

Please note this is an exemplar and an excel template will be issued to each partnership for completion

Joint inspection of services for children and young people in need of care and protection

Information required in preparation for inspection

Community Planning Partnership area: **

To be returned by : **enter deadline**

Please return by email to:
SSO name@careinspectorate.gov.scot



Pre-inspection return (PIR)

- This return seeks information we need in advance of the inspection
- The blank tables included in this document should be completed electronically. If any information we seek is provided in existing documents which can be easily provided, it will not be necessary to reproduce it in another format.
- Please complete this form in association with all relevant parties, eg. local authority, health, police and SCRA
- Throughout this form we ask you for information about the services for children & young people in need of care and protection provided in your area. To help us understand the information you provide we ask you to tell us the date on which you regard your information to be correct. Please choose a date which is no more than **12 weeks prior** to the date the inspection was notified.
- You must use the same date throughout the form and we will call this the 'Current Date'

Please enter the Current Date: _____

CONTENTS

1	Key personnel
2	Governance/organisational structures
3	Information for a case analysis sample

1. Key personnel

1.a Please provide details of the membership of the Community Planning Partnership and identify those with a key role/function within the group (e.g. Chair). If the Authority Reporter is not part of the CPP, please indicate this and still provide his/her details.

Community Planning Partnership

Name and designation within own agency	Role within CPP	Address	Telephone number	E-mail address

1.b Please provide details of the membership of the strategic group responsible for planning children's services and identify those with a key role/function.

Strategic group for children's services

Name and designation and agency	Role within strategic group	Address	Telephone number	E-mail address

1.c Please provide details of officers with a dedicated role for supporting the work of the strategic group of children's services and identify their key role/function (e.g. lead officer, training co-ordinator, administrative support worker).

Officers with a dedicated role in supporting the work of the strategic group

Name and designation	Role in supporting the strategic group	Address	Telephone number	E-mail address

2. Governance/organisational structures

2. Please provide key governance/organisational charts including names, job titles and areas of responsibility for services for children and young people in need of care and protection. [Please enclose with the completed PIR.](#)

Organisation

CPP	Reporting arrangements for the community planning partnership. Please cover public protection governance. By public protection we mean child and adult protection and protection of the public from those who pose a risk to others.
Council/NHS/HSCP to reflect local arrangements for delivery of children's services	Council Chief Executive and their senior managers responsible for services for children and young people including the chief social work officer. NHS Chief Executive and senior managers responsible for services for children and young people including the executive lead. Chief Officer and senior managers responsible for children within the Health and Social Care partnership. Structure and lines of accountability for specialist and generic teams delivering services for children and young people in need of care and protection.
CPC	Chair, membership and structure of the CPC including sub/working groups.
Corporate Parenting Board	Structure, membership and lines of accountability
Police	Chief Constable and senior officers with lead responsibility for the prevention and detection of child abuse Public/family child protection units and domestic abuse services
SCRA	Locality Reporter Manager's staffing structure

3. Case Analysis

3. Information about children & young people receiving services on the **Current Date**

(Please refer to **Appendix 1** or **Case File Sampling Procedure** for further guidance on completion of this section)

This section should include the relevant details for :-

- . ALL children who are looked after at home or away from home regardless of legal status or type of care placement on the current date
- . ALL young people in receipt of continuing care
- . ALL young people in receipt of aftercare services
- . ALL children whose names are included on the CPR on the current date
- . ALL children whose names have been removed from the CPR in last 12 months

Please note:- There should only be ONE entry per child

1	2	3	4	5	6	7	8	9	10	11	12
Child Information							Care Category			Child Protection	
ID Number	Home Address Postcode (first part of postcode only)	Current address postcode (only complete if living at different address from home address)	Age	Gender (please select from drop down box)	Ethnicity (please select from drop down box)	child has physical or learning disability (please mark with X)	Category (please select from drop down box)	Commissioned placement (please mark with X)	child subject to permanency planning (please mark with X)	On CPR (please mark with X)	Removed from CPR (please mark with X)

4. Guidance for completing section 3

ID number	Please provide each child with a unique identifying number. If possible, please try to make this number as simple as possible using numerals only	1
Child's home address	Use first part of postcode only eg EH51 or IV6.	2

Childs Information	Child's current address	Complete this column only where child is currently living at a different location than his/her home address, for example where a child is being cared for elsewhere. Use the first part of the postcode only, as above.	3
	Age	Use number of years only. Do not include months. If child is less than one year, record as 0.	4
	Gender	<p style="color: red; text-align: center;">Please select ONE of the following from the drop-down box</p> <p style="text-align: center;">M F Unborn N/A if not recorded Trans Other</p>	5
	Ethnicity	<p style="color: red; text-align: center;">Please select ONE of the following from the drop-down box</p> <p style="text-align: center;">White Scottish Other British Irish Gypsy / Traveller Polish Other white ethnic group Mixed or multiple ethnic group Pakistani, Pakistani Scottish or Pakistani British Indian, Indian Scottish or Indian British Bangladeshi, Bangladeshi Scottish or Bangladeshi British Chinese, Chinese Scottish or Chinese British Other Asian, Asian Scottish or Asian British African, African Scottish or African British Other African Caribbean, Caribbean Scottish or Caribbean British Declined to say</p>	6
	child has physical or learning disability	<p style="text-align: center;">Please mark X as applies at CURRENT DATE: <i>(For this category we ask for those children and young people that the local authority define as having a disability in line with the children (Scotland) Act 1995, Section 23(2): For the purposes of this Chapter of this Part a person is disabled if he is chronically sick or disabled or suffers from mental disorder (within the meaning of the Mental Health (Scotland) Act 1984)</i></p>	7

Data Protection Statement

The Care Inspectorate will process (including collect, use, store, disclose) personal information on computer and paper files for the purpose of carrying out its functions under the Public Services Reform (Scotland) Act 2010 and associated regulations in accordance with the Data Protection Act 2018 and Article 8 of the Human Rights Act . Information will not be disclosed unless it is lawful for the Care Inspectorate to do so. More information can be found in our Privacy Notice on the home page of our website at www.careinspectorate.com.

In accordance with the minimisation principle (7) of the Data Protection Act 2018 and the GDPR, you must ensure the personal data you are sending the Care Inspectorate is:

- a) adequate – sufficient to properly fulfil our stated purpose;
- b) relevant – has a link to that purpose; and
- c) limited to what is necessary – for example, strategic inspection do not need personal identifiers.

If you send us personal material over and above that which is required it may constitute a data breach for your organisation, and in a worst case scenario, be reportable to the Information Commissioner.