

## Information about changes to the December 2017 annual return

Publication date: 8 January 2018

Publication code: OPS-0118-405

Each year we ask you to complete an annual return to help us plan, inform and carry out our inspections. We also use the information you give us to get a national picture, which can help us and others in a number of ways as we share some of the information with other organisations, such as the Scottish Social Services Council and the Scottish Government.

We ask for a great deal of information about your service and the people who use it so it's important that we review the questions to keep them current and to ensure that we are collecting the correct information. On this basis we have made some changes to this year's annual return.

The changes that we think will have the most impact are:

1. Changes to the Staffing section (affects all services)
2. Changes to placement descriptors in the Fostering annual return
3. Addition of funded places question in the child minding annual return
4. Changes to the funded places question in the daycare of children annual return
5. Changes to first aid questions in daycare of children annual return
6. Section on Child Sexual Exploitation removed (affects all Children and Young People services)
7. Question added regarding support with medication in the Support Service – Care at Home annual return
8. Service provision in adult and older people services: neurological condition

---

## **1. Changes to the staffing section (affects all services)**

### **Delete' button removed**

We have removed the function that allowed you to delete individual staff records and added a 'record created in error' check box (note that the 'delete all' function is still available). So if you add a new record by mistake, rather than delete it as you would have done in previous years, you should check the 'record created in error' box.

**Staff Details**

Staff Details ✕ > Professional Body Registrations ✕ > Staff Qualifications Day Care of Children

Staff Initials:

Staff Surname:  \*

Staff Forename:  \*

You must select something from this drop down list

Gender:  ▼ \*

You must select a date

Date of birth:  
 If not known, please enter 01/01/1925  
 If the employee has given a partial date of birth, please give the year and default to the first of the month or the first of January.

\* ?

Tick ONLY if this record has been created in error  Yes

The record will remain visible and accessible to you - appearing in the summary page with a note that it was created in error. But will not be visible to the Care Inspectorate once your annual return is submitted.

**CREATED IN ERROR**

If you have created a staff record in error, for example, if you have created a duplicate record or entered information on the wrong person, please tick the checkbox at the top of the staff details page for that record. We will then exclude that record.

Staff Surname	Staff Forename	Created In Error	Emp Start Date	Employer	Date Left Employment	Delete All
Dante	Mary		15-09-2008			<input checked="" type="checkbox"/>
Dignan	Ryan		15-04-2013			<input checked="" type="checkbox"/>
Mudie	Blair		02-03-2015			<input checked="" type="checkbox"/>
Smith	Stephanie		07-09-2015			<input checked="" type="checkbox"/>
Example	Record	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

Total: 5 records [page 1 of 1]

We have made this change in order to stop records being incorrectly deleted and to improve data quality.

## A different way of recording staff qualifications

In previously year's annual returns we asked all service types to list the qualifications of each staff member regardless of their job function or SSSC registration status. This could be onerous for services to complete, especially services with a large number of employees. On top of this the qualification data was recorded in a free text field which by nature often made it difficult for us to decipher.

We have therefore made changes to the questions we ask regarding the qualifications of staff members and who we ask.

Only **child minding services** and **day care of children** services need to record information about qualifications in their annual return. **For all other services type there is no longer a staff qualifications section to complete.**

The qualifications of **day care of children employees that are registered with**

**SSSC without a qualification condition** should be selected from a short list (see below) of qualifications relevant to day care of children.

### Staff Qualifications Day Care of Children

Staff Details > Professional Body Registrations > Staff Qualifications Day Care of Children

We would like to know what qualification this employee already holds that is relevant to Day Care of Children. Please note that this information is being gathered on behalf of Scottish Government and Education Scotland for statistical and inspection preparation purposes, respectively, as well as for the Care Inspectorate's information.

Please select the qualification(s) the employee holds:

- BA Childhood Practice
- BA (hons) Childhood Practice
- SQA Professional Development Award Childhood Practice (SCQF level 9)
- Graduate Diploma in Childhood Practice
- Master of Education Childhood Practice
- Post Graduate Diploma in Childhood Practice
- Post Graduate Certificate / Diploma in Early Years Pedagogy
- HND Additional Support Needs: Managing and Supporting the Services
- Other SCQF level 9 or higher relevant to Day Care of Children
- HNC Childhood Practice at SCQF level 7 or 8
- SVQ Social Services - Children and young people at SCQF level 7 or 8
- Other SCQF level 7 or 8 relevant to Day Care of Children
- HNC Additional Support Needs: Supporting the Individual
- National Certificate in Early Education and Childcare at SCQF level 6
- SVQ Social Services - Children and young people at SCQF level 6
- Other SCQF level 6 relevant to Day Care of Children

**For day care of children employees that are registered with SSSC with a qualification condition the qualification they are working towards** should be selected from a short list of qualifications (see below) relevant to day care of children.

If this employee is working towards gaining a qualification to Day Care of Children we would like to know what that qualification is.

Please select the qualification the employee is working towards gaining:

Save Page | Next Page

- BA Childhood Practice
- BA (hons) Childhood Practice
- SQA Professional Development Award Childhood Practice (SCQF level 9)
- Graduate Diploma in Childhood Practice
- Master of Education Childhood Practice
- Post Graduate Diploma in Childhood Practice
- Post Graduate Certificate / Diploma in Early Years Pedagogy
- HND Additional Support Needs: Managing and Supporting the Services
- Other SCQF level 9 or higher relevant to Day Care of Children
- HNC Childhood Practice at SCQF level 7 or 8
- SVQ Social Services - Children and young people at SCQF level 7 or 8
- Other SCQF level 7 or 8 relevant to Day Care of Children
- HNC Additional Support Needs: Supporting the Individual
- National Certificate in Early Education and Childcare at SCQF level 6
- SVQ Social Services - Children and young people at SCQF level 6
- Other SCQF level 6 relevant to Day Care of Children

## Professional bodies registration numbers are now mandatory

In previously year's annual returns we asked which professional bodies each staff member was registered with. We also asked that you enter the appropriate registration number(s) however this part was optional meaning that it could be left blank. This year the registration number is mandatory, meaning that if a staff member is registered with a professional body you must enter the corresponding registration number in the appropriate field. SSSC registration numbers need to be entered as a 7 digit numbers (omitting the preceding 'SCR-'). Registration numbers for other professional bodies do not follow a strict format.

## A change to the Staff Details Summary Page

Previously, staff members were listed as one continuous list on the staff details page. In this year's annual returns staff members are listed in blocks of 10, meaning that if you have more than 10 employees recorded in your annual return you should use the 'next' button to scroll through your list of employees. This change has been implemented in order to reduce incidents of annual returns 'timing out' on submission, especially for services with a large number of employees.

Staff Surname	Staff Forename	Created In Error	Emp Start Date	Employer	Date Left Employment	Delete All
Adams						<input checked="" type="checkbox"/>
Reid						<input checked="" type="checkbox"/>
Leitch						<input checked="" type="checkbox"/>
Mackie						<input checked="" type="checkbox"/>
Laird						<input checked="" type="checkbox"/>
Hadfield						<input checked="" type="checkbox"/>
Middleton						<input checked="" type="checkbox"/>
Laird						<input checked="" type="checkbox"/>
Rushforth						<input checked="" type="checkbox"/>
Paton						<input checked="" type="checkbox"/>

Total: 21 records [page 1 of 3]

1 2 3 Next

## 2. There have been changes made to the Fostering Annual Return.

The National Foster Care Review (commissioned by the Scottish Government in 2013) concluded that clarity about the types of fostering placements children currently experience was needed. They brought together a Short Life Working Group to develop a set of national 'placement descriptors' to be used consistently by all agencies and local authorities. The final descriptors and explanatory notes were agreed in 2015.

It is the expectation of the Scottish Government and the Care Inspectorate that all current fostering placements are classified and recorded according to the following descriptors.

**Permanent:** A placement secured by a Permanence Order.

For a child this means that the care planning process has concluded that they will thrive best if they are cared for away from home on a permanent basis. A Permanence Order, which is applied for by the local authority through the courts, can provide the local authority, child and their carer with the legal security, the stability and the time for strong relationship bonds and a sense of belonging to develop.

**Long-term:** A placement which has been in place for longer than 24 months not secured by a Permanence Order. (This should be an exceptional situation and an indicator that the placement requires close scrutiny)

**Interim:** A placement which has been in place for less than 24 months, not secured by a Permanence Order.

For a child this means that the care planning process has concluded that they will benefit from spending some time being cared for away from home and there is a time-linked plan for rehabilitation with parents or an alternative care placement is being sought.

**Emergency:** An unplanned placement made in an emergency, where no other placement type has been identified by the local authority. (Under the Looked After Children Regulations 2009 an emergency placement must be reviewed by a local authority within 3 days, and may be extended for a period not exceeding 12 weeks.)

For a child this will mean that there are immediate concerns for their safety and wellbeing and they require to be removed from their home environment as quickly as possible while the care planning process establishes the best option for the child.

**Short Break:** A placement which forms part of a planned series of short breaks (including emergency placements with a carer who is already providing planned short-break placements to the child or young person)

For a child this will mean that because of special circumstances they and their carer will benefit from therapeutic services or periods of respite.

For more information on the above placement descriptors please visit <http://www.gov.scot/Topics/People/Young-People/protecting/lac/foster-care-review>

**The Foster Carers section, Service Usage section, and Local Authority Commissioning sections of the Fostering annual return now require information about placements to be provided on the basis of the definitions above. If you have not yet integrated the placement descriptors into your recording system then please use your current placement classifications to provide equivalent data as best you can.**

---

### **3. Addition of funded places question in the child minding annual return**

We would like to know if you provide funded early learning and childcare places (This is the entitlement of 600hours funded early learning and childcare per year under the Children and Young People (Scotland) Act 2014), and how you provide it. This is to support the Scottish Government and local authorities in monitoring the legislative changes around the expansion of funded provision.

We ask whether your service provides funded places for 2 year old children, for children aged 3 and older, for both age groups or not at all.

The section on the number of children receiving funding by age groups has been removed. Scottish Government collects this information in their Census.

---

### **4. Changes to the funded places question in the daycare of children annual return**

We have changed the way we ask about funded early learning and childcare places (This is the entitlement of 600hours funded early learning and childcare per year under the Children and Young People (Scotland) Act 2014), and how you provide it. This is to support the Scottish Government and local authorities in monitoring the legislative changes around the expansion of funded provision.

We now ask whether your service provides funded places for 2 year old children, for children aged 3 and older, for both age groups or not at all.

The section on the number of children receiving funding by age groups has been removed. Scottish Government collects this information in their Census.

---

### **5. Changes to first aid questions in daycare of children annual return**

In conjunction with First Aid Training Co-operative and Scottish Government the questions regarding staff first aid qualification have changed in the daycare of children annual return. They are now as follows:

- How many of your staff are qualified with a current first aid certificate?
- How many of your staff are qualified with a current paediatric first aid certificate?
  1. Following the 6 hours course
  2. Following the 12 hours course
- Is there at least one person with a current paediatric first aid certificate available at all times when children are present?

Guidance notes to sit along these questions:

- 'Current' means re certification within the last 3 years by an approved first aid provider.
  - 'Paediatric' means the course included child and infant CPR, choking and illnesses and was at least 6 hours long.
- 

## **6. Section on Child Sexual Exploitation removed (affects all Children and Young People services)**

Child Sexual Exploitation (CSE) was an inspection focus area (IFA) during the 2016-17 inspection year. Given that it is no longer an IFA we have removed the section focusing on CSE from the annual return.

---

## **7. Question added regarding support with medication in the Support Service – Care at Home annual return and the Housing Support Service / Care at Home (Combined) annual return.**

We have added a question about the number of service users aged over 65, who receive support with managing medicines.

Support is either prompting, assisting or administration of medicines as defined by the Social Work Scotland/Royal Pharmaceutical Society of Scotland working group definitions, which can be found on the Care Inspectorate HUB at the link below.

"Prompting, assisting and administration of medication in a care setting: guidance for professionals":

<http://hub.careinspectorate.com/search/?s=definitions+of+prompting&type=0&view=0&ord=0>

We ask, of those people receiving support with medicines, how many are over 65 and receive a prompting or/and assistance service only? And how many are over 65 and receive some form of administration of medicines by care staff?

---

## **8. Service provision in adult and older people services: neurological condition**

In line with Scottish Government data collections we have added the following option to the question 'Please tell us which of the following needs your service is designed to cater for': 'Neurological condition (other than dementia).

This was added to the following annual returns: care homes for adults, housing support services, support services – care at home, housing support and care at home combined services and support services – other than care at home.



**Headquarters**  
Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY

web: [www.careinspectorate.com](http://www.careinspectorate.com)  
email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)  
telephone: 0345 600 9527

 @careinspect

## Other languages and formats

This publication is available in other formats and other languages on request.

Tha am foillseachadh seo ri fhaighinn ann an cruthannan is cànan eile ma nithear iarrrtas.

অনুরোধসাপেক্ষে এই প্রকাশনাটি অন্য ফরম্যাট এবং অন্যান্য ভাষায় পাওয়া যায়।

یہ اشاعت درخواست کرنے پر دیگر شکلوں اور دیگر زبانوں میں فراہم کی جاسکتی ہے۔

ਬੇਨਤੀ 'ਤੇ ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਹੋਰ ਰੂਪਾਂ ਅਤੇ ਹੋਰਨਾਂ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ।

هذه الوثيقة متوفرة بلغات ونماذج أخرى عند الطلب

本出版品有其他格式和其他語言備索。

Na życzenie niniejsza publikacja dostępna jest także w innych formatach oraz językach.

Copyright of Care Inspectorate 2018

