29	/03	/17	

COVENTRY CHILDREN'S QAF PLAN - 2017

HELP AND PROTECTION

	ER - SC	

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ост	NOV	DEC	COMMENTS
Case File Audit	Monitor case records against good quality assessment standards with practitioners, planning, and management analysis, and decision-making, evidence of multi-disciplinary activity, audit at transfer or step down point to be recorded. 1 per manager													Each manager to audit 1 case on a quarterly basis
Observation of Practice	Observe Quality of Practice. Complete 1 Practice Observation e.g. home visits/core groups/LAC reviews													Each manager to complete an observation of practice, 3 times per year
Supervision Assessments Plans	Supervision, Assessments & Plans													Each manager to review 3 plans per year (1 per quarter)

TEAM MANAGER - SOCIAL CARE

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ост	NOV	DEC	COMMENTS
Case File	1 x Case File Audit per manager - Audit case records against quality standards with practitioners to include themes such as DV and Neglect													Each manager to audit 1 case as per schedule
Re-Audit Case File	1 x Case File Audit per manager - Identify possible trends, gaps and issues that warrant further analysis and action													Each manager to re-audit 1 case twice yearly
Supervision Assessments Plans	Supervision, Assessments & Plans													Each manager to review 1 plan, twice yearly

29/03/17	COV	/EN	TRY	CH	ILD	REN	I'S C	QAF	PLA	\N -	201	. 7		
EARLY HELP A	ND PREVENTION													
SERVICE MANA	GER - Early Help & C&FF													
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
Supervision Observation	Supervision observation to assess how well we support our workforce to deliver the best for children and families. Complete 1 supervision observation													Each manager to observe Supervision, 3 times per year. To commence in June
Reflective	Qualitative reflective practice case audit to assess how well we are helping children and families. Identify possible trends, gaps and issues that warrant further analysis and action													Each manager to audit 1 case. To commence in July
Re-Audit	Re-audit of qualitative reflective practice case to assess how well we are helping children and families. Identify possible trends, gaps and issues that warrant further analysis and action													Each manager to re-audit 1 case in October
TEAM MANAGE	R - C&FF													
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
Case File	1 x Case File Audit - Audit case records against quality standards													Each manager to audit 1 case as per schedule
Re-Audit Case File	1 x Case File Re- Audit - Identify possible trends, gaps and issues that warrant further analysis and action													Each manager to re-audit 1 case as per schedule
CHILDREN'S CEN	NTRE MANAGERS		1	1			1							
TASK	PURPOSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	
Practice Case Audit	Monitor CAF case records against good quality assessment standards with practitioners, planning and management analysis and decision making. Evidence of multi-disciplinary activity, audit at transfer or step down point to be recorded													Each manager to complete 1 Practice Case audit as per schedule
Practice Observation	Observe a supervision led by a senior reporting directly to the team manager													Each manager to complete an observation, twice yearly
CAF CO-ORDINA	ATORS													
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
Reflective Practice Case Audit	Compliance and qualitative reflective practice case audit to assess how well													Each co-ordinator to complete audit as per schedule commencing in June

29/03/17

COVENTRY CHILDREN'S QAF PLAN - 2017

SAFEGUARDING, EARLY HELP AND PREVENTION

-	CENHOD LEADEDCHID	 Development Constitution (Constitution Constitution Const	Brooks; Lee Pardy-McLaughlin

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ост	NOV	DEC	COMMENTS
Social Care Case File	Monitor 1 x case records against good quality assessment standards with practitioners, planning, and management analysis, and decision-making, evidence of multi-disciplinary activity, audit at transfer or step down point to be recorded.													Each member of SLT to audit 1 SC case as per schedule
Early Help Reflective (CAF)	1 x Qualitative reflective practice case audit to assess how well we are helping children and families. Identify possible trends, gaps and issues that warrant further analysis and action.													Each member of SLT to audit 1 Early Help case as per schedule

Visit LAC in Placement

TASK	PURPOSE	VISIT PER MONTH	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
	Safeguarding visits of LAC placed out of City. Visit LAC in placement - Ascertain wishes and feelings	1													To complete 2 visits per year
	Safeguarding visits of LAC placed out of City. Visit LAC in placement - Ascertain wishes and feelings	1													To complete 2 visits per year
	Safeguarding visits of LAC placed out of City. Visit LAC in placement - Ascertain wishes and feelings	1													To complete 2 visits per year
	Safeguarding visits of LAC placed out of City. Visit LAC in placement - Ascertain wishes and feelings	1													To complete 2 visits per year
	Safeguarding visits of LAC placed out of City. Visit LAC in placement - Ascertain wishes and feelings	1													To complete 2 visits per year

Quality Assurance

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ост	NOV	DEC	COMMENTS
Neil Macdonald - Quality Assure Audit Process	Ensure Audits conducted are reviewed and assessed against good quality audit to ensure consistency across the service													Process and timescale to be agreed

COVENTRY CHILDREN'S QAF PLAN - 2017 29/03/17 **QUALITY AND PERFORMANCE IRO & CP CHAIRS** TASK **PURPOSE** JAN FEB MAR APRIL MAY JUNE JULY AUG SEP OCT NOV DEC COMMENTS 4 x Case File Audit - Audit case records against quality standards with To audit 4 x cases as per schedule Case File practitioners (2 IRO & 2 CP Chairs) 4 x Case File Audit - Identify possible trends, gaps and issues that warrant To re-audit 4 x cases as per schedule Re-Audit further analysis and action (2 IRO & 2 CP Chairs) 4 x Cases -Dip Sampling - Identify possible trends, gaps and issues that To 'dip sample' 4 x cases (themes tbc) twice yearly Dip Sample warrant further analysis and action (2 IRO & 2 CP Chairs) IRO MANAGER TASK **PURPOSE** JAN FEB MAR APRIL MAY JUNE JULY AUG SEP ОСТ NOV DEC COMMENTS Monitor quality of 2 x LAC review records To complete 2 x Reviews; 3 times per year LAC Review To dip sample minutes of at least 2 cases; 3 times per Dip Sample Review Minutes of IRO Meetings vear Observe quality of practice - Complete at least 1 practice observations. E.g., Observation of Practice home visits/core groups/LAC Reviews/Conferences. Dedicated feedback to To complete 2 x observations at least twice yearly worker CP CHAIR MANAGER **TASK PURPOSE** JAN FEB MAR APRIL MAY JUNE JULY AUG SEP ОСТ NOV DEC COMMENTS Monitor quality of 2 x CP Conference records To complete 2 x Reviews; 3 times per year **CP Review** To dip sample minutes of at least 2 cases; 3 times per Dip Sample Review Minutes of CP Meeting vear Observe quality of practice - Complete at least 1 practice observations. E.g., Observation of Practice home visits/core groups/LAC Reviews/Conferences. Dedicated feedback to To complete 2 x observations at least twice yearly worker **DESIGNATED OFFICERS**

TASK

DO/LAC

PURPOSE

Review of LADO case progression and ensure child protection measures

have been identified and delivered

JAN

FEB

MAR

APRIL

MAY

JUNE

JULY

AUG

SEP

ОСТ

NOV

DEC

COMMENTS

To be aligned with existing programme

29/03/17

COVENTRY CHILDREN'S QAF PLAN - 2017

QUALITY AND PERFORMANCE - COMMISSIONING

QUALITY AND	PERFORMANCE - COMMISSIONING													
RESIDENTIAL														
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	IIIIV	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
TASK	Quarterly visit to all Coventry Hexagon block provision	JAIN	120	WAR	ALINE	WAI	JOINE	JOLI	AGG	<u> </u>	001	100	DEC	CONNINIENTS
	6 weekly contract meetings with Hexagon													
	Quarterly visit to the Verve and Progress Coventry provision													
	Ad-hoc visits to Out of City spot provision													
	Annual self -assessment													
	Obtain and monitor action plans for all Inadequate and Requires Improvement providers													
	Monthly reporting on Ofsted ratings and issues to Corporate Parenting Board													
	Monthly review of Reg 44 reports to identify issues and concerns.													
	As required responses to complaints and issues													
FOSTERING														
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
	Quarterly review of placements to identify top 5 Providers (80% of provision)													
	Quarterly feedback from social workers and IROs on placements with top 5 Providers													

	Quarterly contract meetings with top 5 Providers to review placement stability, outcomes, contract issues and sufficiency													
	Obtain and monitor action plans for all Inadequate and Requires Improvement providers													
	Annual self assessment													
	As required responses to complaints and issues													
SUPPORTED AC	COMMODATION													
TASK	COMMODATION	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
	SARP panel to review cases of young people at risk of eviction													
	Quarterly monitoring returns from all block and spot providers to measure occupancy, safeguarding issues, inter-agency working and feedback from stakeholders and residents.													
	Quarterly visits to block and spot providers where concerns are identified during the quarter e.g. complaints, placement breakdowns.													
	Annual self assessment													
	As required responses to complaints and issues													
ALL PROVISION														
TASK		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
	Bi-Monthly audit of placements to review identification of risk and need, recording, matching, coordination between agencies and the quality of the placement													
	Six weekly market management meeting with placements and social care to review all quality issues during the quarter													

29/03/17	COVENT	RY (CHIL	.DR	EN'S	SSE	RVI	CES	QA	F Pl	.AN	- 20)17	
YOUTH OFFEN	DING SERVICES													
SERVICE MANAG	GER													
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
YJB National Standards	To identify a set of National standards which must be audited to include QA of Quality and adherence to timeliness targets													
CASE MANAGER	S													
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
Case File	1 x Case File Audit - Audit case records against learning actions from our HMIP Short Quality Screening Action Plan													
Case File	To participate in Safeguarding Board Audits, in line with their audit timetable													
National Standard Contact	Monthly levels of national standard contact													

29/03/17

COVENTRY CHILDREN'S SERVICES QAF PLAN - 2017

LOOKED AFTER CHILDREN

LOUKED AFTER CHILDREN														
ROUTE 21 SERVI	CE MANAGER													
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
Case File	Monitor case records against good quality assessment standards with practitioners, planning, and management analysis, and decision-making, evidence of multi-disciplinary activity, audit at transfer or step down point to be recorded													To audit 1 case on a quarterly basis
Observation of Practice	Observe Quality of Practice. Complete 1 Practice Observation e.g. home visits/core groups/LAC reviews													To complete an observation of practice, 3 times per year
Supervision Assessments Plans	Supervision, Assessments & Plans													To review 3 plans per year as per schedule
ROUTE 21 - TEAM MANAGERS														
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
Case File	Monitor case records against good quality assessment standards with practitioners, planning, and management analysis, and decision-making, evidence of multi-disciplinary activity, audit at transfer or step down point to be recorded													Each manager to audit 1 case as per schedule
Re-Audit Case File	1 x Case File Audit - Identify possible trends, gaps and issues that warrant further analysis and action													Each manager to re- audit 1 case as per schedule
Supervision Assessments Plans	Supervision, Assessments & Plans													Each manager to review 1 plan , twice yearly
CHILDREN'S DISA	ABILITY - SERVICE MANAGER													
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
Case File	Monitor case records against good quality assessment standards with practitioners, planning, and management analysis, and decision-making, evidence of multi-disciplinary activity, audit at transfer or step down point to be recorded													To audit 1 case on a quarterly basis
Observation of Practice	Observe Quality of Practice. Complete 1 Practice Observation e.g. home visits/core groups/LAC reviews													To complete an observation of practice, 3 times per year

Supervision Assessments Plans	Supervision, Assessments & Plans													To review 3 plans per year as per schedule
CHILDREN'S DISABILITY - TEAM MANAGERS														
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ост	NOV	DEC	COMMENTS
Case File	Monitor case records against good quality assessment standards with practitioners, planning, and management analysis, and decision-making, evidence of multi-disciplinary activity, audit at transfer or step down point to be recorded													Each manager to audit 1 case as per schedule
	1 x Case File Audit - Identify possible trends, gaps and issues that warrant further analysis and action													Each manager to re-audit 1 case as per schedule
Supervision Assessments Plans	Supervision, Assessments & Plans													Each manager to review 1 plan , twice yearly
FOSTERING AND ADOPTION - SERVICE MANAGERS														
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ост	NOV	DEC	COMMENTS
and Actions	Independent Regulation 44 visits of Children's Homes to undertake the role of Independent visitor and QA standards of care. Strategic Manager to quality assure all visits and ensure actions are taken forward													Each manager to complete 1 x visit, 3 times per year
I ()hservation of Practice I	Observe Quality of Practice. Complete 1 Practice Observation e.g. home visits/core groups/LAC reviews													To complete an observation of practice, 3 times per year
FOSTERING AND	ADOPTION - TEAM MANAGERS													
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
I Case File	1 x Case File Audit - Audit case records against quality standards with practitioners													Each manager to audit 1 case as per schedule
Fostering and Adoption	Monitor support given to adopters/foster carers including supervision, training etc.													Each manager to monitor support provided to families as per schedule (number tba)
LONG-TERM LOC	OKED AFTER CHILDREN - SERVICE MANAGER													
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS

Case File	Monitor case records against good quality assessment standards with practitioners, planning, and management analysis, and decision-making, evidence of multi-disciplinary activity, audit at transfer or step down point to be recorded							To audit 1 case on a quarterly basis
Observation of Practice	Observe Quality of Practice. Complete 1 Practice Observation e.g. home visits/core groups/LAC reviews							To complete an observation of practice, 3 times per year
Supervision Assessments Plans	Supervision, Assessments & Plans							To review 3 plans per year as per schedule

LONG TERM LO	ONG TERM LOOKED AFTER CHILDREN - TEAM MANAGERS														
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ост	NOV	DEC	COMMENTS	
Case File	Monitor case records against good quality assessment standards with practitioners, planning, and management analysis, and decision-making, evidence of multi-disciplinary activity, audit at transfer or step down point to be recorded													Each manager to audit 1 case as per schedule	
Re-Audit Case File	1 x Case File Audit - Identify possible trends, gaps and issues that warrant further analysis and action													Each manager to re-audit 1 case as per schedule	
Supervision Assessments Plans	Supervision, Assessments & Plans													Each manager to review 1 plan , twice yearly	

29/03/17	COVENTRY CHILDREN'S SERVICES QAF PLAN - 2017													
EXTERNAL AU	EXTERNAL AUDIT													
EXTERNAL AUDI	EXTERNAL AUDITORS													
TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
Case File	Case file audit to assess how well thresholds are being applied. 150 cases to be audited based on a thematic rota. Strategic Improvement Lead for Improvement to compile a report based on findings												1	150 x Case file audits to be conducted in January/February 150 x Case file audits to be conducted in September/October

29/03/17 COVENTRY CHILDREN'S SERVICES QAF PLAN - 2017														
AUDIT THEMES														
THEME	PURPOSE OF AUDIT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	ОСТ	NOV	DEC	COMMENTS
Full Case File Audit	To audit case records against quality standards. Re-audit will identify possible trends, gaps and issues that warrant further analysis and action													Re-audit: February and August
CP Plans over 18 Months	To identify possible trends, gaps and issues that warrant further analysis and action													
Emerging Themes from External Audits	To audit themes arising from the audits completed by the External Auditors that raise areas of concern													
Re-referrals (within 12 months of previous referral)	To identify any themes in relation to re referrals which might suggest the need for practice improvement. In identifying any areas for improvement the relevant heads of service with their staff can then look at developing an action plan to ensure that improvements to practice are facilitated. The audit will also identify areas of strength which should be embedded across the service.													
CIN	To audit cases of CIN as per Ofsted schedule													
Young Carers	To identify any themes in relation to Young Carers which might suggest the need for practice improvement.													
Emerging themes from Performance Report	To identify emerging themes from the monthly performance report that warrant further investigation													
Private Fostering	To ensure that all children classed by Coventry City Council as privately fostered have an appropriate assessment of their needs													
Children with disabilities	To consider whether the safeguarding needs of disabled children have been effectively identified, quality and timeliness of transition planning, assessed and acted upon													
Adoption	To identify any themes in relation to Adoption which might suggest the need for practice improvement. The audit will also identify areas of strength which should be embedded across the service.													
Domestic Violence	To identify any themes in relation to Domestic Violence which might suggest the need for practice improvement. The audit will also identify areas of strength which should be embedded across the service.													
FDAC	To identify any themes in relation to FDAC cases which might suggest the need for practice improvement.													
Neglect	To identify any themes in relation to Neglect which might suggest the need for practice improvement.													
Young people age 13-16 coming into Care	To identify any themes in relation to Young People (13-16) coming into care which might suggest the need for practice improvement. The audit will evidence that YP have an understanding about why they are coming into care and to also identify areas of strength which should be embedded across the service.													
Young people in Care	To evidence that Young People in care have an understanding about why they are in care.													
Children seen and impact	To identify any themes in relation to Children See and Impact which might suggest the need for practice improvement.													