <p>Any personal material that is sent over and above that which is required for the purposes of the inspection may constitute a data breach by the CPP and may be reportable to the Information Commissioner.</p> <p>Records for the children's reporter are uploaded separately by SCRA to the Care Inspectorate. Police Scotland records are made available via HMICS.</p>
<p>Week 9</p>	<p>Reviewing children's records (Monday - Thursday). Inspection team engaged in reviewing practice through remote reading of children and young people's records and recording information for subsequent networks of support meetings.</p> <p>Identify children, young people, parents and carers for inclusion in engagement activities, the focus of which is to gather their views and experiences. For more information, see Our approach to engagement.</p> <p>Identify children and young people as well as parents and carers to receive the relevant surveys and agree how those surveys will be distributed along with video and leaflets.</p>
<p>Week 10</p>	<p>Review of records reading analysis and report prepared by Care Inspectorate's Intelligence Team.</p> <p>Inspection lead and SSO confirm six records for network of support meetings</p>


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	<p>Inspection lead and SSO meet with CPP co-ordinator to discuss engagement and focus groups timetable. The week consists of three elements:</p> <ul style="list-style-type: none"> - A mix of staff focus groups - Six sets of network of support meetings - Meetings/contacts with children and young people and their parents and carers <p>Children and young people's survey and parents and carers survey open for three weeks. The timing and length of this may vary from inspection to inspection, subject to school or public holidays and any agreed break in the inspection timetable.</p>	
Week 11	<p>The inspection team reviews the staff survey report and records reading analysis and other information collected to date. Prepare emerging themes in relation to the four inspection statements.</p> <p>Inspection lead, depute inspection lead and scrutiny partners meets with the CPP (PD2) to:</p> <ul style="list-style-type: none"> • discuss the emerging high-level themes from the review of practice through reading children and young people's records and the staff survey • identify the best sources of evidence to answer remaining areas of uncertainty <p>Inspection lead and SSO meet with inspection co-ordinator to discuss timetable for engagement activities.</p> <p>The CPP shares with its staff, the areas to be explored during the focus groups.</p>	


 What happens each week?		Inspection phase two: Position statement and evidence
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Week 12	<p>The CPP uploads its position statement and supporting evidence to Care Inspectorate Sharepoint site.</p> <p>Inspection lead, SSO and CPP agree final timetable and session information for the engagement week. [nb. This must</p>	

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	<p>be submitted with full information about locations and attendees no later than the end of Week 13]</p> <p>Young inspection volunteers become involved in the inspection and are briefed about the emerging themes.</p> <p>The surveys for children and young people and parents and carers close.</p>
Week 13	<p>Analysis and report of children and young people and parents and carers surveys prepared by the Strategic Support Officer.</p> <p>The inspection team reviews the children and young people and parents and carers survey reports along with the CPP's position statement, supporting evidence and other information. Prepare emerging themes in relation to the four inspection statements and quality indicator 2.1.</p> <p>Inspection lead meets with young inspection volunteers to update them about survey results.</p>

 What happens each week? Inspection phase three: Engagement	
<p><i>Please note that the week numbers are indicative only and subject to change, particularly during holiday periods etc.</i></p>	
Week 14	<p>Engagement week. Inspectors follow an agreed timetable of activity and meet with a range of staff, managers, leaders and senior officers.</p> <p>Along with inspectors, young inspection volunteers involved in two days of engagement with children and young people.</p> <p>Further engagement takes place involving networks of support meetings and with other children, young people, parents and carers.</p>
Week 15	<p>The inspection team write up their fieldwork activity from the engagement week, complete further analysis of the findings and develop the proposed key messages for the final report in relation to the inspection statements, as well as</p>

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a rationale for an evaluation on the six-point scale of quality indicator 2.1.		

	Who is involved during this stage?		Inspection phases
Care Inspectorate:	Community Planning Partnership:		
<ul style="list-style-type: none"> • Inspection lead • Depute inspection lead • Strategic support officer (SSO) • Scrutiny partners • Associate assessors • Young inspection volunteers 	<ul style="list-style-type: none"> • Inspection co-ordinator • Local record readers • Senior officers within the CPP with lead responsibility for child protection • Other CPP officers as identified 		

	Need to know more?	Inspection phases
Further Information:	Key documents:	
<ul style="list-style-type: none"> • Records reading 	<ul style="list-style-type: none"> • Addressing matters of serious concern form 	



Need to know more?

Inspection phases

Further Information:

- [Matters of concern arising during the inspection](#)
- [Partnership discussions](#)
- [Recording](#)

Key documents:

- [Local record readers guidance](#)
- [Partnership discussions schedule](#)
- [Requests for management review](#)
- [Reviewing children's records guidance](#)
- [Reviewing children's records template](#)

