

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

**Addressing matters of serious concern**

**Publication date: November 2021**

**Publication code: 005b**



**Addressing matters of serious concern (child and adult protection) during joint inspections and other strategic scrutiny**

During an inspection staff or volunteers involved in the inspection may be concerned about the current safety of a child or an adult. In these circumstances a discussion should take place with the inspection lead at the earliest opportunity.  The inspection lead will decide whether it is necessary to raise the concerns with the partnership.

If the inspection lead decides that it is necessary to ask the partnership to address child or adult protection concerns, the action will be recorded using this form.

Inspection leads should note that if child or adult protection concerns are being reported about a person who resides in a registered care service, then they must ensure that the relevant care service inspector is advised. The care service will also be required to submit a notification to the Care Inspectorate.

If the inspection lead decides that it is not necessary to report a child or adult concern to the partnership, they can instead ask for a management review of the case and the [**Record of cases raised with the partnership for management review form**](images/The_Guide/005a_Management_review_form.docx)should be used.

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| **For completion by person raising the concerns:**  |
| **Your name and role:** |  |
| **Local Authority/ partnership area:** |  |
| **Date and time concerns noted:** |  |
| **Type of activity during which concerns noted:** | *(e.g. reading records; focus group, interview)* |
| **Local authority identifier (if known):** |  |
| **Record sample number (if during record reading):** |  |
| **Name and age/DOB of child or adult (subject of concerns):** |  |
| **Details of registered care service (if relevant):** |  |
| **Summary of circumstances giving rise to child or adult protection concerns:** ***On completion upload to relevant SharePoint folder and inform lead inspector*** |

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| **For completion by the inspection lead:**  |
| **Inspection lead name:**  |  |
| **Assessment and reasons for decision to refer/ not refer to partnership:** *(If the decision is not to raise as a child or adult protection concern but to ask for the partnership to consider the case / or manager review, a separate note should be kept of this on ‘Record of cases raised with the partnership for management review form’.)* |
| **Name and role of person from partnership with whom child or adult protection concern was raised:** |  |
| **Date and time concerns reported to partnership:** |  |
| **The immediate outcome of the discussion with the partnership and any other relevant details. Action should always be discussed with the relevant service manager.*****On completion upload to relevant SharePoint folder*** |
| **Date when registered care service inspector advised (if applicable):** |  |

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| **For completion by the strategic support officer for the inspection:**  |
| **Name:** |  |
| **Date retention tracker updated:**  |  |
| **Note below any follow up action and information (if any relevant papers are stored in another location, note what and where).*****This form should be stored in the record reading folder of the relevant community planning partnership area in line with record keeping protocols.*** |

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**Other languages and formats**



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