

Joint inspections of services for children and young people subject to compulsory supervision orders living at home with their parents

Partnership briefing

Pre-inspection return

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This briefing is for partnership inspection coordinators and the purpose of it is to explain important aspects of the pre-inspection return.

What is the purpose of a pre-inspection return?

The pre-inspection return is an excel document partnerships complete, in preparation for the review of children's records. Using the document, the partnership shares details of all the children in their partnership area that are within the scope of the joint inspection.

The pre-inspection return is requested in week 1 of the inspection. It must be submitted by Friday of week 3 using our secure electronic SharePoint platform. The inspection lead and strategic support officer will guide you in this process. See appendix 1 for a sample pre-inspection return.

What is the basis for information sharing?

The partnership is required to submit the minimum possible information about all relevant children to enable a representative sample to be selected for the review of children's records. Please note that we do not ask for children's names or dates of birth and we ask for you to give each child a unique identifying number (which should not be their CHI number or Social Work ID number, or similar).

The Public Services Reform (Scotland) Act 2010 S.115 provides the legal basis for joint inspections and this, along with the Public Services Reform (Joint Inspections) (Scotland) Regulations 2011 Regulations enables inspectors to require children's records for the purposes of the joint inspection. A data protection impact assessment has been completed. The Care Inspectorate's core privacy notice can be found [here](#).

What children should be included in the pre-inspection return?

Within the pre-inspection return we ask that you identify an **agreed date** on which you regard the information that you are providing to be accurate. This date should be within four weeks prior to the notification of the inspection. We read children's records as far back as two years prior to this agreed date. The pre-inspection return should list all children who have been subject to a compulsory supervision order while living at home with their parents within two years of the agreed date.

- Acknowledging the varying legal definitions of a **child**, we use the term in this context to encompass children and young people under the age of 18. This includes young people who are now over the age of 18 years but were under the age of 18 while subject to a compulsory supervision order living at home with their parents the last two years of the agreed date.
- When we refer to **parents** we mean birth or adoptive parents and parents' partners where they are not the child's parent but reside with them and have a significant caring role. We do not mean formal carers for example a foster carer who provides respite care or a kinship carer.
- When we refer to children who have been **subject to a compulsory supervision order while living at home** with their parents, we mean all children who have been on full or interim compulsory supervision orders while living at home with their parents within two years of the agreed date.

- This includes children who may have since had variations to their compulsory supervision orders to include a difference place of residence, such as with foster carers or a children's house.
- It includes children who are no longer subject to compulsory supervision orders and/ or if the order has transferred out of the local authority.
- If a child has been subject to different periods of compulsory supervision within the past two years, only record their details once.

How is the pre-inspection return used?

Following the completion of the pre-inspection return, the Care Inspectorate will select a representative stratified sample of up to 60 records and a further sample reserve records of children subject to compulsory supervision orders living at home with their parents. In most areas we expect this sample to be 60 records, with 15 reserve records. However, in areas that are very small or very large we will take advice from our internal intelligence team on the sample size. The sample will be chosen independently and at random by the intelligence team, therefore reducing any bias.

We will then ask you to provide education, health, and social work records for those that have been selected for review. Police and SCRA upload records separately. We will then work with you to agree arrangements for uploading documents to a secure data sharing platform. The inspection lead is at liberty to request additional specific documents to be uploaded during the record reading week, if this will assist with the record reading task for a particular child.

The pre-inspection return is also used to help select children that we may meet with or discuss further during in our engagement week.

The following diagram outlines the pre-inspection return and sampling process.

Diagram 1: Pre-inspection return, sampling and record reading process



Appendix 1: Sample pre-inspection return

Sample of Records

Please provide information about children and young people receiving services on the agreed date. This includes children and young people under the age of 18 years at the point of involvement with services within the last two years.

The agreed date is the date on which you regard the information you are providing to be accurate. This should be within four weeks prior to date of notification of the inspection.

Please refer to Appendix 1 and the Pre Inspection Return briefing note to completing this section.

Please note:- There should only be ONE entry per child



Insert Agreed Date

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