



Annex A. Request for information at a full inspection of a secure training centre

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

Item	Answer
Name of the centre:	
Name of person completing this form:	
Designation:	
Date:	

Section 1. Information about children

No.	Item	Answer
1	<p>The current population of the centre by: unique identifier, age, gender, ethnicity, legal status, whether the child is looked after, sentence type and duration, home area and date of release, specifying whether any children are due for release during the inspection period or shortly after it</p> <p>This should highlight children who have an identified learning disability or other learning style requirement</p> <p>This information should include the name, role and contact details (mobile phone number, landline number, email address) of key people for each child (where applicable), for example youth offending team worker, social worker, independent reviewing officer, parents/carers</p> <p>If needed continue on the 'Additional information page' at the end of the form</p>	
2	Number of children admitted to the centre	

Section 1. Information about children

No.	Item	Answer
3	Number of children who have left the centre	
4a	Details of the children due to leave the centre where it is not clear where they will move to and the centre has formally escalated the matter with the responsible authority. Please indicate where you are aware that the responsible authority has made extensive unsuccessful efforts to find a suitable placement	
4b	Details of children who have left the centre since the last full inspection where it was not clear where they would move to at the point of discharge and the centre had formally escalated the matter with the responsible authority. Please indicate where you are aware that the responsible authority had made extensive unsuccessful efforts to find a suitable placement	
5	Number of children who have left the centre to move to another provision under the Mental Health Act 1983	

Section 2. Safeguarding

No.	Item	Answer
6a	Number of safeguarding referrals made to local authority children's services	

Section 2. Safeguarding

No.	Item	Answer
6b	Number of safeguarding referrals made to local authority designated officer	
7	Number of children subject to these referrals	
8	Number of safeguarding referrals to local authority children's services relating to the risk of radicalisation	
9a	Number of allegations made against staff	
9b	Number of children making these allegations	
10	Number of children who have been the subject of suicide and self-harm plans	
11	Number of children currently at the centre who are the subject of Assessment, Care in Custody and Team Work (ACCT) or suicide and self-harm plans	
12a	Number of incidents of attempted suicide	
12b	Number of incidents of self-harm/attempted suicide that required hospital treatment	
12c	Number of incidents where anti-ligature clothing has been used	
12d	Other restrictions (provide detail)	
13	Number of incidents of bullying	

Section 3. Information relating to children's care and safety

No.	Item	Answer
14	Number of incidents where pain-inducing techniques were used	
15	Number of times handcuffs were used in physical restraint or use-of-force incidents	
16	Number of times handcuffs were used during mobility/temporary release	
17	Number of incidents where personal protective equipment was used (for example, shield or helmet) during an incident	
18	Number of children involved in these incidents	
19	Total number of physical restraint incidents that each child has been subject to. Please include a separate total for each child	
20	Number of children requiring treatment from a health professional due to an injury following an incident of physical restraint or use of force	

Section 3. Information relating to children's care and safety

No.	Item	Answer
21a	Number of incidents of violence	
21b	Any incidents that required a child to be taken to hospital	
22a	Number of fights between children	
22b	Any incidents that required a child to be taken to hospital	
23	Number of complaints made by children	
24	Number of complaints from others (such as parents, placing authorities or YOS)	
25a	Temporary release: (i) number (ii) purpose	
25b	Mobility: (i) number (ii) purpose	

Offence-focused work

No.	Item	Answer
26a	A list of the interventions carried out at the centre	
26b	Total number of children who have completed interventions by type	
26c	Review of interventions and their impact (report)	

27	Number of visits to children by family or friends. Please specify types of visits, such as 'enhanced', 'family' or 'specific/special'	
28	Information relating to consultation and engagement with children (such as unit meeting minutes or children's council meetings minutes)	

Section 4. Staffing and other information

29. Current organisation structure of the secure training centre with names of all senior staff and job titles, including staffing structures for health and education, and any vacancies.

No.	Item	Answer
30	Total number of staff employed and contracted	
31	Number of new staff since the last full inspection	
32	Number of staff who have left since the last full inspection. State whether any leavers were dismissed or left while capability or disciplinary issues were being actively considered	
33	Staff sickness rates	
34	Number of current disciplinary actions, including the number and details of any suspended staff	
35	Number of staff with a qualification relevant to working with children and the type of qualification	

Section 5. The functioning and activities of the centre

No.	Item
36	<p>Timetable of events during the inspection, including:</p> <ul style="list-style-type: none"> ■ children’s remand, planning, resettlement review meetings ■ child protection, safeguarding meetings and conferences ■ planned admissions and discharges ■ details of any family or professional visits ■ children’s consultation meetings ■ others that the centre wish to bring to inspector’s attention
37	Any improvement action plan(s) since the previous inspection
38	The centre’s strategic plan(s)
39a	<p>Meeting minutes and/or reports related to:</p> <ul style="list-style-type: none"> (a) self-harm (b) risk management (c) child protection and allegations (d) physical restraint, use of force (e) assaults (f) bullying, (g) single separation, removal from association (h) equality and diversity (i) rewards and sanctions (j) searching (k) handcuff use (l) resettlement/transitions activity/information, resettlement strategy, temporary release/mobilities (m) public protection database (n) early release information (o) interventions

Section 6. Education and training data requirements

No.	Item
40	Position statement (this can include or refer to business or improvement plans, self-evaluation forms or a self-assessment report)
41	Staffing list and what they teach/train, including qualifications
42	Timetables for education, training and enrichment activities during the on-site inspection
43	All academic and vocational areas included in the curriculum
44	The name and level of all qualifications delivered
45	Performance information, which sets out the educational progress of individual children

Section 7: Health

No.	Item
46a	Clinical service schedule
46b	Health and wellbeing strategy
46c	Governance structures for health staff
46d	Two latest quality reports for NHSE
47a	Health provision and planning audits
47b	Medication and policy audits
47c	Training needs analysis and training compliance for all health staff
47d	Benchmarking against national guidance (STAIRS) and action plan
49a	Children's feedback
49b	Stakeholders feedback
50	Learning from incidents/complaints/feedback

Section 8. Dates of checks and updates

No.	Item	Answer
51	Date children's guide/information was last updated	
52	Name any policies that have been updated since the last full inspection	
53	Date of last gas safety certificate	
54	Date of last portable appliance testing (PAT) check	
55	Date of last health and safety risk review	
56	Date of last health and safety check of the premises	
57	Date of last fire risk assessment review	
58	Date of last fire service visit (include any recommendations made by the fire authority and actions taken by the centre)	
59	Date of last fire drill – day and night	Day: Night:
60	Employers liability insurance – valid until:	

Section 9. Other information

No.	Item	Answer
61a	The number of times police have been called to the centre and the reasons	
61b	Initials and the details of any children who were: arrested	
61c	Initials and the details of any children who were: charged	
61d	Initials and the details of any children who were: convicted	
62	Any other matters or information that the inspectorates need to consider during the inspection	

Section 10. Additional information

If needed, use this section to provide additional information



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