

**Joint inspections of services for children and young people at risk of harm**

**Reviewing children’s records template**

**Publication date: April 2024**

**Publication code: 013**

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| **Preliminary information** | | |
| **0.1** | Name of record reader |  |
| **0.2** | Date record read | Click or tap to enter a date. |
| **0.3** | Partnership area |  |
| **0.4** | Care Inspectorate allocated ID |  |

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| **Section A: Initiation of concerns** | | |
| **A1** | Have there been concerns that the child may have been at risk of harm - or has been a risk of harm to others - which have been shared with police and/or social work within the past two years?  **If no, skip to section B.** | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | |
| **A2** | Indicate the source of these concerns.  **Tick all that apply.** | |  |  | | --- | --- | | Education | ☐ | | Health | ☐ | | Police | ☐ | | Social work | ☐ | | Member of public/ anonymous | ☐ | | Family member | ☐ | | Child (self-reporting) | ☐ | | Unclear | ☐ | | Other: indicate\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ | |
| **A3** | Concerns were shared with police and/or social work without delay. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **A4** | Indicate the nature of concerns in respect of the child.  **Tick all that apply.** | |  |  | | --- | --- | | Concerns that the child is at risk of, or is subject to, abuse and / or neglect | ☐ | | Concerns that the child is at risk of harm, arising from parents/ carers’ circumstances and/ or behaviour | ☐ | | Concerns that the child at risk of harming themselves or others | ☐ | | Concerns that the child is at risk of harm arising from circumstances within the community | ☐ | |
| **A5** | The named person, or person acting as the professional point of contact in universal services, was notified about the concerns. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **A6** | Relevant information was gathered from all the appropriate sources. | |  |  | | --- | --- | | Yes | ☐ | | Partially | ☐ | | No | ☐ | |
| **A7** | Clear decisions were made about the next steps. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | |
| **A8** | Use the rating scale to evaluate the quality of the initial multi-agency response to the concerns. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | |

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| **Section B: Follow-up to concerns** | | |
| **B1** | Has there been an inter-agency referral discussion (IRD) for the child in the past two years?  **If unclear or no, skip to B6.** | |  |  | | --- | --- | | Yes | ☐ | | Unclear | ☐ | | No | ☐ | |
| **B2** | Indicate which agencies were involved in the IRD.  **Tick all that apply.** | |  |  | | --- | --- | | Health | ☐ | | Police | ☐ | | Social Work | ☐ | | Other: indicate | ☐ | |
| **B3** | The IRD was carried out within the expected timescales. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | |
| **B4** | Clear decisions about next steps were made during the IRD. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | |
| **B5** | There is a written record of the IRD. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | |
| **B6** | The concerns lead to an investigation.  **If unclear or no, skip to section C.** | |  |  | | --- | --- | | Yes | ☐ | | Unclear | ☐ | | No | ☐ | |
| **B7** | The views and experiences of the child were  considered during the investigation. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **B8** | The views of parents/carers were considered during the investigation. | |  |  | | --- | --- | | Yes | ☐ | | Some but not all parents/ carers | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **B9** | Relevant information was shared from appropriate sources during the investigation. | |  |  | | --- | --- | | Yes | ☐ | | Partially | ☐ | | No | ☐ | |
| **B10** | The investigation was carried out within the expected timescales. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | |
| **B11** | Immediate action was taken to keep the child safe. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **B12** | Immediate action was taken to keep other children safe. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **B13** | The multi-agency team considered the need for  medical examination and took appropriate action. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **B14** | The multi-agency team considered the need for  joint investigative interview and took appropriate action. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **B15** | The multi-agency team considered the need for  emergency protective action or legal measures and acted accordingly. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **B16** | The multi-agency team developed an interim safety  plan for the child. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **B17** | Actions were clearly recorded. | |  |  | | --- | --- | | Yes | ☐ | | Partially | ☐ | | No | ☐ | |
| **B18** | Use the rating scale to evaluate the overall quality of the follow-up to concerns for this child. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | |

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| **Section C: Initial multi-agency meeting** | | |
| **C1** | Has an initial multi-agency meeting to consider risk of harm for the child taken place within the past two years?  **If unclear or no, skip to section D.** | |  |  | | --- | --- | | Yes | ☐ | | Unclear | ☐ | | No | ☐ | |
| **C2** | The child contributed to the initial multi-agency meeting. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **C3** | Parents/carers contributed to the initial multi-agency meeting. | |  |  | | --- | --- | | Yes | ☐ | | Some but not all parents/ carers | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **C4** | Police contributed to the initial multi-agency meeting. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **C5** | Social Work contributed to the initial multi-agency meeting. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **C6** | Health contributed to the initial multi-agency meeting. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **C7** | Education contributed to the initial multi-agency meeting. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **C8** | All potential risks and needs were considered at the  initial multi-agency meeting. | |  |  | | --- | --- | | Yes | ☐ | | Partially | ☐ | | No | ☐ | |
| **C9** | Clear decisions were made at the initial multi-agency meeting. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | |
| **C10** | The initial multi-agency meeting was held within the required timescales. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | |
| **C11** | There is a written record of the initial multi-agency  meeting. | |  |  | | --- | --- | | Yes | ☐ | | No | ☐ | |
| **C12** | Use the rating scale to evaluate the overall quality of the initial multi-agency meeting for this child. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | |

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| **Section D: Assessments, planning** **and reviews** | | |
| **D1** | There is an assessment that considers the needs, protective concerns and risks.  **If no, skip to D3.** | |  |  | | --- | --- | | Yes, multi-agency | ☐ | | Yes, single agency | ☐ | | No | ☐ | |
| **D2** | Use the rating scale to evaluate the quality of the assessment of needs, protective concerns and risks. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | |
| **D3** | There is a chronology.  **If no, skip to D5.** | |  |  | | --- | --- | | Yes, multi-agency | ☐ | | Yes, single agency | ☐ | | No | ☐ | |
| **D4** | Use the rating scale to evaluate the quality of the chronology. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | |
| **D5** | There is a plan which sets out how the needs, protective concerns and risks identified in the assessment are to be addressed.  **If no, skip to section E.** | |  |  | | --- | --- | | Yes, multi-agency | ☐ | | Yes, single agency | ☐ | | No | ☐ | |
| **D6** | Use the rating scale to evaluate the quality of the plan. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | |
| **D7** | There is evidence that reviews have been held within the expected timescales.  **If no or too early to tell, skip to section E.** | |  |  | | --- | --- | | Yes, | ☐ | | Yes, but not within expected timescales | ☐ | | No | ☐ | | Too early to tell | ☐ | |
| **D8** | Use the rating scale to evaluate the quality of reviews. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | |

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| **Section E: The impact of work with children and parents/ carers** | | |
| **E1** | The child has had an opportunity to develop a relationship with a key member of staff. | |  |  | | --- | --- | | Yes | ☐ | | Too early to tell | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **E2** | The child’s parents/carers have had an opportunity to develop a relationship with a key member of staff. | |  |  | | --- | --- | | Yes | ☐ | | Some but not all parents/ carers | ☐ | | Too early to tell | ☐ | | No | ☐ | | Not applicable | ☐ | |
| **E3** | Use the rating scale to evaluate how well the child has been listened to, heard, and included by staff. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | | Not applicable | ☐ | |
| **E4** | Use the rating scale to evaluate how well parents/carers have been listened to, heard, and included by staff. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | | Not applicable | ☐ | |
| **E5** | Use the rating scale to evaluate the effectiveness of the work carried out to reduce the risks of abuse and/or neglect to the child. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | | Not applicable | ☐ | |
| **E6** | Use the rating scale to evaluate the effectiveness of the work carried out to reduce the risks to the child arising from their parents/carers’ circumstances and/or behaviours. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | | Not applicable | ☐ | |
| **E7** | Use the rating scale to evaluate the effectiveness of the work carried out to reduce the risks of the child harming themselves or others. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | | Not applicable | ☐ | |
| **E8** | Use the rating scale to evaluate the effectiveness of the work carried out to reduce the risks to the child arising from circumstances within the community. | |  |  | | --- | --- | | Excellent | ☐ | | Very good | ☐ | | Good | ☐ | | Adequate | ☐ | | Weak | ☐ | | Unsatisfactory | ☐ | | Not applicable | ☐ | |

**Headquarters**

Care Inspectorate

Compass House

11 Riverside Drive

Dundee

DD1 4NY

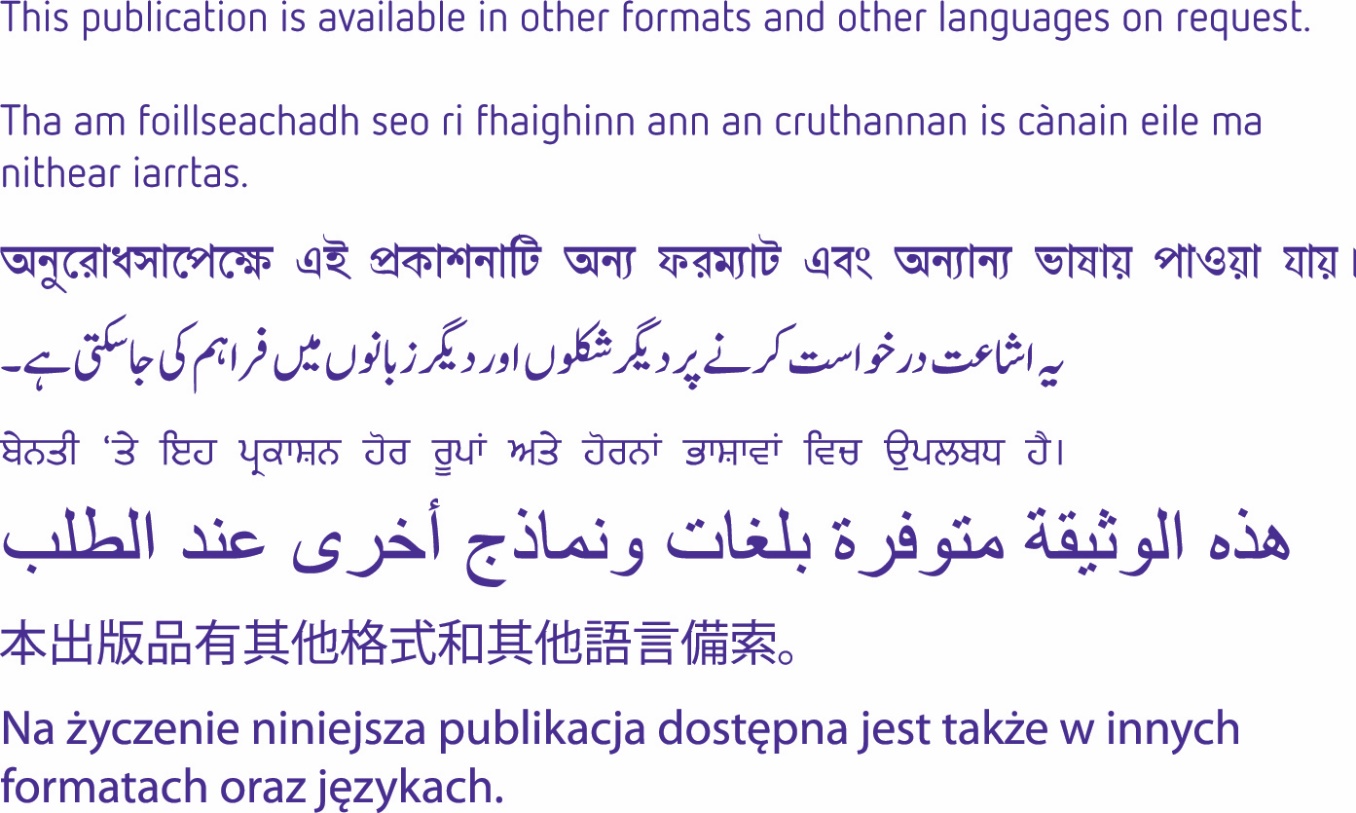
**web:** [**www.careinspectorate.com**](http://www.careinspectorate.com)

**email:** [**enquiries@careinspectorate.com**](mailto:enquiries@careinspectorate.com)

**telephone: 0345 600 9527**

**@careinspect**

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