

Annex A. Request for information at a full inspection of a children's home

(2023–24)

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

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

Section 1: Information about children		
No.	Item	Answer
5	Number of children who came to live at the home	
6	Number of children who have left the home	
6a	Since the last inspection have you given immediate notice (36 hours or less) to any local authority who had a child placed with you?	
7	Number of children 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 went missing from the home	

Section 1: Information about children		
No.	Item	Answer
9b	Number of children who went missing from the home	
10	Number of children currently resident who you consider to be at risk of child sexual exploitation	
11	Number of children currently resident who you consider to be subject to child sexual exploitation	
12	Number of children currently resident who you consider to be at risk of child criminal exploitation ¹	
13	Number of children currently resident who you consider to be subject to child criminal exploitation	
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	
Questions SF1, SF1a and SF1b are for homes that offer short breaks only		
SF1	What has been your average operating capacity (as a percentage) in the past 12 months? ²	

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

² Short break-only homes (SF1): this question asks you to estimate your average operating capacity over the past 12 months compared with the number of children your home is registered for (as shown on your certificate) as a percentage. It does not matter whether the places offered were filled or not. Please answer SF1a and SF1b if there has been a reduction in the past 12 months. If there has not been a reduction, you can leave SF1a and SF1b blank.

Section 1: Information about children		
No.	Item	Answer
SF1a	<p>If this is a reduction (at SF1):</p> <p>What is the reason for this (brief text)?</p>	
SF1b	<p>For how much longer do you intend to keep this reduction in place (months)?</p>	
Questions SF2, SF2a and SF2b are for children's homes that do not offer short breaks		
SF2	<p>What has been your average occupancy level (as a percentage) in the past 12 months?³</p>	
SF2a	<p>If this is a reduction (at SF2):</p> <p>What is the reason for this (brief text)?</p>	
SF2b	<p>For how much longer do you intend to keep this reduction in place?</p>	

³ Question SF2: children's homes that do not offer short breaks: this question asks you to estimate your average occupancy over the past 12 months compared to the number of children your home is registered for (as shown on your certificate), as a percentage. It does not matter whether those places were filled. Please answer SF2a and SF2b if there has been a reduction. If there has been no reduction overall, you can leave SF2a and SF2b blank.

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	
19b	Number of children subject to these referrals	
20	Number of children who were subject to a deprivation of liberty order	

Section 3: Secure homes only – restricting liberty of movement

Note: 21a to 23b (which apply to secure children's homes only) are no longer included in this form. Secure children's home providers should complete the [secure children's homes Annex A](#) form.

Section 4: Short-break homes only

No.	Item	Answer
24.1	Total number of children currently using your service	
24.2	Number of children who received more than 75 days' care per year since last inspection	

Section 6: Information on police call-outs 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 for reasons that are unconnected to the management of the child's behaviour within the home (for example, an incident outside the home).

26. 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)

27. 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 7: Staffing and other information		
No.	Item	Answer
28.1	Does the registered manager hold the Level 5 diploma or equivalent (answer Yes or No)? ^{5,6}	Yes No
28.2	Does the registered manager hold a Level 4 diploma or equivalent (answer Yes or No)? ⁷	Yes No
28.3	If the answer to both 28.1 and 28.2 is no, please state the qualification held by the registered manager, or 'post vacant' if there is no registered manager 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?	
30.1	How many times have agency or other non-permanent staff been used in a care role since the full inspection? ⁸	
30.2	How many different members of agency or other non-permanent staff have been used in a care role since the last full inspection (insert number)? ⁹	
Please answer the questions below referring only to current staff at the time of inspection. ¹⁰		
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 (insert number)?	
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?	

⁵ 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 a home, or have managed a home, part time or have not managed a home for a 'prolonged period'.

⁶ 'Level 5' refers to the Level 5 Diploma in Leadership and Management for Residential Childcare introduced in January 2015. Please see [information on how to check for equivalent qualifications](#).

⁷ 'Level 4' refers to the NVQ Level 4 Leadership and Management for Care Services. Please see [information on how to check for equivalent qualifications](#).

⁸ For information on how to answer this question, see '[Instructions: counting staff](#)'.

⁹ For information on how to answer this question, see '[Instructions: counting staff](#)'.

¹⁰ For information on how to answer this question, see '[Instructions: counting staff](#)'.

Section 7: Staffing and other information		
No.	Item	Answer
33	Number of staff in a care role with Diploma Level 3 or equivalent ¹¹	
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed ¹²	
34.2	How many of the staff who fall into the criteria for 34.1 are qualified to Diploma Level 3?	
34.3	How many of the staff who fall into the criteria for 34.1 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	
SV1	How many staff vacancies (for staff in a care role) do you currently have?	

¹¹ '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.

¹² 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 part time or have not worked in a home for a 'prolonged period'. See [Instructions: counting staff](#) for help with 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 PEP/EHCP¹³ review of all children currently in placement.

Child's initials	Age	Date started to live the home	Name of placing local authority	Name of educational provision (the main provision if there is more than one)	Post code of educational provision	If the child has no education, training or employment, provide the date this started ¹⁴	Planned hours of education per week (if less than 25)	Actual hours of education per week (if less than 25)	Date of last PEP/EHCP review	Up-to-date care plan from local authority ? (Yes/No)

¹³ PEP: personal education plan; EHCP: Education, health and care plan.

¹⁴ The question 'If the child has no education, training or employment: date this started', refers to **the last date** the child received any education or training or were in employment. This means that if the child has no education, training or employment, you should insert the last date that they received any education or training or were in employment.

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 full inspection?	<div>Yes</div> <div>No</div>
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) ¹⁵	Name	Role

¹⁵ 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	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 safety certificate	
	This line intentionally blank	
45	Date of last health and safety risk assessment review	
46	Date of last health and safety check of the premises	
47	Date of last fire risk assessment review	
	This line intentionally blank	
49	Date of last fire drill	
50	Employers' liability insurance – valid until:	

Section 11: Linked education providers		
No.	Item	
51.1	Does the children's home arrange education for children living in the home, either within the home, in a converted part of the home, or in a separate building on the same site? ¹⁶	Yes: No:
51.2	If yes, is this arrangement a registered school? Please provide the education URN (a 6-digit code provided by the DfE on registration of the school).	

Please move on to the next question (question 52) on this form.

¹⁶ 'Education' includes teaching and tutoring whether arranged or provided directly by the home or through a school which operates in the home, in a converted part of the home, or in a separate building on the same site. It does not include ad-hoc or short term tutoring that is arranged in addition to the child's main school or education arrangements, or any education provided in the home by the school that the child is on roll for.

Section 12: Information on key people for each child

52. Please provide contact details of just the **key** people for each child currently on roll. This includes, 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, headteacher and form tutor. 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

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

Section 13: Other key people

53. 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.

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'](#) below 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 and are 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, those employed on a temporary contract or other staff (such as education staff who have a main non-care role but cover care shifts).

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
30.1	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, temporary or other 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.
30.2	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, temporary or other 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
31.1	Number of permanent staff in a care role (people)	How many staff do you have in a care role, not counting temporary, agency or other staff? Count each person once. Do not count staff in non-care roles (for example, admin or maintenance)
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, agency or other 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, temporary or other 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	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.
34.1	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.
34.2	How many of the staff who fall into the criteria for 34.1 are qualified to Diploma Level 3?	The number here should be less than or equal to the answer to 34.1. Of the people you counted in 34.1, 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.

No.	Item	What to count
34.3	How many of the staff who fall into the criteria for 34.1 are undertaking Diploma Level 3?	The number here should be less than or equal to the answer to 34.1. Of the people you counted in 34.1, 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
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 who fall into the criteria for 34.1 are qualified to Diploma Level 3?	8
34.3	How many of the staff who fall into the criteria for 34.1 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
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 who fall into the criteria for 34.1 are qualified to Diploma Level 3?	9
34.3	How many of the staff who fall into the criteria for 34.1 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 34.1 to 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.

No.	Item	Answer
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 who fall into the 34.1 criteria are qualified to Diploma Level 3?	N/A
34.3	How many of the staff who fall into the 34.1 criteria 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 34.1 to 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.

No.	Item	Answer
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

No.	Item	Answer
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 who fall into the criteria for 34.1 are qualified to Diploma Level 3?	7
34.3	How many of the staff who fall into the criteria for 34.1 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 (34.1). They can still be counted as staff with the diploma in 33. In 34.2, 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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