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T 0300 123 1231  
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Dear **Nominated person/Responsible individual**

### **Notice of inspection**

This letter is to confirm that Ofsted will be carrying out an inspection under the social care common inspection framework (SCCIF) of your adoption support agency, commencing on **inspection start date** and ending on **inspection end date**. The name of the inspector is **lead inspector** and he/she will contact you to discuss the inspection.

To ensure that the inspector's time is used effectively, we ask that you provide us with some information in advance of your inspection. Please complete the two forms that are available via the hyperlinks at the end of this letter:

- pre-inspection information for adoption support agencies
- adoption inspection case list form.

### **Case tracking and sampling**

The inspector will select cases to track and sample from the completed case list. The inspector will confirm as soon as possible which cases they intend to track. This will allow you to begin arranging for the inspector to speak to service users and relevant professionals (by visit or by telephone). The inspector will discuss the selection with you to ensure that visits or calls are appropriate.

Case files (either electronic or paper-based) will usually be discussed with the allocated worker (unless on leave), using their knowledge of the case, file structure and recording systems. In the absence of the allocated worker, please arrange for a suitable colleague to assist.

The records that the inspector will generally need to see are case files kept in relation to the provision of adoption support (including assessment reports and reviews and feedback from service users), supervision notes, team meeting notes and staff recruitment files.

The inspector will be sampling other cases during the inspection and will need time to incorporate this into their inspection programme.

## Meetings and discussions

We would also like you to arrange some meetings for the inspector and send the arrangements to them.

During the inspection, it is likely that the inspector would wish to speak to:

- a small group of staff from your agency
- a small group of service users, if appropriate
- a meeting with the manager and/or registered person (on each day of the inspection, if possible)
- relevant social workers
- relevant commissioners from local authorities.

If there are existing appropriate groups or meetings running, please do use these. Please also ensure there are at least 30 minutes between meetings. Meetings with groups should be on site wherever possible and may last up to an hour, although they may be shorter. Discussions with individuals may be held by telephone.

## Reports under national minimum standard (NMS) 25

Please send any reports made to the adoption support agency's provider/trustees, board members or management committee members under the adoption national minimum standards (NMS) 25 (please note that individual providers do not need to make reports under this standard).

## Returning documents to Ofsted

All information should be returned **within five working days of the date of this letter** by email to the inspector at [lead inspector email address](#) and copy in [inspection support team member email address](#). Please note that any sensitive information that you send by email should be anonymous or encrypted. You can find out more information about encryption at: [www.getsafeonline.org](http://www.getsafeonline.org).

Please contact the inspector as soon as possible if there are any problems with providing the required information.

The inspector will feed back their findings at the end of the inspection to key people in the agency or service that you identify. Please keep this number to a minimum.

Further information about SCCIF inspections of adoption support agencies is available at: [www.gov.uk/guidance/social-care-common-inspection-framework-sccif-adoption-support-agencies](http://www.gov.uk/guidance/social-care-common-inspection-framework-sccif-adoption-support-agencies).

The pre-inspection information form is available at: [www.gov.uk/government/publications/adoption-support-agencies-inspection-documents](http://www.gov.uk/government/publications/adoption-support-agencies-inspection-documents).

The adoption inspection case list is available at:  
[www.gov.uk/government/publications/adoption-support-agencies-inspection-documents](http://www.gov.uk/government/publications/adoption-support-agencies-inspection-documents).

Yours faithfully

>Name<

**Inspection support team**  
**Ofsted**