

Ofsted Monitoring Visit Preparation Plan

Part 1; Wider preparations

Work Package	Lead	Ref	Actions	Who	Deadline	RAG	Current Progress
Self-Assessment Slides	VIVIEN LINES		First draft to CSLT 4th August	VL	4/8/20		Complete
			Second draft to CSLT end August	VL	25/08/20		
			First draft to LG-8 on 10th August	VL	10/8/20		Complete
			First draft to Improvement Partnership 20th August (papers out 13th Aug)	VL	13/8/20		
			Update on progress of Improvement Plan	VL	End of each month		July complete. The end of August update will inform the final Monitoring Visit (MV) self-assessment. Available 05/09
Document Library	DYLAN TODD		Refresh document library	Dylan Todd	31/8/20		
			Update Corporate Parenting Strategy	VS/VL	31/8/20		To SMT/CSLT in August
			Finalise revised Quality Assurance Framework (QAF) and circulate in service	VL	31/8/20		To SMT/CSLT in August
Data	ADAM CATLOW		Preparation of Annex A	AC	10/8/20		Annex A trial run to be completed on 10th August
			Data cleansing <ul style="list-style-type: none"> 18 year olds 	AC	TBC		Data cleansing activity required to be determined following Annex A trial run
			Completion of Statutory returns <ul style="list-style-type: none"> 903 	AC	05/08/20		Complete
Quality assurance	VANESSA STRANG/ MARK BARRATT		QA of priority groups; <ul style="list-style-type: none"> All care leavers in unacceptable accommodation Need to knows Not in touch 'Top 10' 	VS/SA	31/8/20		05/08 – agreed SA to lead review of 'Need to Knows' (with PP) RG to review and prioritise.
			Evidence of audit (July and August); <ul style="list-style-type: none"> Complete moderation of practice 		31/8/20		

RAG Rating: ■ Action not yet commenced ■ Action on schedule ■ Action behind schedule ■ Action not achieved ■ Action Completed

			evaluations and overall judgement of 4 July cases - August sample to include 15 CLs	SA MB		■	
						■	
			Prepare good practice examples including evidence of impact and feedback from young people	VS (GW)	Each week	■	Weekly meetings set up with Area Managers (AMs) from Corporate Parenting Service and Rob Elkin
Communications	VIVIEN LINES		Finalise Plan on a Page and share with staff and partners and publish on DCFP website	VL	31/8/20	■	
			Circulate Key messages following each Improvement Partnership to staff via Yammer and ReSource	VL	End of each month	■	July complete
Staff engagement	VANESSA STRANG		Meet all Team Managers (TMs) and staff to brief and set agenda 30/07 and 04/08 timetable of meetings through to MV	VS	30/7/20	■	
	SHAEDA ALAM		Hold focus groups with Personal Advisors (PAs) and TMs to develop narrative around progress on key Ofsted priorities (risk management, sufficiency of accommodation and support)	SA/RN/ VL	13/8/20	■	Planned
	VANESSA STRANG		SDM on 28th July and 25th August. To attend Locality meetings in August/early Sept			■	


Part 2; Corporate Parenting Service preparations

Review of Care Leavers	GEMMA WILSON		Review of all young people identified as unsuitable		28/8/20	■	Full process to be complete by August 28th with all actions completed
	GEMMA WILSON/ CATHY ATFIELD		All staff with a care leaver open on their case load to work on case file to ensure compliance; <ul style="list-style-type: none"> Chronologies Up to date Pathway Plan Up to date Case summary and photo Up to date and evidence of regular SV to include if there is a child who is NOT having a face to face and the plan with 		Immediate and throughout August and September	■	05/08 – update; initial expectations set at service meeting.

		<ul style="list-style-type: none"> Up to date visits and evidence of children being seen alone, there is evidence of direct work and the young person's voice is loud, apparent and jumps off the page and face to face and Vulnerability Tracking Tool (VTT) visits accord to the rag rating Evidence of Health Passport 				
		Create story boards to show impact for Care Leavers on unsuitable accommodation		31/8/20		
		Carry out dip sampling on all open care leaver cases	SMT			
PERFORMANCE DATA		Review all data for compliance with VTT and statutory visits and those in unsuitable accommodation		weekly		
NEED TO KNOW CASES		Undertake full audit of all 'Need to Know' care leavers in previous 3 months	SA/PP	31/8/20		05/08 - planned
NEET		List of all YP discussed at Not in Education, Employment or Training (NEET) panel in last 6 months provide updated Terms of Reference (TOR) for NEET panel, including detail of step forward	VS/IH			05/08 - requested
Service planning		Care leavers risk panel plan		31/8/20		
		DHPP TOR and work plan		31/8/20		
		Development work completed with TMs		07/08/20		
		Service plans for whole service final		05/08/20		
		P&T service plan		15/08/20		
		Evidence of care leaver feedback, participation		31/8/20		

RAG Rating:  Action not yet commenced  Action on schedule  Action behind schedule  Action not achieved  Action Completed

Part 3: once dates for the visit are known

When date and names of case tracking sample are known - Case review	VANESSA STRANG		Case review and moderation plan and prep for OFSTED discussion work with Social Worker/Personal Advisor				
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