



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

Initial information and document log

Publication date: August 2025

Publication code 06

This initial information return is required as part of the preparation phase of the inspection. It is your opportunity to tell us about the work you have been doing across the partnership and provide us with supporting evidence.

Using this document, we ask for you to identify your strengths and your priorities for improvement, as well as the progress you have made and are making. Please ensure that you keep this as brief and evidence-based as possible. There will be further opportunities to discuss the points you make throughout the inspection.

Along with this completed document, we require you to provide a range of documents to support the points that you make and we ask that you clearly link these documents to the succinct points that you make.

There are three sections to this document.

Section 1: Strategic arrangements

This requires you to inform us of the name and job title of leaders within the partnership. We also require you to outline the strategic group and governance arrangements for partnership work with children and young people subject to compulsory supervision orders living at home with their parents.

Section 2: Strategic Progress

You should use this section to demonstrate the difference services are making to the lives of children and young people subject to compulsory supervision orders living at home with their parents.

- You should outline what is working well and your priorities for improvement.
- Along with your priorities for improvement, also share the progress you are making.
- Focus should be on key areas jointly identified by your partnership.
- Include a maximum of five succinct points under each heading.
- Every point should be supported by evidence which should be given a reference number and logged in section 3 of this document.
- Where possible, information should focus on children and young people subject to compulsory supervision orders living at home with their parents.
- For further guidance, refer to our [quality framework](#).

We ask you outline what is working well and what you still need to improve across the following three key areas.

- **Key area 1: Children and young people are supported to live with their families and receive well-planned support which helps them overcome difficulties and make a positive difference to their lives.**

This section provides you with an opportunity to tell us about the impact of services on the lives of children and young people, and their families. You should reflect on both what is working well and what your priorities for improvement are. When telling us about your priorities for improvement, you should tell us about the progress you

have made and are continuing to make. Evidence of impact should be referenced. Examples of evidence could be aggregated data on educational attainment; documents that outline the views and experiences of children and young people; a corporate parenting plan or report indicating priorities for improvement.

- **Key area 2: The services children and young people receive are planned and delivered in a way which is compassionate and by staff who put children and young people at the heart of decision-making. People in the workforce ensure that children, young people and parents are meaningfully listened to, heard and included.**

This section provides you with opportunity to tell us about the effectiveness of planning; the work you are doing to keep children at the centre of decision making and your work to meaningfully listen to and include children, young people and families. You should ensure that you cover your progress in the planning and delivery of services as well as in your involvement and participation work linked with The Promise. Examples of evidence could be multi-agency audits that consider the quality of planning; surveys of children and young people that ask about their involvement and examples of developments made as a result of listening to the views and experiences of children and young people.

- **Key area 3: Leaders and managers work well together to create and maintain a joined-up system of care which delivers the right service to each child at the right time. This provides children and young people, their parents and the workforce with help, support and accountability.**

This section provides an opportunity to outline arrangements for leadership both at a strategic and operational level across the partnership and the impact these arrangements have on children and young people on compulsory supervision orders living at home with their parents. Examples of evidence could be corporate parenting or Promise plans and annual reports; staffing training needs analysis; strategic needs assessment or a staff survey report.

Section 3: Supporting evidence

Core documents that are required by the inspection team are outlined in this section. These should be current strategic documents and other documents which provide evidence of outcomes which inform and support your strategic progress as you have outlined in section 2. There must be a clear link between statements in section 2 and the supporting evidence provided.

- To reduce the impact of inspection on partnerships and to ensure that inspectors are sighted on the most relevant and appropriate supporting evidence, partnerships should submit only their strongest sources of evidence and the most recent version of each document.

- Points recorded in section 2 should be supported by the documents that you are submitting. A reference number should be added in section 2 and these must align with the reference number in the document log at section 3.
- All documents should have a reference number and a document name.
- Where documents are publicly available, provide a hyperlink rather than to the document itself. Links to websites must be referenced within the document log.
- Should you wish to submit further evidence, in addition to these core documents, the partnership's inspection coordinator should have a discussion with the inspection lead to agree submission. We do stress that quality and currency are more important than quantity and this should only be done as an exception.

Submission of the initial information return and supporting documents

Once you have completed this form and have compiled your documents and referenced them clearly, both this form and all documents should be uploaded to our secure SharePoint site. Access to this site will be arranged by the strategic support officer and the partnerships' inspection coordinator.

In accordance with GDPR please ensure that your supporting evidence does not contain any personal or identifiable information. The Care Inspectorate is committed to protecting the privacy of the people whose personal information we hold and to meeting our data protection obligations under the General Data Protection Regulation and UK Data Protection Act 2018.

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 review written documents. A data protection impact assessment has been completed. The Care Inspectorate's core privacy notice can be found [here](#).

Section 1: Strategic arrangements

Role	Name	Job Title
Community Planning Partnership Chair		
Local Authority Chief Executive		
Chief Social Work Officer		
Head of Service (Children and families) if different from CSWO		
Director of Education		
NHS Chief Executive		
Chief Constable		
Third sector interface representative		
Principal reporter/senior locality manager		
Children's services strategic planning group chair		
Child Protection Committee chair		
Corporate parenting board chair		
Corporate parenting lead officer		

Outline the strategic group that has overall responsibility for progressing improvement in the lives of children and young people subject to compulsory supervision orders living at home with their parents.

Please provide the group membership, terms of reference and three most recent agendas and minutes and log on the document log in section 3.

Outline the governance arrangements and reporting structures for joint work with children and young people subject to compulsory supervision orders living at home with their parents.

Section 2: Strategic progress

Key area 1	
Children and young people are supported to live with their families and receive well-planned support which helps them overcome difficulties and make a positive difference to their lives.	
What is working well?	Document log reference no
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•	
•	
•	
What are your priorities for improvement and what progress are you making?	Document log reference no
•	
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<p align="center">Key area 2</p> <p>The services children and young people receive are planned and delivered in a way which is compassionate and by staff who put children and young people at the heart of decision-making. People in the workforce ensure that children, young people and parents are meaningfully listened to, heard and included.</p>	
What is working well?	Document log reference no
•	
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What are your priorities for improvement and what progress are you making?	Document log reference no
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Key area 3	
Leaders and managers work well together to create and maintain a joined-up system of care which delivers the right service to each child at the right time. This provides children and young people, their parents and the workforce with help, support and accountability.	
What is working well?	Document log reference no
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What are your priorities for improvement and what progress are you making?	Document log reference no
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Section 3: Supporting evidence

Please provide the following documents:

Strategic group (outlined in section 1) group membership list
Strategic group (outlined in section 1) terms of reference
Three most recent agendas and minutes (for strategic group outlined in section 1)
Governance/ structure chart (if available)
Joint Strategic Needs Assessment
Children's services plan
Most recent progress report of children's services plan or equivalent
Children's rights plan or equivalent
Most recent progress report of children's rights plan or equivalent
Corporate parenting, Promise plan or equivalent
Most recent progress report of Corporate parenting, Promise plan or equivalent
The three most recent agendas and minutes, including data reports, of the corporate parenting group or equivalent
Children and young people participation and engagement strategy or equivalent
Training needs analysis and/or workforce development plan
Child poverty action plan
Most recent progress report of child poverty action plan or equivalent
Report from head of virtual school (where applicable) and/or report of attainment of children and young people subject to compulsory supervision orders living at home with their parents or carer
Most recent CSWO report
Reports of audit, self-evaluation or improvement work
Any documents that provide that outline the views and experiences of children and young people subject to compulsory supervision living at home with their parents or carers.
Any documents that provide evidence about the impact of services on the lives of children and young people subject to compulsory supervision living at home with their parents or carers

As stated above, should you wish to submit further evidence, in addition to these core documents, the partnership inspection coordinator should have a discussion with the inspection lead to agree submission.

You should then complete the document log. You must assign a reference number for each document and these should align with the references provided in section 3.

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