

**Joint inspection of services for children at risk of harm**

**Partnership inspection co-ordinator – Profile**

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The role of the partnership inspection co-ordinator is integral to the smooth-running of the joint inspections of services for children and young people at risk of harm. In order to support the partnership to identify the best person to undertake this role, the following profile outlines the experience, skills and knowledge required.

Authority and seniority:

The inspection co-ordinator should be at a sufficiently senior level within the children’s and young people’s services partnership. This can be in any of the agencies within the community planning partnership. They should be able to delegate work relating to the inspection to individuals within all relevant agencies and be given authority to hold others undertaking this work to account. This will likely include individuals at a more senior level than themself.

Time required:

The individual should also be afforded the relevant time and resources required to undertake the role for the duration of the joint inspection (approximately 4 months, although inspections taking place over the Christmas and New Year period will be longer). Partnerships should expect the majority of the inspection co-ordinator’s time will be focussed on the joint inspection over this period. Certain aspects of the joint inspections require more focussed input than others and more concentration of the co-ordinator’s time. Preparation of the pre inspection return, the position statement, record reading and engagement week, for example, will require considerable time and support to co-ordinate. The time required will also be influenced by the level of business support given to the inspection co-ordinator (see later).

Communication during the joint inspection:

The co-ordinator will need to communicate and disseminate information about the joint inspection regularly, appropriately and effectively across all relevant agencies and to relevant individuals. The co-ordinator will be required to hold regular meetings with the inspection lead from the Care Inspectorate and co-ordinate the completion of any tasks arising from these meetings within agreed timescales.

Support for the co-ordinator:

The partnership should identify appropriate business support for the co-ordinator. Co-ordinating the joint inspection will require access to relevant IT systems, the co-ordination of data and management of people and their diaries. It would also be helpful to identify an individual who can take over the role of co-ordinator, should the original co-ordinator become unavailable to continue in the role. For the record reading phase in particular, it would also be helpful to identify an IT support officer.

Skills, knowledge and experience required:

* Co-ordination: the ability to co-ordinate people, diaries, data and information effectively and timeously
* Project management: the ability to plan, delegate, manage, oversee and remain accountable for the completion of tasks and actions arising to support the joint inspection
* Time management: the ability to dedicate time to support the joint inspection, including an appreciation that input will be required for the full duration of the joint inspection but will be more concentrated for specific tasks
* Communication and engagement: the ability to disseminate information to relevant individuals and across all agencies involved in the joint inspection and communicate regularly and routinely across the partnership and with the inspection lead; the co-ordinator will also need to oversee communication with children, young people and their families
* Constructive challenge: the authority and ability to hold individuals – of all levels of seniority – to account to ensure agreed tasks are completed and to ensure the smooth running of the joint inspection
* Knowledge: knowledge of all aspects of services for children and young people at risk of harm, including knowledge and understanding of processes, procedures and practice across different agencies; it would be helpful if the co-ordinator was familiar with the quality framework for children and young people in need of care and protection (2022).

**January 2023**

**Headquarters**

Care Inspectorate

Compass House

11 Riverside Drive

Dundee

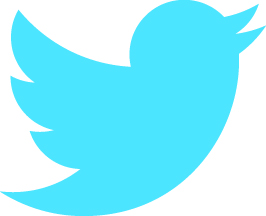
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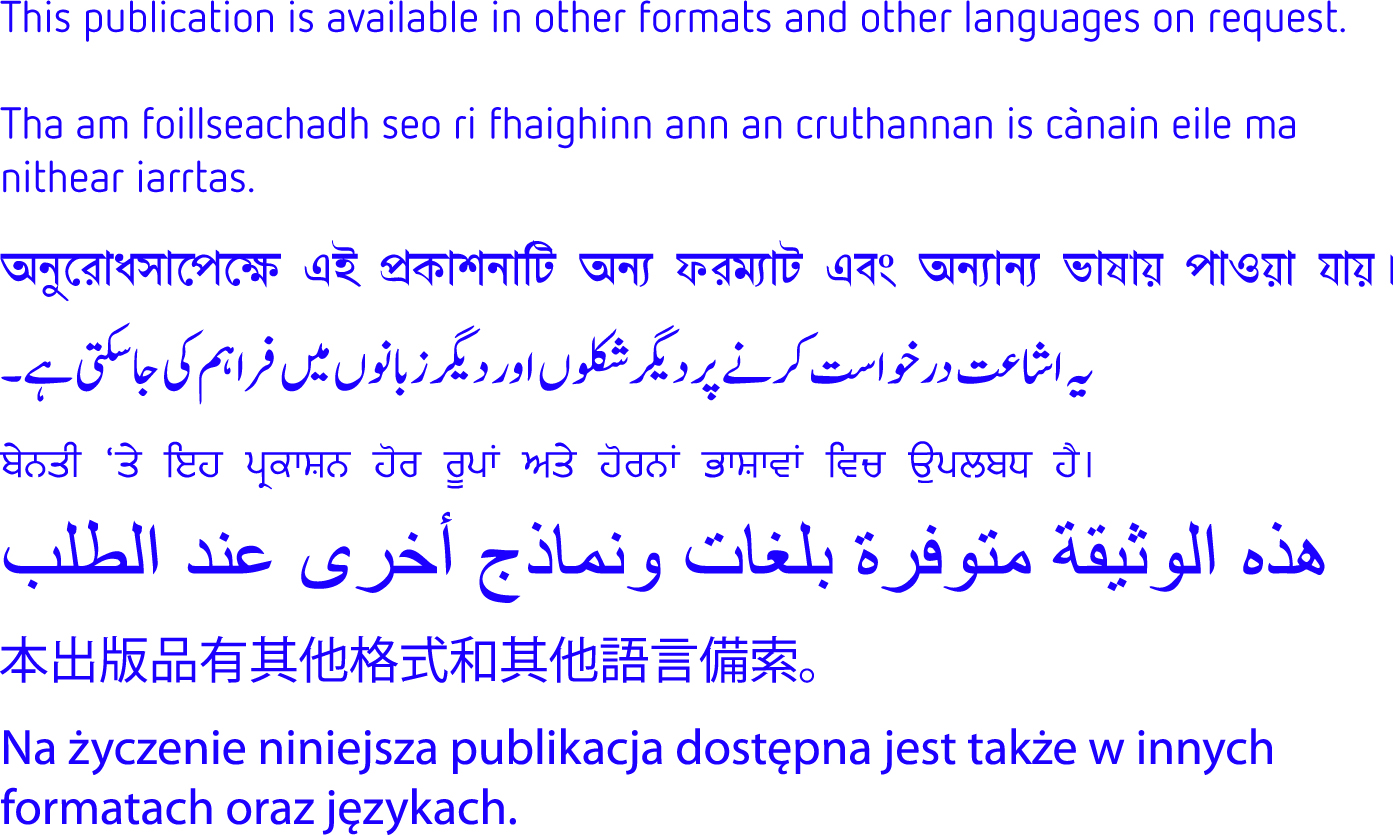
**email:** [**enquiries@careinspectorate.com**](mailto:enquiries@careinspectorate.com)

**telephone: 0345 600 9527**

**@careinspect**



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