

Further guidance re Appendix A

To aid discussion with the nominated LA/LSCB link person

Case tracking case lists

- Please provide the child's:
 - ID
 - D.O.B
 - Gender
 - Ethnicity
 - Status (CIN; CP; LAC; Care leaver; closed etc.)
 - If LAC, current placement type and inside LA/out of authority status
 - Disability
 - Please number 1-18

- For children and young children and young people who are known to children's social care either because they have been the victims of CSE and/or have been identified as being at risk of being sexually exploited – please provide details going back over the last 12 months. For all other cohort, the data required is for the last 6 months.

- To be provided by 5pm on the Thursday prior to the on-site inspection. To discuss how this can be progressed securely.

Interviews – it is recognised that not all local authorities/LSCBs will have the same structures/designated roles. In discussion we can establish which individuals need to speak with the inspection team.

- Director of Children's Services
- CEX
- Independent Chair of the LSCB
- the designated senior local authority officer with lead responsibility for CSE
- the lead member for children's services
- the CSE coordinator and/or the manager of the CSE team if there is one
- the leads for performance management and quality assurance
- the MASH or Assessment Team Manager
- any other to reflect local arrangements

Small group meetings – again flexibility can be discussed to reflect local arrangements

- members of the CSE sub-group of the LSCB including representatives from the Police, Health, schools, the CAMHS commissioner and/or CAMHS lead, YOT and representatives of local voluntary organisations and commissioned services for CSE
- members of the multi-agency CSE operational group where individual cases are discussed
- members of the Children in Care Council and/or youth parliament
- any reference of support group for parents
- any other to reflect local arrangements

Interviews with children and young people, parents and carers

- Inspectors want to speak to as many children as possible although children and young people should not be taken out of school to meet with inspectors
- Where children and young people wish to speak with inspectors this can be via phone or in person
- The standard SIF leaflet will be used to introduce the inspection with children.

Data and documents - please can these be emailed to sar@ofsted.gov.uk by noon on Friday prior to the on-site inspection.

Timetabling

- Inspectors will arrive on-site for 11am on Monday and will have an initial team meeting until 12noon.
- On subsequent days please schedule activities to start from 9am.
- Please allow 15 minutes between meetings
- Please allow 2 hours for tracking of each case – ideally inspectors want to meet with the allocated social worker. In the absence of the social worker or for closed cases a team manager should attend. For the last 30 minutes of this meeting, inspectors would welcome any other partner professional attending to discuss the case.

- To ensure tracking of all 18 cases in the time available please can social workers meet inspectors at the inspector base. Social workers will need to be able to access the child's electronic case records.
- Allocation of cases to inspectors: the lead inspector will need to track one case per day; the other two inspectors need to track the remaining 14 cases with 1 on Monday and two on Tuesday, Wednesday and Thursday
- Please timetable at least an hour each day between 4-5.30pm for meetings or telephone calls with children and young people, parents and carers.
- The team will require a team meeting each evening between 5.30- 6.30pm
- Evidence gathering finishes at 5.30pm on Thursday
- Please allow time for the lead inspector on Thursday 3-5.30 to review evidence.
- Friday
 - 9-11.30am team collate evidence and prepare feedback
 - 11.30 -12.30 verbal feedback
 - 12.30pm team depart
- Please allow at least 30 minutes for lunch; inspectors do not need to share the same lunch slot.
- Please arrange for an inspector to spend 2 hours in the MASH/contact and referral team sampling cases alongside a team manager/decision maker
- Inspectors will use any available gaps for write up time

Practical arrangements

- Office space – inspectors will need access to children's electronic case records
- Office address and nearby parking
- Current health and safety issues