

Changes to the annual returns 2020

Publication date: December 2020

Each year, we ask services to complete an annual return. This gives us important information that helps us plan, inform and carry out our inspections. We also share some of the information (anonymised) with other organisations, such as the Scottish Social Services Council and the Scottish Government, and we use it to produce several statistical publications that you can view on our website.

We ask for a great deal of information about each service and the people who use them so it's important that we review the questions to keep them current and to ensure that we are collecting the correct information.

Although in recent years we have undertaken minimal changes, this is not possible this year for several reasons, in particular:

- Introduction of a new register, and self-service elements that will replace parts of the annual returns.
- Some parts of the annual returns needed to be changed to reflect the impact of the pandemic as well as asking further questions related to infection prevention and control.

This paper provides the detail of all the changes you can expect to see. Note that work is currently underway to apply these changes to the forms and therefore the detail of them might be subject to minor amendments.

1. Removal of questions that will be covered by the self-service part of the new register.
2. Minor changes/additions/explanatory notes to help us understand the impact the pandemic has had on the provision of the service over the previous year.
3. New section on infection prevention and control.
4. New section on the use of technology in care settings.
5. New section on continuing care in care home services.
6. New section on service usage in adult placements services.
7. Change to existing question on funded early learning and childcare in the childminding annual return.
8. Modifications to the childminding annual return form to make it suitable for childminding partnerships.
9. A new question to capture whole time equivalent number of nursing staff.
10. New questions regarding police response to incidents of restraint in young people's services.
11. Change to existing question on new adoptive household assessment time in the adoption annual return form.

You can read the detail of each of the changes below.

1. Removal of questions that will be covered by the self-service part of the new register.

We will no longer ask services to provide service provider name, address, and contact details in the annual return.

2. Minor changes/additions/explanatory notes to help us understand the impact the pandemic has had on the provision of the service over the previous year.

This includes:

- a. a new question 'Between 1 January and 31 December, were you at any point operating your service from temporary premises because of the COVID-19 pandemic?'
- b. An addition to the existing question on outbreaks of infection to capture how many were confirmed to be COVID-19 either by a medical professional or by testing.

3. New section on infection prevention and control

We have introduced a new section to collect information on infection prevention and control. These questions are:

1. Have you updated and implemented your education and training plan for infection prevention and control in respect to COVID-19 for all staff groups? (for adoption, fostering and adult placement services this question will refer to staff and carers, and for childminders it will refer to everyone employed by the childminding service)
2. What type of COVID-19 training on infection prevention and control did your staff undertake during the period 1 January to 31 December? (for adoption, fostering and adult placement services this question will refer to staff and carers, and for childminders it will refer to everyone employed by the childminding service)
3. Did any of this training include the Coronavirus (COVID-19) learning materials for staff working in health and social care, available via Turas Learn (NHS Education for Scotland)?
4. Have you updated and implemented your infection prevention and control policies and procedures in line with current COVID-19 guidance?
5. Have you developed and implemented a COVID-19 cleaning specification that reflects Scottish and UK infection prevention and control guidance? (only present for applicable service types)
6. In response to COVID19, did you implement any innovative practices to help reduce the risk to people using the service that you would like to share with us? If so, please give a brief description.

4. New section on the use of technology in care settings

Technology is increasingly being used in care settings to support the care and support of people experiencing care. To understand this changing landscape and help support developments we need to collect information relating to connectivity and device use. This will assist with both scrutiny and improvement activity with care providers.

These questions have been designed to apply to as many services as possible, please consider these based on your service provision and respond as appropriate. They should be answered in relation to the period 1 January – 31 December last year.

1. We would like to know how digitally connected your service was, did you have internet in your service's premises?

2. Did you have internet enabled mobile device(s)?

If yes, was the connectivity strong enough to, for example, watch an online video, in any of the following areas?

3. Did you support Near Me calls with people using the service?

4. Did you use technology to support the care of people using the service?

If Yes, in what way?

5. Did you use technology to monitor people's movement or to maintain safety? (for example, movement tracking via GPS)

If yes, in what way?

6. Did your staff receive training in using technology to support care?

7. If the above questions do not apply, please tell us in your own words how you use technology to support care.

4. New section on continuing care in care homes for children and young people's services.

We have introduced a new section in the care home for children and young people annual return to improve our understanding of the extent of continuing care in Scotland. The questions in the section are as follows:

1. At 31 December, how many young people were using your service on a continuing care basis?

2. How many of these young people were:

- Age 16
- Age 17
- Age 18
- Age 19
- Age 20+

3. We would like to collect information about destinations. This is to build a picture of outcomes for care experienced young people. Therefore, please tell us, how many young people who had been in continuing care placements left your service between 1 January and 31 December? By 'left your service' we mean stopped being supported by the care home service as part of a planned ending.

4. Of these young people who left your service, how many:
 - went on to live with birth family or a friend
 - went on to live independently in their own accommodation
 - went on to live in supported accommodation
 - went on to be supported by criminal justice services
 - went on to live in homeless accommodation or became homeless
 - joined the armed forces
 - went on to a destination which is something other than those listed above.
5. At the point when their placement ended how many of the young people were:
 - in education, training or employment
 - not in education, training or employment.
6. Between 1 January and 31 December how many continuing care placements ended on an unplanned basis? Unplanned is where a decision is made by the service that the current placement can no longer meet the needs of the young person and as a result the young person moves from the placement. Where a placement was a sibling group count each young person separately. Where one young person accounts for more than one of the unplanned endings count each instance.
7. How many individual young people does the above count of unplanned endings represent?

5. New section on service usage in adult placements services.

We have introduced a new section in the adult placement annual return to inform inspectors of the size of a service and to provide us with useful intelligence on the outcomes for looked after children, in particular their destinations – an element of government policy. The questions in the section are as follows:

1. At 31 December, how many approved adult placement households did you have?
2. At 31 December, how many people were using your adult placement service?
3. Of these people how many were:
 - age 16
 - age 17
 - age 18
 - age 19
 - age 20+
4. And how many were:
 - Using short break care?
 - Using full time care?

5. Of the people using the service at 31 December, were any of the people, aged between 16 and 26, looked after and accommodated on or after their 16th birthday? By looked after, we mean they were in the care of the local authority and accommodated in a residential care service or fostering service. We are calling these young people 'care experienced'.
6. If Yes, how many (that you know of)?
7. For services who support or have supported care experienced young people (as defined in the previous question), we would like to collect information about destinations. This is to build a picture of outcomes for care experienced young people.
8. Therefore, please tell us, how many care experienced young people left your service between 1 January and 31 December? By 'left your service' we mean stopped being supported by your adult placement service as part of a planned ending.
9. Of these young people who left your service, how many:
 - went on to live with birth family or a friend
 - remained with carer family on an informal basis
 - went on to live independently in their own accommodation
 - went on to live in supported accommodation
 - went on to be supported by Criminal Justice services
 - went on to live in homeless accommodation or became homeless
 - joined the armed forces
 - went on to a destination which is something other than those listed above.
10. At the point when their placement ended how many of the young people were:
 - in education, training, or employment
 - not in education, training, or employment
11. Between 1 January and 31 December how many adult placements ended on an unplanned basis? Unplanned is where a decision is made by the service that the current placement can no longer meet the needs of the young person and as a result the young person moves from the placement. Where a placement was a sibling group count each young person separately. Where one young person accounts for more than one of the unplanned endings count each instance.
12. And how many individual young people does the above count of unplanned endings represent?

6. Change to existing question on funded Early Learning and Childcare in the childminding annual return.

We have made minor changes to better capture the impact of the Early Learning and Childcare expansion on childminders. The new question set is as follows:

At 31 December:

Had you been **approved** by your local authority to deliver funded early learning and childcare (ELC) to eligible children and are you **delivering** this service?

(This is the entitlement of funded early learning and childcare under the Children and Young People (Scotland) Act 2014.)

At 31 December, if you had not been approved to deliver funded ELC, why was this?

7. Modifications to the childminding annual return to make it suitable for childminding partnerships.

More than one set of childminder details and childminder qualifications can now be entered into the form.

The question on first aid has been changed to 'Do all childminders who run this service have a current accredited first aid for children certificate?'.
The declaration now has an option for a person who is part of partnership.

9. A new question to capture whole time equivalent number of nursing staff.

This is so that we can better understand nursing vacancies.

10. New questions regarding police response to incidents of restraint in young people's services.

This is to give us insight into and map the criminalisation of children and young people. The questions are as follows:

With regard to any incidents including incidents of restraint occurring within the service between 1 January and 31 December, on how many occasions were police called in response to these?

How many of these resulted in police taking formal action against young people?

11. Change to existing question on new adoptive household assessment time in the adoption annual return form.

The existing question on assessment completion time now asks for numeric values, for example, 'how many approvals of new adoptive households were completed within 6 months?'.
The declaration now has an option for a person who is part of partnership.

Headquarters

Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY

web: www.careinspectorate.com

email: 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.