



What happens each week?

Please note that the week numbers are indicative only and subject to change, particularly during holiday periods etc.

Notification week	<p>The Community Planning Partnership (CPP) receives a notification letter from the Care Inspectorate setting out the intention to inspect services for children at risk of harm within its area. This letter is sent to:</p> <ul style="list-style-type: none"> • Chair of the Community Planning Partnership • Chief Executive of the local authority • Chief Executive of the NHS Board • Chief Constable Police Scotland • Principal Reporter / Chief Executive Officer SCRA <p>The notification letter includes contact details of the inspection lead and the strategic support officer (SSO) providing administrative support to the joint inspection.</p> <p>The CPP identify a lead officer for the inspection (inspection co-ordinator). Meeting arranged between the Care Inspectorate's inspection lead and the CPP's inspection co-ordinator.</p>
Week 1	<p>Meeting held between the inspection lead and the inspection co-ordinator to discuss the outline of the inspection including information about the submission of the pre-inspection return (PIR), preparation of the position statement and arrangements for the first partnership discussion (PD1). It will also cover:</p> <ul style="list-style-type: none"> - key dates and deadlines - the pre-inspection return - dates for inspection planning meetings - the position statement and supporting evidence - range of possible activities for the engagement week - ICT access and login process for records reading and agreed platform for accessing records - remote records reading logistics - local record readers training <p>Preparation for the staff survey also begins.</p>
Week 2	<p>Attendees and arrangements confirmed for PD1.</p>



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	Partnership identify inspection contacts for permissions to upload inspection material to Care Inspectorate's Sharepoint site.
Week 3	Partnership upload the PIR to Care Inspectorate Sharepoint site by Friday. Staff survey link issued to the CPP with request for the number of individuals that the survey link has been sent on to, to be returned.
Week 4	<p>The Care Inspectorate's inspection lead and depute inspection lead, together with scrutiny partners, meet with the CPP's inspection co-ordinator and the multi-agency representatives from the CPP for PD1. The number and position of those attending these meetings may vary from inspection to inspection dependent upon whether the meetings are held in-person, virtually or a hybrid of the two.</p> <p>The PD1 meeting will provide an opportunity for the CPP to tell the inspection team about the context of services for children and young people at risk of harm; the challenges/success through the pandemic; and areas of good practice. This can be a verbal or formal presentation. The inspection team will also provide more information about the methodology and focus of each phase of the inspection and the level of feedback that the partnership will receive as the inspection progresses.</p> <p>The Care Inspectorate's Intelligence Team identify the case sample for the records reading from the PIR (60 records plus 15 reserves) and from the sample of 60 records, 12 that will be followed-up in network of support meetings.</p> <p>The Care Inspectorate issues the staff survey via Survey Monkey which remains open for four weeks. The electronic survey will be open to all staff and managers working directly with, or supporting, children and young people at risk of harm.</p>
Week 5	<p>The Strategic Support Officer (SSO) is in touch with the inspection co-ordinator about progress on the staff survey and preparation for uploading records for the sample of 60 plus 15 reserves.</p> <p>Remote records reading is a significant task and may take a number of meetings and discussions to plan and arrange outwith this schedule. Planning should begin as soon as possible and it is recommended that partner's data officers and IT officers are involved as necessary, in order to agree the platform for accessing records.</p>
Week 6	SSO provides further update on return rate for the staff survey with aim of maximising completion.



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The inspection lead and SSO meet with the inspection co-ordinator to discuss arrangements for the engagement week, particularly the Networks of Support meetings and other engagement or contacts with children, young people and families, as well as for focus groups and interviews with key managers and leaders. These are likely to include:

- staff focus groups
- COG
- Chair of CPC committee / PPC / CPC sub-committee of PPC
- Managers around child protection
- IRD sub-group (or equivalent) of CPC
- Performance information (eg. CP minimum dataset)
- Quality assurance and self-evaluation

In addition, the PD2 meeting may also identify areas of uncertainty that may prompt further sessions to be added to the timetable.

Where meetings are to be held virtually numbers may need to be limited to ensure maximum opportunity for those attending to participate in the environment of a MS Teams meeting. Details of numbers attending can be discussed with the inspection lead. All meetings are likely to last 1hr 30 mins. Interviews with individuals are likely to last for 60 minutes.

The staff survey closes at the end of the week.

Week 7

The CPP submits a redacted assessment and plan for use in training [local record readers](#).

The Care Inspectorate's Intelligence Team prepare an analysis of the staff survey.

Arrangements for local records reads training confirmed.



Who is involved during this stage?

Care Inspectorate:	Community Planning Partnership:
<ul style="list-style-type: none"> • Inspection lead • Depute inspection lead • Strategic support officer (SSO) • Scrutiny partners • Associate assessors • Young inspection volunteers 	<ul style="list-style-type: none"> • Inspection co-ordinator • Chief officers and other representatives – this is for the CPP to determine who is involved • Senior officers within the CPP with lead responsibility for child protection

 Need to know more? Preparation	
Further Information:	Key documents:
<ul style="list-style-type: none"> • Inspection questions • Inspection scope • Inspection team • Parents and carers survey information • Partnership discussions • Position statement • Pre-inspection return (PIR) • Quality framework (QIF) • Staff survey information 	<ul style="list-style-type: none"> • Our approach to engagement • Parents and carers survey • Partnership discussions schedule • Pre-inspection return (PIR) guidance • Pre-inspection return (PIR) template • Privacy notice • Quality framework for children and young people in need of care and protection 2019 (revised) • Position statement guidance • Staff survey

