

Annex A. Request for information at a full inspection of a children's home (2019–20)

No.	Item	Answer
1	Name of children's home:	
2	URN of children's home:	
3	Name of person completing this form:	
4	Date completed:	

NB – Unless specified otherwise, all information provided should cover the period since the last **full** inspection.

Section 1: Information about children		
No.	Item	Answer
5	Number of children and young people admitted to the home	
6	Number of children and young people who have left the home	
7	Number of children and young people resident at the time of inspection	
8a	Number of incidents of restraint	
8b	Number of children involved in these incidents	
9a	Number of times children were away from placement without authorisation	
9b	Number of children who were away from placement without authorisation	
10	Number of children currently resident that you consider to be at risk of child sexual exploitation (CSE)	

Section 1: Information about children		
No.	Item	Answer
11	Number of children currently resident that you consider to be subject to CSE	
12	Number of children currently resident that you consider to be at risk of child criminal exploitation (CCE) ¹	
13	Number of children currently resident that you consider to be subject to CCE	
14a	Number of complaints from children	
14b	Number of children making complaints	

15a	Number of complaints from others	
15b	Number of children involved in these complaints	

Section 2: Safeguarding		
No.	Item	Answer
16a	Number of allegations made against staff	
16b	Number of children making these allegations	
16c	Number of staff subject to these allegations	
17a	Number of sanctions given	
17b	Number of children given sanctions	
18a	Number of child protection referrals made to local authority children's services	
18b	Number of children subject to these referrals	
19a	Number of child protection referrals relating to risk of radicalisation	

¹ Please see glossary for definition of child criminal exploitation.

Section 2: Safeguarding		
No.	Item	Answer
19b	Number of children subject to these referrals	
20	Number of children that were subject to a deprivation of liberty (DOL) order	

Section 3: Secure homes only – restricting liberty of movement		
No.	Item	Answer
21a	Number of directed single separations	
21b	Number of children (directed single separations)	
22a	Number of enforced single separations	
22b	Number of children (enforced single separations)	
23a	Number of 'managing away' incidents	
23b	Number of children ('managing away' incidents)	

Section 4: Short breaks homes only		
No.	Item	Answer
24.1	Number of children receiving a short breaks service at the time of inspection	
24.2	Number of children who received more than 75 days care per year since the last inspection	

Please continue overleaf for further questions

Section 6: Information on police callouts to manage behaviour

Please do not include other instances of the police being called (for example, due to a child being a victim of a crime or going missing), or of a child being arrested or convicted unconnected to the management of the young person's behaviour within the home (for example, an incident outside the home).

26: Police callouts to manage behaviour since the last full inspection

Child's initials	Date of police callout	Was the child arrested? (Yes, No, Not yet known)	Was the child convicted? (Yes, No, Not applicable, Not yet known)

27: Update on police callouts to manage behaviour reported at the previous full inspection, where the outcome was 'Not yet known'

Child's initials	Date of police callout	Was the child arrested? (Yes, No, Not yet known)	Was the child convicted? (Yes, No, Not applicable, Not yet known)

Section 7: Staffing and other information		
No.	Item	Answer
28.1	Does the registered manager (RM) hold the Level 5 diploma or equivalent? ^{2,3}	
28.2	Does the RM hold a Level 4 diploma or equivalent? ⁴	
28.3	If no to Q28.1 and 28.2, please state qualification held by RM, or 'post vacant' if there is no RM in post	
29	Number of new staff in a care role since the last full inspection	
30	Number of staff in a care role who have left since the last full inspection	
Please answer the questions below referring only to current staff at the time of inspection. ⁵		
31.1	Number of permanent staff in a care role (people)	
31.2	How many of these permanent staff in a care role work part time only?	
32.1	Number of agency/other (non-permanent) staff in a care role (people)	
32.2	How many of these agency/other (non-permanent) staff work in a care role part-time only?	
33	Number of staff in a care role with Diploma Level 3 or equivalent ⁶	
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed ⁷	

² Regulation 28 states that all registered managers who have managed any home on or after 1 April 2014 should complete NVQ/Diploma Level 5 (or equivalent) within three years, unless managing a home part-time, or if they have not managed a home for a 'prolonged period'.

³ 'Level 5' refers to Level 5 Diploma in Leadership and Management for Residential Childcare introduced in January 2015. Please see Glossary on how to check for equivalent qualifications.

⁴ 'Level 4' refers to NVQ Level 4 Leadership and Management for Care Services. Please see Glossary on how to check for equivalent qualifications.

⁵ For information on how to 'count staff' please see explanatory sections at the end of this form

⁶ 'Level 3' refers to Level 3 Children & Young Peoples Workforce Diploma with social care pathway, NVQ 3 caring for children & young people and NVQ 3 health & social care.

Section 7: Staffing and other information		
No.	Item	Answer
34.2	How many of the staff in 34.1 [for whom the relevant date has passed] are qualified to Diploma Level 3?	
34.3	How many of the staff in 34.1 [for whom the relevant date has passed] are undertaking Diploma Level 3?	
34.4	Name(s) and expected qualification date(s) of staff in 34.3	
35	Number of all staff with valid first aid qualification	

⁷ Regulation 32 states that all staff who have worked in a home on or after 1 April 2014 should complete NVQ/Diploma Level 3 within two years, unless working part-time or if they have not worked in a home for a 'prolonged period'. Please see 'Counting numbers of staff' at end for help calculating whether the relevant date has passed.

Section 8: Information about education provision for children currently living in the home

36. Please list the placing authority, education placement and date of last placement review of all children currently in placement

Child's initials	Name of placing local authority	Name of educational provision (the main provision if there is more than one)	Planned hours of education per week (if less than 25)	Actual hours of education per week (if less than 25)	Date of last placement review	Up to date care plan from LA? (Yes/No)

Please continue on an additional copy of this sheet if required.

Section 9: Organisational details		
No.	Item	Answer
37.1	Has there been any change to the name or status of the organisation since the last inspection?	
37.2	If yes, please give details	
38. For organisations and partnerships, please give the names of the current directors, secretary and other officers of the organisation or names of current partners of the company below		
RI? (Y/N)	Name	Role

Please continue overleaf for further questions.

Section 10: Dates of checks and updates		
No.	Item	Answer
39	Date statement of purpose was last updated	
40	Date children's guide was last updated	
41	Date of last annual assessment of the location of the home	
42	Name any policies that have been updated since the last full inspection	
43	Date of last gas installations check	
44	Date of last portable appliance testing (PAT) check	
45	Date of last health and safety risk assessment	
46	Date of last health and safety check of the premises	
47	Date of last fire risk assessment	
48	Date of last fire service visit	
49	Date of last fire drill – day and night	Day: Night:
49	Employers liability insurance – valid until:	

Section 11: Linked education providers		
No.	Item	Yes/No
40	Does the children's home (CH) regard itself as a residential special school registered as a children's home?	

41	Does the CH provide a registered school in a separate building on the same site as the home, which most/all of the children attend?	
42	Does the CH provide a registered school within or immediately adjacent to the home e.g. in a garage, outbuilding, shed etc?	
43	Does the provider of the CH also own a registered school on another site, which most/all of the children attend?	

Section 12: Notable achievements

Information about children currently living in the home – notable achievements since the last full inspection. Anything you would want to tell inspectors about a child's progress.

Child's initials	Notable achievements

Please continue on an additional copy of this sheet if required.

Section 13: Information on key people for each child

Please provide contact details of just the **key** people for each child currently on roll. This includes, but only where applicable, social worker, independent reviewing officer, looked after children nurse, missing coordinator for the police, Youth Offending Service/Youth Offending Team workers, child and adolescent mental health service worker, independent advocate, parents or carers, head teacher and form tutor.

NB This does not need to be an exhaustive list of everyone in the child's life.

Child's initials	Name	Role	Organisation	Office phone number	Mobile number	Email address

Please continue on an additional copy of this sheet if required.

Section 14: Other key people

Please provide contact details of any other key people you would like to bring to our attention.

Name	Role	Organisation	Office phone number	Mobile number	Email address

Please continue on an additional copy of this sheet if required.

Glossary

Please see a selection of definitions below

Child criminal exploitation (CCE)

Child criminal exploitation is more commonly known as 'county lines'. The Home Office states that:

'Child criminal exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation of children is broader than just county lines and includes for instance children forced to work on cannabis farms or to commit theft.'⁸

Diploma Level 4/Diploma Level 5 or equivalent

Regulation 28 states that all registered managers who have managed any home on or after 1 April 2014 should complete NVQ/Diploma level 5 (or equivalent) within three years, unless managing a home part time, or if they have not managed a home for a prolonged period'.

Level 5 diploma refers to the Level 5 Diploma in Leadership and Management for Residential Childcare (England).

Level 4 diploma refers to the Level 4 Diploma in Leadership and Management for Care Service and Health and Social Care.

For equivalent qualifications, please see Annex A of the Department for Education (DfE)'s 'Guide to the Children's Homes Regulations, including the quality standards' at www.gov.uk/government/publications/childrens-homes-regulations-including-quality-standards-guide.

⁸ Definition taken from Home Office guidance: 'Criminal exploitation of children and vulnerable adults: county lines' (September 2018); www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines.

Regulation 32

Diploma Level 3

Regulation 32 states that all staff who have worked in a home on or after 1 April 2014 should complete NVQ/Diploma Level 3 within two years, unless working part time, or if they have not worked in a home for a 'prolonged period'.

Level 3 diploma refers to Level 3 Children & Young Peoples Workforce Diploma with social care pathway, NVQ 3 caring for children & young people and NVQ 3 health & social care. For equivalent qualifications please see Annex A of the DfE's 'Guide to the Children's Homes Regulations, including the quality standards' at: www.gov.uk/government/publications/childrens-homes-regulations-including-quality-standards-guide.

Please see overleaf 'Counting numbers of staff' on how to calculate the relevant date.

Permanent staff in a care role

All members of staff in a care role, whether full or part time, employed directly by the organisation on a permanent contract. Please count each member of staff once, regardless of their working hours. Do not count agency staff, or those employed on a temporary contract.

Part-time staff in a care role

All members of staff in a care role who work less than full-time hours per week, who are also on a permanent contract. Please count each part-time member of staff once. Do not count agency staff, or those employed on a temporary contract. This number should be equal to or below the total number of permanent staff.

Agency/other staff in a care role

All members of non-permanent staff in a care role, whether full or part time. This includes agency staff and those on temporary and fixed-term contracts.

Counting numbers of staff

These questions can be difficult to answer. We've put definitions and some examples below to help you, but the key piece of information you'll need is how long each of your staff have been in care roles (or how many have been in care roles for more than two years).

Question no.	Question	What to count?
31.1	Number of permanent staff in a care role (people)	How many staff do you have in a care role, not counting temporary or agency staff? Count each person once. Do not count staff in non-care roles (e.g. admin, maintenance etc.)
31.2	How many of these permanent staff in a care role work part time only?	Of the staff in 31.1, how many work part time? Do not count temporary or agency staff here. Count each person once. This total should be equal to or below the total number of permanent staff.
32.1	Number of agency/other (non-permanent) staff in a care role (people)	This is where you count agency and temporary staff in a care role. Count each person once. Do not count staff in non-care roles.
32.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	Of the staff in 32.1, how many work part time? Do not count permanent staff here. Count each person once.
33	Number of staff in a care role with Diploma Level 3 or equivalent	For this question, count all of your staff in a care role who have the Diploma Level 3. For this question, it does not matter when they started in a care role, when they started with your home, or when they received the Diploma. Do not count staff in non-care roles, even if they have the qualification.

Question no.	Question	What to count?
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	<p>For this question, count all full-time staff in a care role who have been in a care role for 2 years or more, whether or not they have the Diploma.</p> <p>For part-time staff, the date can be deferred past two years. For simplicity's sake, we suggest only counting part-time staff here if they've been in a care role for five years or more.</p> <p>Do not count staff in non-care roles, even if they have or are undertaking the qualification.</p>
34.2	How many of the staff in 34.1 [for whom the relevant date has passed] are qualified to Diploma Level 3?	<p>The number here should be less than or equal to Q34.1 above.</p> <p>Of the people you counted in Q34.1 above, count all staff in a care role who have completed the Diploma Level 3.</p> <p>Staff who have the Diploma Level 3, but have been in a care role for less than two years should not be counted here.</p> <p>Do not count staff in non-care roles, even if they have the qualification.</p>
34.3	How many of the staff in 34.1 [for whom the relevant date has passed] are undertaking Diploma Level 3?	<p>The number here should be less than or equal to Q34.1.</p> <p>Of the people you counted in Q34.1, count all staff in a care role who are working towards but have not completed the Diploma Level 3.</p> <p>Staff who are working towards the Diploma Level 3 but have been in a care role for less than two years should not be counted here.</p> <p>Do not count staff in non-care roles, even if they are undertaking the qualification.</p>

Example 1:

Red Children's Home employs 10 staff in a care role, all on a permanent full-time contract. They have all been in care roles for more than two years. Eight of them have the Diploma Level 3, and the other two are working on it.

31.1	Number of permanent staff in a care role (people)	10
31.2	How many of these permanent staff in a care role work part time only?	-
32.1	Number of agency/other (non-permanent) staff in a care role (people)	-
32.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
33	Number of staff in a care role with Diploma Level 3 or equivalent	8
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	10
34.2	How many of the staff in 34.1 [for whom the relevant date has passed] are qualified to Diploma Level 3?	8
34.3	How many of the staff in 34.1 [for whom the relevant date has passed] are undertaking Diploma Level 3?	2

All staff in a care role have been in care roles for more than two years, so the relevant date has passed for all of them.

Example 2:

Purple Children's Home employs 12 staff in a care role, all on a permanent full-time contract. Ten of these staff have been in care roles for more than two years; two started in January of last year.

Of the 10 staff in a care role who have been in care roles for more than three years, eight have completed the Diploma since they joined the home, one completed it before they arrived, and one is almost finished.

31.1	Number of permanent staff in a care role (people)	12
31.2	How many of these permanent staff in a care role work part time only?	-

32.1	Number of agency/other (non-permanent) staff in a care role (people)	-
32.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
33	Number of staff in a care role with Diploma Level 3 or equivalent	9
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	10
34.2	How many of the staff in 34.1 [for whom the relevant date has passed] are qualified to Diploma Level 3?	9
34.3	How many of the staff in 34.1 [for whom the relevant date has passed] are undertaking Diploma Level 3?	1

Although both of the staff in a care role who started in January are also undertaking the Diploma, their relevant date has not passed yet, so they are not counted in Q34.1-34.3.

Example 3:

Blue Children's Home employs 14 staff in a care role on a permanent contract, and five more agency staff in a care role. The agency staff in a care role are all full time, and 13 of the 14 permanent staff in a care role are part time.

31.1	Number of permanent staff in a care role (people)	14
31.2	How many of these permanent staff in a care role work part-time only?	13
32.1	Number of agency/other (non-permanent) staff in a care role (people)	5
32.2	How many of these agency/other (non-permanent) staff in a care role work part-time only?	-

The home has 19 staff in a care role in total. All of the full-time staff in a care role have been in care roles for less than two years, but three of them have Diploma Level 3. Ten of the part-time staff in a care role have been in care roles for between two and five years, and six of them have Diploma Level 3; the other three have been in care roles for six months, and are working on their Diploma.

33	Number of staff in a care role with Diploma Level 3 or equivalent	9
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	-

34.2	How many of the staff in 34.1 [for whom the relevant date has passed] are qualified to Diploma Level 3?	N/A
34.3	How many of the staff in 34.1 [for whom the relevant date has passed] are undertaking Diploma Level 3?	N/A

Because most of the staff in a care role are part time, the relevant date can be deferred longer than the two years for full-time staff in a care role, so none of them are counted as having passed the date. None of the other staff in a care role have been in care roles for more than two years. Therefore, even though some staff have the Diploma Level 3, they are not counted in Q34.1-34.3.

Example 4:

Green Children's Home employs 20 staff in a care role, all of them permanent and part time:

- Ten staff have been in care roles for two to four years; five have the Diploma Level 3.
- Five have been in care roles for six to eight years; two have the Diploma Level 3.
- The other five have been in care roles for less than two years; none of them have the Diploma Level 3.

31.1	Number of permanent staff in a care role (people)	20
31.2	How many of these permanent staff in a care role work part time only?	20
32.1	Number of agency/other (non-permanent) staff in a care role (people)	-
32.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
33	Number of staff in a care role with Diploma Level 3 or equivalent	7
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	5
34.2	How many of the staff in 34.1 [for whom the relevant date has passed] are qualified to Diploma Level 3?	7
34.3	How many of the staff in 34.1 [for whom the relevant date has passed] are undertaking Diploma Level 3?	3

Because the first 10 staff in a care role are part time, the relevant date can be deferred, so they are not counted as having had their relevant date as passed (Q34.1). They can still be counted as staff with the Diploma, in Q33, though. In Q34.2, only those staff who have been in care roles for more than six years are counted – although they are part time, at this point, the relevant date can be considered to have passed.



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Piccadilly Gate
Store Street
Manchester
M1 2WD

T: 0300 123 1231
Textphone: 0161 618 8524
E: enquiries@ofsted.gov.uk
W: www.gov.uk/ofsted

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