

CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY

5 OCTOBER 2017

OFSTED INSPECTION OF AUT EVEN

Report from: Ian Sutherland, Director, Children and Adults
Author: Linda Jackson, Interim Assistant Director Adult Care Services

Summary

Ofsted carried out an unannounced inspection at Aut Even on Tuesday 25 and Wednesday 26 of July 2017, the outcome of the inspection is that Aut Even has been rated inadequate. A report providing an overview of the inspection findings and consequent action plan for implementation was shared with the Committee on 31 August 2017. This report will give an update on the progress of actions that have been acknowledged to improve the service.

1. Budget and Policy Framework

- 1.1 This is within the Council's Policy Framework.
- 1.2 On 31 August 2017 at the meeting of the Children and Young People Overview and Scrutiny Committee, the Committee noted an update report would be provided to the Committee at the October meeting.

2. Background

- 2.1 Aut Even is a residential respite unit for young people with disabilities, based in Twydall.
- 2.2 Ofsted carried out an unannounced inspection at Aut Even on Tuesday 25 and Wednesday 26 of July 2017, the outcome of the inspection is that Aut even has been rated inadequate, as set out in Appendix A to this report.
- 2.3 The Council had until 25 September 2017 to respond to and take action in accordance with Ofsted's compliance notice and inspection judgements.

3. Options

- 3.1 To note the content of the report, and acknowledge the actions that have taken place to date to improve the service.

4. Advice and analysis

- 4.1 A considerable amount of work has taken place to improve the standards within Aut Even. The Aut Even Improvement Action Plan, Appendix B sets out the current status of actions, last updated 21 September 2017.
- 4.2 Families have been kept fully informed and involved in the changes during this time and have remained complementary about the services offered to their children.
- 4.3 There has been significant amount of team work between the Interim Manager and the Human Resource's Team to ensure that all regulations in respect of the workforce have been met.
- 4.4 In addition to a separate audit of all recruitment practices across the Children and Adult's Directorate that has taken place, this has found the directorate to be 100% compliant.
- 4.5 Investigations continue in relation to the lack of compliance by previous managers, this is also being supported by an internal audit.
- 4.6 The safety and wellbeing of children continues to remain a priority for the Department and the Portfolio Holder. The progress of these services is closely monitored by the Senior Leadership Team.
- 4.7 Consultation has commenced regarding the possible move of the Aut Even service to the Parklands site. It is envisaged that it will support the service to maintain Ofsted environmental standards.

5. Risk management

Risk	Description	Action to avoid or mitigate risk
1. Not achieving the required standards.	There is potential of enforcement action, should unacceptable corrective action be put in place.	A detailed action plan is in place to improve on all areas.
2. Parents stop using Aut Even.	Due to the Ofsted rating there is a potential that there will be a decline in use of the service.	The interim Manager and deputy manager are in close communication with all parents, with support or the 0-25 team.

- 5.1 The detailed action plan which accompanies this report outlines corrective action taken to date, to improve standards and mitigate against any further risks.

6. Consultation

- 6.1 All parents have been contacted and informed of the inspection outcomes and to be provided reassurance if required.
- 6.2 The Parent Carer Forum has been contacted, as have Ward Councillors.

7. Implications for Looked After Children

- 7.1 There are no 'looked after' children supported in this service and therefore no implications arising from this report.

8. Financial implications

- 8.1 The improvement plan identified a need to recruit staff both on a temporary and permanent basis, which has happened. This is likely to lead to an increased overspend position for 2017/18 although the actual impact is unknown at present and will require further work to quantify.

9. Legal implications

- 9.1 The services which are found to be inadequate and which do not make sufficient effort or progress to improve can be subject to enforcement action by the regulators.

10. Recommendations

- 10.1 The Committee are asked to note the work to date on the service improvements, as set out in Appendix B to the report, in response to the Aut Even Ofsted Inspection on 25 and 26 July 2017 and that an update report will be provided to the Committee in December 2017.

Lead officer contact

Linda Jackson, Interim Assistant Director Adult Care Services, 01634 331212, Linda.Jackson@medway.gov.uk

Appendices

Appendix A Ofsted Inspection Report July 2017
Appendix B Aut Even Improvement Action plan

Background papers

None

SC066166

Registered provider: Medway Council

Full inspection

Inspected under the social care common inspection framework

Information about this children's home

The home provides short breaks for up to five children at a time who have severe learning disabilities and who may have an associated physical disability and/or present challenging behaviour. Currently, there are 49 children registered with the service. The local authority, primary care trust and clinical commissioning group fund the home.

Inspection dates: 25 to 26 July 2017

Overall experiences and progress of children and young people, taking into account **inadequate**

How well children and young people are helped and protected **inadequate**

The effectiveness of leaders and managers **inadequate**

There are serious and widespread failures that mean children and young people are not protected or their welfare is not promoted or safeguarded, and the care and experiences of children and young people are poor and they are not making progress.

Date of last inspection: 20 December 2016

Overall judgement at last inspection: Good

Enforcement action since last inspection

None

Key findings from this inspection

This children's home is inadequate because:

- Staff have worked with children without full vetting procedures being completed.
- The induction of new staff has not ensured that they have the training and skills needed to safely care for the children. This has left children exposed to potential harm.
- Leadership in the service has been divisive and disruptive. This has undermined team working and the effective running of the service.
- Managers' responses to safeguarding incidents have been poor and lessons learned have not been used to improve the service.

The children's home's strengths:

- A small core of committed staff has maintained a basic service during a period of significant disruption and uncertainty.
- Newly appointed staff display commitment to the service and focus on the well-being of the children.

Recent inspection history

Inspection date	Inspection type	Inspection judgement
20/12/2016	Full	Good
01/06/2016	Interim	Improved effectiveness
02/02/2016	Interim	Declined in effectiveness
09/09/2015	Full	Requires improvement

What does the children's home need to do to improve?

Statutory requirements

This section sets out the actions that the registered person must take to meet the Care Standards Act 2000, Children's Homes (England) Regulations 2015 and the 'Guide to the children's homes regulations including the quality standards'. The registered person must comply within the given timescales.

Requirement	Due date
<p>12.</p> <p>(1) The protection of children standard is that children are protected from harm and enabled to keep themselves safe.</p> <p>(2) In particular, the standard in paragraph (1) requires the registered person to ensure—</p> <p>(a) that staff—</p> <p>(i) assess whether each child is at risk of harm, taking into account information in the child's relevant plans, and, if necessary, make arrangements to reduce the risk of any harm to the child;</p> <p>(ii) help each child to understand how to keep safe;</p> <p>(iii) have the skills to identify and act upon signs that a child is at risk of harm;</p> <p>(iv) manage relationships between children to prevent them from harming each other;</p> <p>(v) understand the roles and responsibilities in relation to protecting children that are assigned to them by the registered person;</p> <p>(vi) take effective action whenever there is a serious concern about a child's welfare; and</p> <p>(vii) are familiar with, and act in accordance with, the home's child protection policies.</p>	<p>25/09/2017</p>
<p>13.</p> <p>(1) The leadership and management standard is that the registered person enables, inspires and leads a culture in relation to the children's home that—</p> <p>(a) helps children aspire to fulfil their potential; and</p> <p>(b) promotes their welfare.</p> <p>(2) In particular, the standard in paragraph (1) requires the registered person to—</p>	<p>25/09/2017</p>

<p>(a) lead and manage the home in a way that is consistent with the approach and ethos, and delivers the outcomes, set out in the home's statement of purpose;</p> <p>(b) ensure that staff work as a team where appropriate;</p> <p>(c) ensure that staff have the experience, qualifications and skills to meet the needs of each child;</p> <p>(d) ensure that the home has sufficient staff to provide care for each child;</p> <p>(e) ensure that the home's workforce provides continuity of care to each child;</p> <p>In particular, ensure that each shift has sufficient staff with the knowledge and skills necessary to care for the children staying at that time.</p>	
<p>*32.</p> <p>(1) The registered person must recruit staff using recruitment procedures that are designed to ensure children's safety.</p> <p>(2) The registered person may only—</p> <p>(a) employ an individual to work at the children's home; or</p> <p>(b) if an individual is employed by a person other than the registered person to work at the home in a position in which the individual may have regular contact with children, allow that individual to work at the home,</p> <p>if the individual satisfies the requirements in paragraph (3).</p> <p>(3) The requirements are that—</p> <p>(a) the individual is of integrity and good character;</p> <p>(b) the individual has the appropriate experience, qualification and skills for the work that the individual is to perform;</p> <p>(c) the individual is mentally and physically fit for the purposes of the work that the individual is to perform; and</p> <p>(d) full and satisfactory information is available in relation to the individual in respect of each of the matters in Schedule 2.</p> <p>(Regulation 32(1) and (2)(a)(b) and (3)(a)(b)(c)(d))</p> <p>In particular, ensure that all recruitment files contain the evidence that safer recruitment requirements are fully met.</p> <p>Also, to ensure that policies and procedures for the safe recruitment of staff are fully implemented, monitored and audited.</p>	25/09/2017
<p>33.</p> <p>(1) The registered person must—</p>	25/09/17

<p>(a) ensure that each employee completes an appropriate induction; and</p> <p>(b) ensure that each permanent appointment of an employee is subject to the satisfactory completion of a period of probation.</p> <p>In particular, review the induction of recently appointed staff and ensure that all actions necessary to confirm completion of a satisfactory probation period are undertaken.</p>	
<p>33.</p> <p>(2) The registered person must operate a disciplinary procedure which, in particular—</p> <p>(a) provides for the suspension from work of an employee if necessary in the interests of the safety or welfare of children.</p> <p>In particular, review any significant incidents that have occurred during this inspection period and implement any measures that may be applicable.</p>	25/09/17
<p>33.</p> <p>(4) The registered person must ensure that all employees—</p> <p>(b) receive practice-related supervision by a person with appropriate experience.</p>	25/09/17
<p>40.</p> <p>(4) The registered person must notify HMCI and each other relevant person without delay if—</p> <p>(a) a child is involved in or subject to, or is suspected of being involved in or subject to,</p> <p>sexual exploitation;</p> <p>(b) an incident requiring police involvement occurs in relation to a child which the registered person considers to be serious;</p> <p>(c) there is an allegation of abuse against the home or a person working there;</p> <p>(d) a child protection enquiry involving a child—</p> <p>(i) is instigated; or</p> <p>(ii) concludes (in which case, the notification must include the outcome of the child protection enquiry); or</p> <p>(e) there is any other incident relating to a child which the registered person considers to be serious.</p>	25/09/17

* This requirement is the subject of a compliance notice.

Inspection judgements

Overall experiences and progress of children and young people: inadequate

New staff are inadequately prepared to understand and meet the complex needs of the children in their care. Key information about children's communication, dietary and personal care needs is not readily available to staff. Information that is available is often outdated and unclear. Staff are unable to provide children with the care that they need to keep them safe or help them achieve their potential. For example, staff without training in managing epilepsy were working with children who have this diagnosis.

New staff are given insufficient time to learn and understand the complex needs of the children before working directly with them. Not all staff are aware of the methods of communication used by the children. This makes it difficult for the children to form secure and trusted relationships with staff or effectively communicate their wishes and feelings.

Plans for children's stays are unclear, unspecific or absent. Important issues such as managing hygiene and addressing challenging behaviours are not sufficiently detailed in children's plans. As a result, some staff do not have sufficient knowledge to meet the children's needs. Opportunities to increase independence and expand dietary and activity choices are being missed.

Children are not benefiting from joined-up working between the service, their school and parents/carers to help them make progress and overcome difficulties. There is no system in place to provide parents and carers with timely feedback on their child's stay, or of feedback from parents and carers being sought or provided. This limits children's progress and makes building on achievements and gains and sustaining progress difficult.

How well children and young people are helped and protected: inadequate

Standards of safeguarding practice have been significantly compromised and this has left vulnerable children at unacceptable levels of risk.

Significant shortfalls were identified in recruitment practices. These included:

- evidence of name changes not being verified
- references not being verified
- the authenticity of some questionable references not being challenged.

Records showed that at least five members of staff, one promoted to a key managerial role, were appointed and working with children without the requirements for safer recruitment having been met.

The inadequate arrangements made for the induction of new staff have exposed the children to further risks. Eight new staff have started working with children without having completed a satisfactory induction. New staff have not completed key mandatory training, such as child protection for complex needs, epilepsy safety and the

administration of medication. In addition to the increased safety risks for the children, this has placed an additional burden on experienced staff who are undertaking the necessary tasks to care for the children, as well as supervising and guiding inexperienced staff.

Key documents do not contain sufficient detail to guide staff. Most risk management plans are outdated and important information is difficult to access. This makes it difficult for staff to respond appropriately to issues of emerging risk, such as triggers for self-injurious behaviours, and leaves children vulnerable to harm from avoidable incidents.

A failure by staff to apply risk plans and follow standard procedures led to an incident that could have resulted in serious injury to children and staff. This incident has not been fully investigated in accordance with the home's procedures. Consequently, learning has not been sufficient to identify failings in practice, training needs or to improve services. This leaves children at risk of similar incidents occurring again.

Untrained staff have prepared meals and not followed hygiene procedures, leaving children at risk of ill-health.

The effectiveness of leaders and managers: inadequate

There have been wholesale failures by managers and leaders at all levels of the organisation. Unsafe recruitment practice has not been fully rectified, despite senior managers being alerted to concerns some months ago. As a result, children using the service have continued to be exposed to possible risk.

Staff have not been able to work effectively as a team and this has undermined their capacity to maintain a proper focus on the welfare of children. The service has not been run in accordance with the statement of purpose. Serious allegations have been made against the appointed manager and the subsequent investigation is ongoing. The allegations include concerns such as nepotism and favouritism. Grievances against colleagues have been lodged and staff have expressed a general dissatisfaction with how the home is managed.

Following the suspension of the manager, interim arrangements have been made. An interim manager has been appointed who has very limited experience in residential care and does not have a thorough working knowledge of the regulations. She has been able to address some of the staffing dynamics through effective team meetings and has focused on ensuring that children are able to have their planned stays.

Leaders and managers have failed to make sure that proper plans are in place that will ensure that children have a safe and beneficial stay that effectively meets their needs for respite, enjoyment, social development, and increased independence.

There has been a widespread failure to provide staff with regular supervision and team meetings have been irregular, with minutes not being circulated. This has added to poor staff morale and cohesion. There are significant failures in making notifications to Ofsted in terms of regulation 40, within the required timeframe.

A new management structure has very recently been put in place. The new interim manager and his deputy fully recognise all the identified failings and shortfalls and

display an urgency to address these.

Information about this inspection

Inspectors have looked closely at the experiences and progress of children and young people. Inspectors considered the quality of work and the difference made to the lives of children and young people. They watched how professional staff work with children and young people and each other and discussed the effectiveness of help and care provided. Wherever possible, they talked to children and young people and their families. In addition, the inspectors have tried to understand what the children's home knows about how well it is performing, how well it is doing and what difference it is making for the children and young people who it is trying to help, protect and look after.

Using the 'Social care common inspection framework', this inspection was carried out under the Care Standards Act 2000 to assess the effectiveness of the service, how it meets the core functions of the service as set out in legislation, and to consider how well it complies with the Children's Homes (England) Regulations 2015 and the 'Guide to the children's homes regulations including the quality standards'.

Children's home details

Unique reference number: SC066166

Provision sub-type: Children's home

Registered provider address: Medway Council, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR

Responsible individual: Ian Sutherland

Registered manager: Post vacant

Inspector

John Pledger, social care inspector

The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory and Support Service (Cafcass), schools, colleges, initial teacher training, further education and skills, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for children looked after, safeguarding and child protection.

If you would like a copy of this document in a different format, such as large print or Braille, please telephone 0300 123 1231, or email enquiries@ofsted.gov.uk.

You may reuse this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence>, write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

This publication is available at <http://www.gov.uk/government/organisations/ofsted>.

Interested in our work? You can subscribe to our monthly newsletter for more information and updates: <http://eepurl.com/iTrDn>.

Piccadilly Gate
Store Street
Manchester
M1 2WD

T: 0300 123 1231
Textphone: 0161 618 8524
E: enquiries@ofsted.gov.uk
W: <http://www.gov.uk/ofsted>

© Crown copyright 2017

APPENDIX B AUT EVEN IMPROVEMENT ACTION PLAN

Home: Aut Even

Target Date for Completion: 25/09/2017 Plan Number: 1

Aim of Plan: Improved Effectiveness at Interim / Good at next Inspection

Compiled by: David Ballard Date: 15/08/2017

Updated – 24.08.2017

Updated – 29.08.2017

Updated – 21.09.2017

Statutory Requirement This section sets out the actions that the registered person must take to meet the Care Standards Act 2000, Children’s Homes (England) Regulations 2015 and the ‘Guide to the children’s homes regulations including the quality standards’. The registered person must comply within the given timescales.	Action Required	By Whom/ Person Responsible	Timescale For Completion	Comments and Signature to Confirm Completion of Action
Regulation 12. (1) The protection of children standard is that children are protected from harm and enabled to keep themselves safe. (2) In particular: the standard in paragraph (1) requires the registered person to ensure— (a) that staff— (i) assess whether each child is at risk of harm, taking into account information in the child’s relevant plans, and, if necessary, make arrangements to reduce the risk of any harm to the child;	Review needs of all current young people cross reference with staff rotas for those groups	Caren Smith	28.09.2017	This is now a routine action to maintain the safe operation of all groups

APPENDIX B AUT EVEN IMPROVEMENT ACTION PLAN

<p>(ii) help each child to understand how to keep safe;</p> <p>(iii) have the skills to identify and act upon signs that a child is at risk of harm;</p> <p>manage relationships between children to prevent them from harming each other;</p> <p>(iv) understand the roles and responsibilities in relation to protecting children that are assigned to them by the registered person;</p> <p>(v) take effective action whenever there is a serious concern about a child's welfare; and</p> <p>(vi) are familiar with, and act in accordance with, the home's child protection policies.</p>	<p>Ensure essential information is available to all staff about young people's needs</p> <p>Explore other records systems as advised by Ofsted</p> <p>Implement a revised recording system that includes all relevant up to date information and risk assessment/management documents. Training for the new records will be arranged as part of an implementation plan</p> <p>Ensure all staff are aware of the homes child protection policies and understand procedures.</p>	<p>Caren Smith</p> <p>Caren Smith and David Ballard</p> <p>D Ballard Caren Smith Workforce Development</p>	<p>25.09.2017</p> <p>25.09.2017</p> <p>25.09.2017</p>	<p>Files are checked for each group to ensure information in appropriate and available</p> <p>We have visited Fairlawns Respite unit in Kent and looked at systems and records that they operate. We have adapted those to suit Aut Even and are in the process of implementing a revised records system.</p> <p>This has been discussed in team meetings and a specialist programme of Safeguarding for Disabled Children is included in the new training induction plan.</p>
<p>Regulation 13.</p> <p>(1) The leadership and management standard is that the registered person enables, inspires and leads a</p>				<p>A new statement of purpose has been discussed with the team and a final</p>

APPENDIX B AUT EVEN IMPROVEMENT ACTION PLAN

<p>culture in relation to the children's home that—</p> <p>(a) helps children aspire to fulfil their potential; and (b) promotes their welfare.</p> <p>(2) In particular, the standard in paragraph (1) requires the registered person to—</p> <p>(a) lead and manage the home in a way that is consistent with the approach and ethos, and delivers the outcomes, set out in the home's statement of purpose;</p> <p>(b) ensure that staff work as a team where appropriate;</p> <p>(c) ensure that staff have the experience, qualifications and skills to meet the needs of each child;</p> <p>(d) ensure that the home has sufficient staff to provide care for each child;</p> <p>(e) ensure that the home's workforce provides continuity of care to each child;</p>	<p>Update (rewrite) Statement of Purpose</p>	<p>D Ballard</p>	<p>01.09.2017</p>	<p>version is to be submitted for Directors sign off by 25.09.2017</p>
	<p>Plan monthly team meeting dates</p>	<p>D Ballard Jo Sherry</p>	<p>11.08.2017</p>	<p>Monthly Team Meetings are now scheduled for the next 12 months. Further practice team meetings will be scheduled following completion of the current training programme</p>
	<p>Arrange and deliver staff team away day with HR and training to address the issues that have emerged from recent changes and additions to the team</p>	<p>D Ballard HR & training</p>	<p>25.09.2017</p>	<p>A revised Induction training plan is now in place agreed with Staff Development</p>
	<p>Review Induction of recently recruited staff linked to young people's needs to prioritise deficiencies, e.g. Epilepsy, response, Medication, manual handling etc.</p>	<p>D Ballard HR & training</p>	<p>30.08.2017</p>	<p>New bank staff have been recruited internally, further limited targeted external recruitment has commenced</p>
	<p>Plan recruitment of additional bank staff and filling posts on the establishment including use of agency staff to where suitable.</p> <p>Review each group prior to attendance to ensure that sufficient suitably experienced and trained</p>	<p>D Ballard</p>	<p>30.09.2017</p>	<p>The rota is under constant review and each group is assessed by a manager to assess sufficiency. On</p>

APPENDIX B AUT EVEN IMPROVEMENT ACTION PLAN

<p>In particular, ensure that each shift has sufficient staff with the knowledge and skills necessary to care for the children staying at that time.</p>	<p>staff can meet the needs of the young people in the group</p> <p>Monitor current practice, support staff and ensure appropriate care is provided to young people.</p>	<p>Caren Smith</p> <p>Caren Smith D Ballard</p>	<p>11.08.2017 Ongoing</p> <p>Ongoing</p>	<p>occasion it has been necessary to reduce the group size to ensure safe practice</p>
<p>Regulation 32.</p> <p>(1) The registered person must recruit staff using recruitment procedures that are designed to ensure children’s safety.</p> <p>(2) The registered person may only—</p> <p>(a) employ an individual to work at the children’s home; or</p> <p>(b) if an individual is employed by a person other than the registered person to work at the home in a position in which the individual may have regular contact with children, allow that individual to work at the home, if the individual satisfies the requirements in paragraph (3).</p> <p>(3) The requirements are that—</p> <p>(a) the individual is of integrity and good character;</p> <p>(b) the individual has the appropriate experience, qualification and skills for the work that the individual is to perform;</p> <p>(c) the individual is mentally and physically fit for the purposes of the work that the individual is to perform; and</p> <p>(d) full and satisfactory information is available in relation to the individual in respect of each of the matters in Schedule 2.</p>	<p>All nominated staff will complete the e-learning Safer Recruitment module available on the Medway Safeguarding Children Board portal.</p> <p>Review the content of and roll-out Safer Recruitment Training to all Recruiting Managers (and their deputies where recruitment is delegated).</p> <p>Review the need for HR staff who support the recruitment activity to complete the same Safer Recruitment module.</p> <p>Training completion reports to be circulated to respective Assistant Directors on a monthly basis from the HR Organisational Development team and copied to the HR Resourcing Team</p> <p>All new managers’ working within</p>	<p>Chief People Officer and respective Assistant Director</p>	<p>25.09.2017</p>	<p>Implemented</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

APPENDIX B AUT EVEN IMPROVEMENT ACTION PLAN

<p>(Regulation 32(1) and (2)(a)(b) and (3)(a)(b)(c)(d))</p> <p>In particular,</p> <p>ensure that all recruitment files contain the evidence that safer recruitment requirements are fully met.</p> <p>Also, to ensure that policies and procedures for the safe recruitment of staff are fully implemented, monitored and audited.</p>	<p>Children’s Services will be required to complete the e-learning module within the first month of employment</p> <p>HR to confirm with the Recruiting Manager at the point of the commencement of the recruitment process and cross reference with the training report that he/she has completed the Safer Recruitment module.</p> <p>Review a sample of recruitment files to ensure compliance with Safer Recruitment requirements</p> <p>Review the current suite of policies covering recruitment activity to ensure that they are:</p> <p>a) compliant with the requirements of Regulation 32.</p> <p>b) fit-for-purpose and mirror best practice.</p> <p>c) included into a monitoring and audit regime.</p> <p>Review the need for coaching sessions with managers’ on the details and practical application on the respective policies</p>		<p>25.09.2017</p>	<p>Implemented</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
---	---	--	-------------------	---

APPENDIX B AUT EVEN IMPROVEMENT ACTION PLAN

	Undertake a comprehensive review of all current employee files for Staff at Aut Even to ensure they meet Safer Recruitment requirements. Take immediate relevant action on findings.	HR and Audit & Counter Fraud Service		Completed
Regulation 33. (1) The registered person must—				
(a) ensure that each employee completes an appropriate induction; and (b) ensure that each permanent appointment of an employee is subject to the satisfactory completion of a period of probation. In particular , review the induction of recently appointed staff and ensure that all actions necessary to confirm completion of a satisfactory probation period are undertaken.	Review Induction of recently recruited staff linked to young people's needs to prioritise deficiencies, e.g. Epilepsy, response, Medication, manual handling etc. Review probation periods for recent staff and ensure Medway policy is met.	D Ballard and Training D Ballard and HR	31.08.2017 31.08.2017	All recently recruited staff are now engaged in a revised induction training programme
(2) The registered person must operate a disciplinary procedure which, in particular—	Review the current Disciplinary policy with a focus on the protocols	Chief People Officer and	25.09.2017	

APPENDIX B AUT EVEN IMPROVEMENT ACTION PLAN

<p>Regulation 40.</p> <p>(4) The registered person must notify HMCI and each other relevant person without delay if—</p> <p>(a) a child is involved in or subject to, or is suspected of being involved in or subject to, sexual exploitation;</p> <p>(b) an incident requiring police involvement occurs in relation to a child which the registered person considers to be serious;</p> <p>(c) there is an allegation of abuse against the home or a person working there;</p> <p>(d) a child protection enquiry involving a child—</p> <p>(i) is instigated; or</p> <p>(ii) concludes (in which case, the notification must include the outcome of the child protection enquiry); or</p> <p>(e) there is any other incident relating to a child which the registered person considers to be serious.</p>	<p>Review all notifications and incident logs</p> <p>Ensure staff team are aware of the type of incident or event which requires notification</p> <p>Establish a routine for notification between Registered Manage and Deputy.</p>	<p>D Ballard</p> <p>D Ballard</p> <p>D Ballard</p>	<p>21.08.2017</p> <p>31.08.2017</p> <p>31.08.2017</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>
---	---	--	---	--