

Annex A. Request for information at a full inspection of a secure children's home (2022–23)

No.	Item	Answer
1	Name of children's home:	
2	Unique reference number (URN) of children's home:	
3	Name and designation of person completing this form:	
4	Date completed:	

Important note: Unless specified otherwise, all information provided should cover the period since the home's last full inspection.

Section 1: Information about children		
No.	Item	Answer
5	Number of children resident at the time of inspection	
6	Number of children admitted to the home	
7	Number of children who have left the home	
8a	Number of children who are due to leave the home, where clear plans are not in place for the child, and the home has formally escalated the matter with the placing authority or is considering this	

Section 1: Information about children		
No.	Item	Answer
8b	Number of children who have left the home, where clear plans were not in place, and the home has formally escalated the matter with the placing authority	
8c	Number of children who have left the home to move to another provision because they were made subject to the Mental Health Act 1983	
9	Children granted temporary release/mobility: <ul style="list-style-type: none"> a. Temporary release (sentenced children) <ul style="list-style-type: none"> (i) Total number of temporary releases (ii) Number of children (iii) Purpose b. Mobility <ul style="list-style-type: none"> (i) Total number of mobilities (ii) Number of children (iii) Purpose 	a. <ul style="list-style-type: none"> (i) (ii) (iii) b. <ul style="list-style-type: none"> (i) (ii) (iii)
10a	Number of complaints from children	
10b	Number of children making complaints	
11a	Number of complaints from others	
11b	Number of children involved in these complaints	
12a	Number of sanctions given	
12b	Number of children given sanctions	
13a	Offence-focused work (sentenced children) <ul style="list-style-type: none"> a. A list of the interventions carried out at the home b. Total number of children who have completed interventions by type 	a. b.

Section 2: Safeguarding		
No.	Item	Answer
14a	Number of safeguarding referrals made to: a. Local authority children’s services b. Local authority designated officer (LADO)	a b
14b	Number of children subject to these referrals	
15a	Number of allegations made against staff	
15b	Number of children making these allegations	
15c	Number of staff subject to these allegations	
16a	Number of safeguarding referrals relating to risk of radicalisation	
16b	Number of children subject to these referrals	
17	Number of incidents of: a. Attempted suicide b. Self-harm c. Self-harm/attempted suicide that required hospital treatment d. Anti-ligature clothing having been used e. Other restrictions (provide details)	a. b. c. d. e.
18a	Number of incidents of physical restraint	
18b	Number of children involved in these incidents	
18c	Total number of physical restraint incidents that each child has been subject to	
19	Number of incidents where: a. Pain-inducing disengagement was used by staff b. Number of children involved in these incidents c. Personal protective equipment was used by staff (for example, shield or helmet) d. Number of children involved in these incidents	a. b. c. d.

Section 2: Safeguarding		
No.	Item	Answer
20	Number of children requiring treatment from a health professional due to an injury following an incident of physical restraint	
21	Number of incidents of violence: <ul style="list-style-type: none"> a. Fights between children b. Violence towards staff c. Violence that required a child to be taken to hospital d. Other (please specify) 	a. b. c. d.
22	Number of incidents of bullying	
23	Number of children currently resident who you consider having been subject to child sexual exploitation	
24	Number of children currently resident who you consider having been subject to child criminal exploitation ¹	
25a	Number of times children absconded	
25b	Number of children who absconded	

Section 3: Restricting liberty of movement		
No.	Item	Answer
26a	Number of enforced single separations	
26b	Number of children (enforced single separations)	
26c	Number of enforced single separations that have lasted more than three hours	

¹ 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.' Home Office, ['Criminal exploitation of children and vulnerable adults: county lines'](#), September 2018.

Section 3: Restricting liberty of movement

No.	Item	Answer
27a	Number of 'managing away' incidents	
27b	Number of children ('managing away' incidents)	
27c	Number of 'managing away' incidents that have lasted more than three hours	

Section 5: Information on police call-outs to manage behaviour

Please do not include other instances of the police being called (for example, a child absconding), or of a child being arrested or convicted for reasons that are unconnected to the management of the child's behaviour within the home (for example, an incident outside the home).

29. Police call-outs to manage behaviour since the last full inspection

Child's initials	Date of police call-out	Was the child arrested? (Yes/No/ Not yet known)	Was the child convicted? (Yes/No/Not applicable/ Not yet known)

30. Update on police call-outs to manage behaviour reported at the previous full inspection, where the outcome was 'Not yet known'

Child's initials	Date of police call-out	Was the child arrested? (Yes/No/ Not yet known)	Was the child convicted? (Yes/No/Not applicable/ Not yet known)

Section 6: Education and training data requirements

No.	Item
31	Position statement (this can take the form of a business plan, a self-evaluation form or a self-assessment report)
32	Staffing list and what they teach/train
33	Timetables for education and training
34	Units of accreditation
35	Complete programme/course accreditation
36	Performance information, which sets out the individual educational progress of children

Section 7: Health

No.	Item
37	Health needs assessment
38	Clinical schedule (all services)
39	Governance meeting minutes since last full inspection
40	List of mandatory and associated training

Section 8: Staffing and other information

No.	Item	Answer
41.1	Does the registered manager hold the Level 5 diploma or equivalent? ^{2,3}	
41.2	Does the registered manager hold a Level 4 diploma or equivalent? ⁴	
41.3	If the answer to both 41.1 and 41.2 is no, please state the qualification held by the registered manager, or 'post vacant' if there is no registered manager in post	

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 they manage, or have managed, a home part time or have not managed a home for a 'prolonged period'.

³ 'Level 5' refers to the Level 5 Diploma in Leadership and Management for Residential Childcare introduced in January 2015. Please see [guidance on how to check for equivalent qualifications](#).

⁴ 'Level 4' refers to the NVQ Level 4 Leadership and Management for Care Services. Please see the [guidance on how to check for equivalent qualifications](#).

Section 8: Staffing and other information

No.	Item	Answer
42	Number of new staff in a care role since the last full inspection	
43	Number of staff in a care role who have left since the last full inspection (State if any leavers were a) dismissed or b) left while capability or disciplinary issues were being actively considered)	
43.1	How many times have agency or other non-permanent staff been used in a care role since the last full inspection? ⁵	
43.2	How many different members of agency or other non-permanent staff have been used in a care role since the last full inspection? ⁶	
Please answer the questions below referring only to current staff at the time of inspection. ⁷		
44.1	Number of permanent staff in a care role (people)	
44.2	How many of these permanent staff in a care role work part time only?	
45.1	Number of agency/other (non-permanent) staff in a care role (people)	
45.2	How many of these agency/other (non-permanent) staff work in a care role part time only?	
46	Number of staff in a care role with Diploma Level 3 or equivalent ⁸	
47.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed ⁹	

⁵ For information on how to answer this question, please see ['Instructions: counting staff'](#).

⁶ For information on how to answer this question, please see ['Instructions: counting staff'](#).

⁷ For information on how to answer this question, please see ['Instructions: counting staff'](#).

⁸ 'Level 3' refers to Level 3 Children and Young People's Workforce Diploma with social care pathway, NVQ 3 caring for children and young people and NVQ 3 health and social care.

⁹ 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 they work, or have worked, part time or have not worked in a home for a 'prolonged period'. See ['Instructions: counting staff'](#) for help calculating whether the relevant date has passed.

Section 8: Staffing and other information

No.	Item	Answer
47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	
47.3	How many of the staff who fall into the criteria for 47.1 are undertaking Diploma Level 3?	
47.4	Name(s) and expected qualification date(s) of staff in 47.3	
48	Number of all staff with a valid first-aid qualification	

Section 9: Organisational details

No.	Item	Answer
49.1	Has there been any change to the name or status of the organisation since the last full inspection?	
49.2	If yes, please give details	
50. 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) ¹⁰	Name	Role

¹⁰ RI stands for responsible individual. Please indicate whether the person listed is the RI using Y/N.

Section 10: Dates of checks and updates

No.	Item	
51	Name any policies that have been updated since the last full inspection	
No.	Item	Answer
52	Date statement of purpose was last updated	
53	Date children's guide was last updated	
54	Date of last annual assessment of the location of the home	
55	Date of last gas installations check	
56	Date of last portable appliance testing (PAT) check	
57	Date of last health and safety risk assessment	
58	Date of last health and safety check of the premises	
59	Date of last fire risk assessment	
60	Date of last fire service visit	
61	Date of last fire drill – day and night	Day: Night:
62	Employers' liability insurance – valid until:	

Section 11: Notable achievements

63. Please include information about any notable achievements of children currently living in the home since the last full inspection. Include anything you 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 12: Information on key people for each child

64. Please provide contact details of just the **key** people for each child currently on roll. This includes, where applicable: social worker, independent reviewing officer, missing coordinator for the police, youth offending service/youth offending team workers, independent advocate, parents or carers.

Note that 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

Guidance

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 they manage, or have managed, a home part time or 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 Services.

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'](#).

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 they work, or have worked, part time or have not worked in a home for a 'prolonged period'.

Level 3 diploma refers to Level 3 Children and Young People's Workforce Diploma with social care pathway, NVQ 3 caring for children and young people and NVQ 3 health and social care. For equivalent qualifications, please see Annex A of the DfE's ['Guide to the Children's Homes Regulations, including the quality standards'](#).

Please see 'Instructions: counting staff' on how to calculate the relevant date.

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 and those whose role is in another part of the organisation (for example, education staff who fill in care shifts).

Part-time staff in a care role

All members of staff in a care role who work less than full-time hours each 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.

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.

Instructions: counting staff

Some questions in the Annex A form can be difficult to answer. We've given definitions and examples for some of the questions below to help you.

The answers to the following items are counted since the last full inspection:

No.	Item	What to count
43.1	How many times have agency or other non-permanent staff been used in a care role since the last full inspection?	Count how many times your home has used agency and temporary staff in a care role since the last full inspection. Count each shift as one time. Do not count agency or temporary staff in non-care roles.
43.2	How many different members of agency staff or other non-permanent staff have been used in a care role since the last full inspection?	Count how many different members of agency and temporary staff in a care role have worked in the home since the last full inspection . Count each person once. If a person from an agency worked at the home for one day, but then the same person came back a month later to work for three days, that is counted as one. Do not count agency or temporary staff in non-care roles.

The answers to the following questions relate to **current** staff at the time of inspection. 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).

No.	Item	What to count
44.1	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 (for example, admin or maintenance)
44.2	How many of these permanent staff in a care role work part time only?	Of the staff in 44.1, 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.

No.	Item	What to count
45.1	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.
45.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	Of the staff in 45.1, how many work part time? Do not count permanent staff here. Count each person once.
46	Number of staff in a care role with Diploma Level 3 or equivalent	Count all of your staff in a care role who have the Diploma Level 3. It does not matter when they started in a care role, when they started at your home or when they received the diploma. Do not count staff in non-care roles, even if they have the qualification.
47.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	Count all full-time staff in a care role who have been in a care role for two years or more, whether or not they have the diploma. 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. Do not count staff in non-care roles, even if they have or are undertaking the qualification.
47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	The number here should be less than or equal to the answer to 47.1. Of the people you counted in 47.1, count all staff in a care role who have completed the Diploma Level 3. Staff who have the Diploma Level 3, but have been in a care role for less than two years should not be counted here. Do not count staff in non-care roles, even if they have the qualification.
47.3	How many of the staff who fall into the criteria for 47.1 are undertaking Diploma Level 3?	The number here should be less than or equal to the answer to 47.1. Of the people you counted in 47.1, count all staff in a care role who are working towards but have not completed the Diploma Level 3. 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. Do not count staff in non-care roles, even if they are undertaking the qualification.

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.

No.	Item	Answer
44.1	Number of permanent staff in a care role (people)	10
44.2	How many of these permanent staff in a care role work part time only?	-
45.1	Number of agency/other (non-permanent) staff in a care role (people)	-
45.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
46	Number of staff in a care role with Diploma Level 3 or equivalent	8
47.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	10
47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	8
47.3	How many of the staff who fall into the criteria for 47.1 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 two years, eight have completed the diploma since they joined the home, one completed it before they arrived and one is almost finished.

No.	Item	Answer
44.1	Number of permanent staff in a care role (people)	12
44.2	How many of these permanent staff in a care role work part time only?	-

45.1	Number of agency/other (non-permanent) staff in a care role (people)	-
45.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
46	Number of staff in a care role with Diploma Level 3 or equivalent	9
47.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	10
47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	9
47.3	How many of the staff who fall into the criteria for 47.1 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 47.1 to 47.3.

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.

No.	Item	Answer
44.1	Number of permanent staff in a care role (people)	14
44.2	How many of these permanent staff in a care role work part time only?	13
45.1	Number of agency/other (non-permanent) staff in a care role (people)	5
45.2	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.

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

47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	N/A
47.3	How many of the staff who fall into the criteria for 47.1 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 47.1 to 47.3.

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.

No.	Item	Answer
44.1	Number of permanent staff in a care role (people)	20
44.2	How many of these permanent staff in a care role work part time only?	20
45.1	Number of agency/other (non-permanent) staff in a care role (people)	-
45.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
46	Number of staff in a care role with Diploma Level 3 or equivalent	7
47.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	5
47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	7
47.3	How many of the staff who fall into the criteria for 47.1 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 (47.1). They can still be counted as staff with the diploma in 46. In 47.2, 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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