

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

(2024–25)

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 and designation of person completing this form:	
4	Date completed:	

Section 1. Information about children		
No.	Item	Answer
5	Number of children resident at the time of inspection	
6	Number of children who came to live at the home	
7	Number of children who have left the home	

Section 1. Information about children

No.	Item	Answer
8a	<p>Details of the children due to leave the home where it is not clear where they will move to and the home has formally escalated the matter with the placing local authority.</p> <p>Please indicate where you are aware that the placing local authority has made extensive unsuccessful efforts to find a suitable placement</p>	
8b	Number of children who have left the home to move to another provision because they were made subject to the Mental Health Act 1983	
8c	Since the last inspection have you given immediate notice to any local authority who had a child placed with you? ¹	

Children granted temporary release/mobility

No.	Item	Answer
9a	<p>Temporary release (sentenced children)</p> <p>(i) Total number of temporary releases</p> <p>(ii) Number of children</p> <p>(iii) Purpose</p>	<p>(i)</p> <p>(ii)</p> <p>(iii)</p>
9b	<p>Mobility</p> <p>(i) Total number of mobilities</p> <p>(ii) Number of children</p> <p>(iii) Purpose</p>	<p>(i)</p> <p>(ii)</p> <p>(iii)</p>

¹ 'Immediate notice' is defined as where notice of 36 hours or less is given.

10a	Number of complaints from children	
10b	Number of children making complaints	
11a	Number of complaints from others	
11b	Number of children involved in these complaints	
12a	Number of sanctions given	
12b	Number of children given sanctions	

Offence-focused work (sentenced children)		
No.	Item	Answer
13a	A list of the interventions carried out at the home	
13b	Total number of children who have completed interventions by type	

SF4	What has been your average occupancy level (as a percentage) in the past 12 months? ²	
SF4a	If this is a reduction (at SF4): What is the reason for this (brief text)?	
SF4b	For how much longer do you intend to keep this reduction in place?	

Section 2. Safeguarding

No.	Item	Answer
14a	Number of safeguarding referrals made to local authority children's services	
14b	Number of safeguarding referrals made to local authority designated officer (LADO)	
14c	Number of children subject to these referrals	

² Question SF4: 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 or not. Please answer SF4a and SF4b if there has been a reduction. If no reduction overall you can leave SF4a and SF4b blank.

Section 2. Safeguarding		
No.	Item	Answer
15a	Number of allegations made against staff	
15b	Number of children making these allegations	
15c	Number of staff subject to these allegations	
16a	Number of safeguarding referrals relating to risk of radicalisation	
16b	Number of children subject to these referrals	
17	Number of incidents of: <ul style="list-style-type: none"> a. Attempted suicide b. Self-harm c. Self-harm/attempted suicide that required hospital treatment d. Anti-ligature clothing having been used e. Other restrictions (provide details) 	a. b. c. d. e.
18a	Number of incidents of physical restraint	
18b	Number of children involved in these incidents	

Section 2. Safeguarding		
No.	Item	Answer
18c	Total number of physical restraint incidents that each child has been subject to	
19	Number of incidents where: <ul style="list-style-type: none"> a. Pain-inducing disengagement was used by staff b. Number of children involved in these incidents c. Personal protective equipment was used by staff (for example, shield or helmet) d. Number of children involved in these incidents 	<ul style="list-style-type: none"> a. b. c. d.
20	Number of children requiring treatment from a health professional due to an injury following an incident of physical restraint	

Section 2. Safeguarding		
No.	Item	Answer
21	Number of incidents of violence: <ul style="list-style-type: none"> a. Fights between children b. Violence towards staff c. Violence that required a child to be taken to hospital d. Other (please specify) 	a. b. c. d.
22	Number of incidents of bullying	
23	Number of children currently resident who you consider having been subject to child sexual exploitation	
24	Number of children currently resident who you consider having been subject to child criminal exploitation ³	
25a	Number of times children absconded	
25b	Number of children who absconded	

³ 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.' Home Office, ['Criminal exploitation of children and vulnerable adults: county lines'](#), September 2018.

Section 3. Restricting liberty of movement

No.	Item	Answer
26a	Number of enforced single separations	
26b	Number of children (enforced single separations)	
26c	Number of enforced single separations that have lasted more than three hours	
27a	Number of 'managing away' incidents	
27b	Number of children ('managing away' incidents)	
27c	Number of 'managing away' incidents that have lasted more than three hours	

Section 5. Information on police call-outs to manage behaviour

Please do not include other instances of the police being called (for example, a child absconding), 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).

29. 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)

30. 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 6. Education and training data requirements

No.	Item
31	Position statement (this can include or refer to business or improvement plans, self-evaluation forms or a self-assessment report)
32	Staffing list and what they teach/train, including their qualifications
33	Timetables for education, training and enrichment activities during the on-site inspection
34	All academic and vocational areas included in the curriculum
35	The name and level of all qualifications delivered
36	Performance information, which sets out the educational progress of the children placed at the home

Section 7. Health

No.	Item
37a	Clinical service schedule
37b	Health and wellbeing strategy
37c	Governance structures for health staff
37d	Two latest quality reports for NHSE
38a	Health provision and planning audits
38b	Medication and policy audits
38c	Training needs analysis and training compliance for all health staff
38d	Benchmarking against national guidance (STAIRS) and action plan
39a	Children's feedback
39b	Stakeholders feedback
40	Learning from incidents/complaints/feedback

Section 8. Staffing and other information		
No.	Item	Answer
41.1	Does the registered manager hold the Level 5 diploma or equivalent? (answer Yes or No) ^{4,5}	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
41.2	Does the registered manager hold a Level 4 diploma or equivalent? (answer Yes or No) ⁶	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
41.3	If the answer to both 41.1 and 41.2 is 'no', please state the qualification held by the registered manager, or 'post vacant' if there is no registered manager in post	
42	Number of new staff in a care role since the last full inspection	
43	Number of staff in a care role who have left since the last full inspection (State if any leavers were a) dismissed or b) left while capability or disciplinary issues were being actively considered)	
43.1	How many times have agency or other non-permanent staff been used in a care role since the last full inspection? ⁷	

⁴ 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'.

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

⁶ 'Level 4' refers to the NVQ Level 4 Leadership and Management for Care Services. Please see the [guidance on how to check for equivalent qualifications](#).

⁷ For information on how to answer this question, please see '[Instructions: counting staff](#)'.

Section 8. Staffing and other information

No.	Item	Answer
43.2	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)? ⁸	

Please answer the questions below referring only to **current** staff at the time of inspection.⁹

No.	Item	Answer
44.1	Number of permanent staff in a care role (people)	
44.2	How many of these permanent staff in a care role work part time only (insert number)?	
45.1	Number of agency/other (non-permanent) staff in a care role (people)	
45.2	How many of these agency/other (non-permanent) staff work in a care role part time only?	
46	Number of staff in a care role with Diploma Level 3 or equivalent ¹⁰	
47.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed ¹¹	
47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	
47.3	How many of the staff who fall into the criteria for 47.1 are undertaking Diploma Level 3?	

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

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

¹⁰ ‘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.

¹¹ 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’. See [‘Instructions: counting staff’](#) for help calculating whether the relevant date has passed.

47.4	Name(s) and expected qualification date(s) of staff in 47.3	
48	Number of all staff with a valid first-aid qualification	
SV1	How many staff vacancies (for staff in a care role) do you currently have?	

Section 9. Organisational details

No.	Item	Answer
49.1	Has there been any change to the name or status of the organisation since the last full inspection?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
49.2	If 'yes', please give details	

50. 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.

Role	Name
Responsible individual (RI)	

Section 10. Dates of checks and updates

No.	Item	Answer
51	Name any policies that have been updated since the last full inspection	
52	Date statement of purpose was last updated	
53	Date children's guide was last updated	
54	Date of last annual assessment of the location of the home	
55	Date of last gas safety certificate	
		This line left intentionally blank
57	Date of last health and safety risk assessment review	
58	Date of last health and safety check of the premises	
59	Date of last fire risk assessment review	
		This line left intentionally blank
61	Date of last fire drill	
62	Employers' liability insurance – valid until:	

Please move on to the next question (question 63) on this form

Section 13. Additional information

If needed, use this section to provide additional information

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' 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, who are also 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 or those employed on a temporary contract or other staff (such as those who have a main non-care role but fill in care shifts, e.g., education staff who fill in 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
43.1	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 or temporary or other non-permanent 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.
43.2	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 or temporary or other non-permanent 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
44.1	Number of permanent staff in a care role (people)	How many staff do you have in a care role, not counting temporary or agency or other non-permanent staff? Count each person once. Do not count staff in non-care roles (for example, admin or maintenance)
44.2	How many of these permanent staff in a care role work part time only?	Of the staff in 44.1, how many work part time? Do not count temporary or agency or other non-permanent staff here. Count each person once. This total should be equal to or below the total number of permanent staff.
45.1	Number of agency/other (non-permanent) staff in a care role (people)	This is where you count agency and temporary or other non-permanent staff in a care role. Count each person once. Do not count staff in non-care roles.
45.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	Of the staff in 45.1, how many work part time? Do not count permanent staff here. Count each person once.
46	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.
47.1	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.

No.	Item	What to count
47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	The number here should be less than or equal to the answer to 47.1. Of the people you counted in 47.1, 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.
47.3	How many of the staff who fall into the criteria for 47.1 are undertaking Diploma Level 3?	The number here should be less than or equal to the answer to 47.1. Of the people you counted in 47.1, 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
44.1	Number of permanent staff in a care role (people)	10
44.2	How many of these permanent staff in a care role work part time only?	-
45.1	Number of agency/other (non-permanent) staff in a care role (people)	-
45.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
46	Number of staff in a care role with Diploma Level 3 or equivalent	8
47.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	10
47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	8

47.3	How many of the staff who fall into the criteria for 47.1 are undertaking Diploma Level 3?	2
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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
44.1	Number of permanent staff in a care role (people)	12
44.2	How many of these permanent staff in a care role work part time only?	-
45.1	Number of agency/other (non-permanent) staff in a care role (people)	-
45.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
46	Number of staff in a care role with Diploma Level 3 or equivalent	9
47.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	10
47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	9
47.3	How many of the staff who fall into the criteria for 47.1 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 47.1 to 47.3.

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
44.1	Number of permanent staff in a care role (people)	14
44.2	How many of these permanent staff in a care role work part time only?	13
45.1	Number of agency/other (non-permanent) staff in a care role (people)	5
45.2	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.

46	Number of staff in a care role with Diploma Level 3 or equivalent	9
47.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	-
47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	N/A
47.3	How many of the staff who fall into the criteria for 47.1 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 47.1 to 47.3.

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
44.1	Number of permanent staff in a care role (people)	20
44.2	How many of these permanent staff in a care role work part time only?	20
45.1	Number of agency/other (non-permanent) staff in a care role (people)	-
45.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
46	Number of staff in a care role with Diploma Level 3 or equivalent	7
47.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	5
47.2	How many of the staff who fall into the criteria for 47.1 are qualified to Diploma Level 3?	7
47.3	How many of the staff who fall into the criteria for 47.1 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 (47.1). They can still be counted as staff with the diploma in 46. In 47.2, 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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