

29/03/17

COVENTRY CHILDREN'S QAF PLAN - 2017

HELP AND PROTECTION

SERVICE MANAGER - SOCIAL CARE

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	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	OCT	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

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EARLY HELP AND PREVENTION

SERVICE MANAGER - Early Help & C&FF

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	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 MANAGER - C&FF

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	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 CENTRE MANAGERS

TASK	PURPOSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COMMENTS
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-ORDINATORS

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	COMMENTS
Reflective Practice Case Audit	Compliance and 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 co-ordinator to complete audit as per schedule commencing in June

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SAFEGUARDING, EARLY HELP AND PREVENTION

SENIOR LEADERSHIP - John Gregg; Neil Macdonald; Paul Smith; Jane Brooks; Lee Pardy-McLaughlin

TASK	PURPOSE		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	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	OCT	NOV	DEC	COMMENTS
John Gregg - Visit LAC in Placement	Safeguarding visits of LAC placed out of City. Visit LAC in placement - Ascertain wishes and feelings	1													To complete 2 visits per year
Jane Brooks - Visit LAC in Placement	Safeguarding visits of LAC placed out of City. Visit LAC in placement - Ascertain wishes and feelings	1													To complete 2 visits per year
Paul Smith - Visit LAC in Placement	Safeguarding visits of LAC placed out of City. Visit LAC in placement - Ascertain wishes and feelings	1													To complete 2 visits per year
Neil Macdonald - Visit LAC in Placement	Safeguarding visits of LAC placed out of City. Visit LAC in placement - Ascertain wishes and feelings	1													To complete 2 visits per year
Lee Pardy-McLaughlin - Visit LAC in Placement	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	OCT	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

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QUALITY AND PERFORMANCE

IRO & CP CHAIRS

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	COMMENTS
Case File	4 x Case File Audit - Audit case records against quality standards with practitioners													To audit 4 x cases as per schedule (2 IRO & 2 CP Chairs)
Re-Audit	4 x Case File Audit - Identify possible trends, gaps and issues that warrant further analysis and action													To re-audit 4 x cases as per schedule (2 IRO & 2 CP Chairs)
Dip Sample	4 x Cases -Dip Sampling - Identify possible trends, gaps and issues that warrant further analysis and action													To 'dip sample' 4 x cases (themes tbc) twice yearly (2 IRO & 2 CP Chairs)

IRO MANAGER

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	COMMENTS
LAC Review	Monitor quality of 2 x LAC review records													To complete 2 x Reviews; 3 times per year
Dip Sample	Review Minutes of IRO Meetings													To dip sample minutes of at least 2 cases; 3 times per year
Observation of Practice	Observe quality of practice - Complete at least 1 practice observations. E.g., home visits/core groups/LAC Reviews/Conferences. Dedicated feedback to worker													To complete 2 x observations at least twice yearly

CP CHAIR MANAGER

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	COMMENTS
CP Review	Monitor quality of 2 x CP Conference records													To complete 2 x Reviews; 3 times per year
Dip Sample	Review Minutes of CP Meeting													To dip sample minutes of at least 2 cases; 3 times per year
Observation of Practice	Observe quality of practice - Complete at least 1 practice observations. E.g., home visits/core groups/LAC Reviews/Conferences. Dedicated feedback to worker													To complete 2 x observations at least twice yearly

DESIGNATED OFFICERS

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	COMMENTS
DO/LAC	Review of LADO case progression and ensure child protection measures have been identified and delivered													To be aligned with existing programme

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LOOKED AFTER CHILDREN

ROUTE 21 SERVICE MANAGER

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	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	OCT	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 DISABILITY - SERVICE MANAGER

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	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
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CHILDREN'S DISABILITY - TEAM MANAGERS

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	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

FOSTERING AND ADOPTION - SERVICE MANAGERS

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	COMMENTS
Supervision of Visits 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
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

FOSTERING AND ADOPTION - TEAM MANAGERS

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	COMMENTS
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 (<i>number tba</i>)

LONG-TERM LOOKED AFTER CHILDREN - SERVICE MANAGER

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	COMMENTS
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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 LOOKED AFTER CHILDREN - TEAM MANAGERS

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	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

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EXTERNAL AUDIT

EXTERNAL AUDITORS

TASK	PURPOSE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	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													150 x Case file audits to be conducted in January/February 150 x Case file audits to be conducted in September/October

