

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

Partnership briefing

How to upload records

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## **The purpose of this briefing document is to outline to partnerships requirements on uploading records.**

The content includes a quick reference guide for services on the record labelling convention for submission of children's and young people's records for record reading during joint inspections. The guidance offers a systematic process and consistent record labelling approach to assist an efficient review of the records of children and young people subject to compulsory supervision orders living at home with their parents within the agreed sample.

Records require to be made available remotely – that is, electronically, and without the requirement for the Care Inspectorate team to be physically 'on-site' in the partnership area.

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. The Care Inspectorate's core privacy notice can be found [here](#).

This process is subject to a Data Protection Impact Assessment (DPIA), a copy of which is available on request. We encourage partnerships to collaborate with their IT and information governance colleagues in relation to the DPIA at the earliest opportunity to support the effective sharing of information.

### **Sharing records**

Secure and efficient processes are in place which enable records to be accessed remotely by the joint inspection team and local record readers. This is achieved by either:

- Placing records from the agreed sample in the partnership's SharePoint repository or equivalent and allowing time-limited access to the joint inspection team.
- Uploading records from the agreed sample to the Care Inspectorate's SharePoint repository.

**It is preferred that where a partnership has their own SharePoint site, or equivalent, that this is the default repository.** This ensures that the partnership retains control of data governance matters. In this model there is an interdependency on the availability of partnership business support to facilitate the uploading of documents. The joint inspection team lead and strategic support officer will engage with each partnership area to outline in further detail what is required and agree an approach which best fits the requirements of each area.

### **Accessing records from SCRA and Police Scotland**

Following a national agreement, Police Scotland will liaise with HMICS to upload records for children and young people subject to compulsory supervision orders living at home with their parents to Egress. SCRA will upload records for children and young people subject to compulsory supervision orders living at home with their parents to a separate Care Inspectorate Sharepoint site.

## How should records be labelled?

You should use the following quick reference guide when saving and uploading records.

### Quick reference guide for labelling records

All records should be named using the label:

ID\_YYYY-MM-DD \_Document Name

- By ID we mean the Care Inspectorate ID prefixed by S (for sample) or R (for reserve). Make sure to include the zero, i.e. S01, S02, **NOT** S1, S2.
- The date should be set out in YYYY-MM-DD format
- For case notes with a range of dates = YYYY-MM-DD\_YYYY-MM-DD

For the document name:

- Be consistent in labelling documents
- Do not use any special characters in the record name
- Keep record names short, but meaningful
- Do not use spaces in the label; one space utilises three characters (of 255 maximum).
- Do not use any special characters in the record name. Only use alpha numeric characters and avoid special characters such as ` ~ ! @ # \$ % ^ & \* ( ) = + { } [ ] | \ : ; " ' < , > . ? / ). Dashes and underscores are acceptable.
- Use standard record name abbreviations:
  - Minutes = Min
  - Report = Rpt
  - Letter = Let
  - Email = Eml
  - Memo = Mem
  - Committee = Cttee

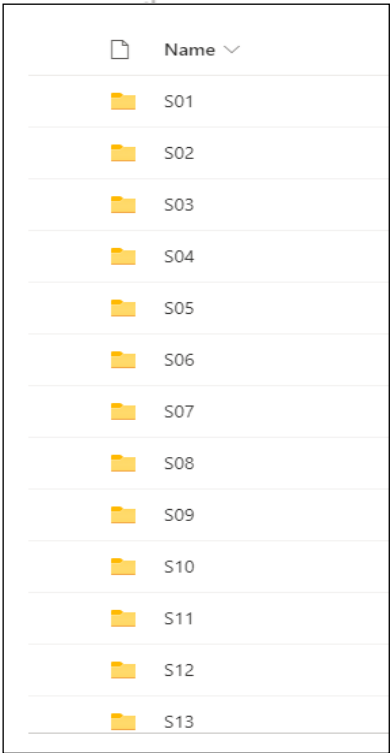
**How should records be uploaded if using the Care Inspectorate SharePoint secure site?**

As well as using the labelling conventions, the following folder structure will be made available for the purposes of record sharing, should partnerships not have their own data sharing platform. This is a set structure within the Care Inspectorate’s system and cannot be amended.

All records should be uploaded in PDF format.

As noted earlier, it is preferred that where an area has their own SharePoint, or equivalent, that this is the default repository. As such, it is recommended that areas using their own data sharing platform also follow this layout.

The joint inspection team will be looking for two main folders:



**Within 1.SAMPLE:**

Areas will be given a unique case identifier for each of the records to be read **S01 – S60**. We will require the folders to be created and named **S01 – S60**. In here you will put all documents relating to the identified record to be read from the agreed sample.

**Within 2.RESERVE:**

The sample will also include a reserve list which will be given a unique case identifier **R01 – R15**. We will require the folders to be created and named **R01 – R15**.

The strategic support officer and inspection lead are available to respond to any questions you may have.

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## Other languages and formats

This publication is available in other formats and other languages on request.

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