# 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**.

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

| **Section 1. Information about children** | | |
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| **No.** | **Item** | **Answer** |
| 1 | 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  This should highlight children who have an identified learning disability or other learning style requirement  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  If needed continue on the ‘Additional information page’ at the end of the form |  |
| 2 | Number of children admitted to the centre |  |
| 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 | | |
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| **No.** | **Item** | **Answer** |
| 6a | Number of safeguarding referrals made to local authority children's services |  |
| 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 | | |
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| **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 |  |
| 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:   1. number 2. purpose |  |
| 25b | Mobility:   1. number 2. purpose |  |

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| 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) |  |

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| 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) |  |

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| Section 4. Staffing and other information |

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| 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 | Timetable of events during the inspection, including:   * 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 | Meeting minutes and/or reports related to:   1. self-harm 2. risk management 3. child protection and allegations 4. physical restraint, use of force 5. assaults 6. bullying, 7. single separation, removal from association 8. equality and diversity 9. rewards and sanctions 10. searching 11. handcuff use 12. resettlement/transitions activity/information, resettlement strategy, temporary release/mobilities 13. public protection database 14. early release information 15. interventions |

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| Section 6. Education and training data requirements |

| **No.** | **Item** |
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| 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 |
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| **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 | | |
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| **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: |  |

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| **Section 9. Other information** |

| **No.** | **Item** | **Answer** |
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| 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** |
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| If needed, use this section to provide additional information |
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