

Response to recommendations made in Roy Walker, Care Improvement Partners report 12<sup>th</sup> – 13<sup>th</sup> February 2020

Ref.	Target(s)	Action	Lead Person	Start/Rev./ End	Resources/Costs	Success Criteria	Monitoring and Evidence	Evaluation (Impact) Outstanding – Blue Good – Green RI – Amber Inadequate - Red
1 - 1	Detailed plan prepared in response to recommendations outlined on page 5 of Ofsted Inspection report (November 2019)	First action is completely updated with evidence of actions taken sitting behind it ( <b>blue file</b> )	R Perks S Brain	10.03.2020  Complete by 20.03.2020	5 hours AHOC/HT File and dividers	File will evidence all action and impact of First Ofsted Plan	Roy Walker to inspect  Governors sub committee oversight at academy council meetings	File completed, zoom review by R Walker on 05/05-2020 – report attached
1 - 2	Prepare an Ofsted evidence file providing key cross residential and school information for an inspector	Head teacher, Acting Head of Care with support from KL, to compile an Ofsted file of relevant evidence ( <b>Green File</b> )	R Perks S Brain	10.03.2020  Review on 01.06.2020	Ongoing time. File and dividers	All key information* will be available for inspectors and audit purposes	Roy Walker to inspect  Governors sub committee  Safeguarding sub committee  David Braybrook	Evidence file to audited by governors sub committee and R Walker       Delayed due to COVID
1-3	The Residential Action Plan needs to be regularly reviewed to ensure that the actions identified within it are	Head Teacher, Acting Head of Care,	R Perks S Brain	20.2.2020 ongoing	Ongoing time. Folder/dividers	Weekly meetings with Headteacher & Head of Care. Half termly meetings with	Roy Walker to inspect  Governors Sub committee	Evidence file to audited by governors sub committee and R Walker

	completed as it must not be allowed to drift.					Residential sub committee		
1-4	A Practice Development Action Plan should be developed	Head teacher & AHoC to compile a Practice Development plan	R Perks S Brain	March 2020	Ongoing: time, folder/dividers	Weekly meetings to review progress	Roy Walker to inspect Governors Sub committee to review	Practice development plan to be reviewed and inspected by residential sub committee
1 - 5	Set up a management auditing system, for reviewing files and evidencing	Management Audit forms to be placed in the front of each file, Personal file, Medication, Maintenance etc.. To be reviewed by management, independent visitors, etc and signed	R Perks S Brain	March 2020 - ongoing	Ongoing time. File and dividers	Files regularly sampled by a independent visitors, management, link governor and sign the management audit forms	Monthly checks by SLT  Roy Walker to inspect  Governors sub committee	Management Audit system set up for each file. SLT review monthly – delayed slightly due to Covid 19
1 - 6	To set up a comprehensive list of which files are audited and by whom A check file (Yellow file). to be created containing records of weekly, monthly, half termly and termly checks	Checks file compiled. Acting head of care to carry out weekly, monthly and half termly, termly checks on a regular basis and record accordingly	R Perks S Brain	March 2020 - ongoing	Ongoing time. File and dividers	Files regularly sampled by a independent visitors, management, link governor and sign the management audit forms	Sample checks weekly by SB.  Monthly checks by SLT  Roy Walker to inspect on  Governors sub committee	Yellow audit file created and developed. Not yet reviewed due to COVID
1 - 7	Residential link governor to sample records and complete	CL to sample records and acknowledge action for audit	C Lockyer R Perks S Brain	March 2020 - ongoing	Files and Dividers	Files regularly sampled link governor.	Roy Walker to inspect on 04/05/2020	CL has sampled records and completed a

	management audit forms on doing so.	purposes and actions required						management audit. 2.9.2020
1 - 8	Residential link governor to complete a short report on her findings and feedback	Reports completed, actioned, commented upon and filed accordingly (black file)	C Lockyer R Perks S Brain	March 2020 - ongoing	Files and Dividers	Report produced, shared with staff, actioned, commented and filed	Governors sub committee	To be arranged when residential re-opens
1-9	Independent visitor roles to continue to be undertaken by an experienced practitioner, external to school to provide the detailed scrutiny of practice that is currently required and which will support the development of practice	David Braybrook to continue as Standard 20 independent visitor for foreseeable future	R Perks S Brain	February 2020 - Ongoing	Time	Planned and unannounced visits to continue, Report to be produced on findings by David Braybrook and shared with the residential team at Meetings - Rachel and Sharan to compile a response to David's report	Governors subcommittee Roy Walker	Record of visits/reports in Independent visitor file along with signed response Audited by residential sub committee
1 - 10	A formal response to be written in response to the independent visitors reports by HoC or DHoC which is commented on by Headteacher before sent to Independent visitor	Response to each Standard 20 report, put together by Acting Head of Care within a week of receiving report – passed to Head Teacher for comment before	R Perks	February 2020 - ongoing	Time	Triangulated approach to residential care and provision evidenced	Roy Walker to inspect on 04/05/2020  Governors sub committee	Responses to Standard 20 visit reports written and sent to David Braybrook.

		emailing it to Independent visitor						
1 - 11	. To underpin the Ofsted preparation and management auditing there needs to be put in place a management files and records system that is 'fit for purpose'. This should evidence the management auditing systems in place which can be checked by both the independent visitor and Ofsted.	Files to be audited regularly and record kept in checks folder. Weekly meetings to take place with Head teacher & AHoC.	R Perks S Brain	March 2020 ongoing	Time – file/dividers	Regular management auditing by SLT, recorded in from of each file and check folder. Signature list to be present in check file.	Inspected by Roy Walker, David Braybrook and SLT Residential sub committee	Yellow audit file created and developed. Not yet reviewed due to COVID
1 - 12	Management files to be in a locked cupboard	Locked cupboard to be ordered and purchased for office in Cotswold suite and HoC office	S Brain	March 2020	Time	Secure means of access to files evidenced	Roy Walker to inspect on 04/05/2020  Governors sub committeeXXX X	Locked cupboard stores management files and is in a locked room
1 - 13	De-cluttering across the suites, purchase extra storage if needed	All Care staff to participate in de-cluttering across the suites	S Brain to lead. Residential staff to action	February 2020 – April 2020	Time	No clutter in suites.	Roy Walker to inspect on 04/05/2020  Governors sub committeeXXX X	Achieved
1 - 14	Job description for AHOC to contain designated areas of responsibility	R Perks to liaise with W Mercer to produce appropriate job description in interim period	R Perks W Mercer S Brain	March 2020	Time	AHOC job description produced outlining specific areas of responsibility	Roy Walker to inspect  Governors sub committee	Job description including designated areas of responsibility

1.15	Effective communication with care staff team to inform them of practice developments and expectations of their roles	Restructuring rotas to reflect need  Job descriptions to be held onfile and used in supervision and appraisal	R Perks W Mercer S Brain	After April with new staff on board	Appraisal time	Restructuring of hours allows for detailed team meetings to take place  Staff appraisals reflect expectations of roles	Roy Walker to inspect on 04/05/2020  Governors sub committee	Rotas to be re-organised to accommodate a longer meeting mid week including RP Supervisions being continued during Covid 19
1 - 16	Care team actively encouraged to make suggestions about how to improve the day to day running of the setting	Re-structure of care hours to include a regular meeting time for discussion and review of paperwork	R Perks S Brain	After April with new staff on board	Staff meeting to be minuted  Appraisals  Supervisions	Restructuring of hours allows for detailed team meetings to take place  Staff appraisals reflect open and transparent culture where staff make suggestions	Roy Walker to inspect on 04/05/2020  SLT meetings  Governors sub committeeXXX X	Regular weekly meeting taking place during Covid 19 lock down  Regular meetings taking place with Governors sub committee
1 - 17	Key documents file to be created online which would draw key documents together for the care team	Acting head of care to create both a hard copy file and an online file of key documents for use by the residential staff.	S Brain	Ongoing	Time, file, dividers	AHOC has created a hard copy file and an online file of key documents for use by the residential staff.	Roy Walker to inspect on 04/05/2020  SLT meetings  Governors sub committeeXXX X	Key document file has been created hard copy and electronically. Added to as needed
1 - 18	Keyworkers responsibilities should have explicit	Job descriptions to include responsibility	S Brain R Perks	March 2020 - ongoing		Student care files are up to date, well kept	SLT	Job descriptions re-issued to

	responsibility for the maintainance of the students care files. Overseen by the management team.	for maintenance of student care files.  To be reviewed during supervision and appraisal				and reviewed regularly.		staff and discussed during supervisions
1 - 19	To improve the recording in daily files and evidence daily outcomes	SB to audit personal student files and feedback findings to key staff  Feedback to allow staff to improve content linked to outcomes  Evaluation of audits to be obtained from R Walker sessions/visits on 5/6 May and 9/10 <sup>th</sup> June	S Brain & care team		Time	Audit files	Roy Walker to inspect on 04/05/2020  SLT meetings  Governors sub committee 01/10/20	Changed daily logs to be less narrative and more focused on the targets and communication aspects. Reading also recorded to link to school SDP. Being reviewed monthly.
1 - 20	Team meeting used to support communication and allow staff to understand the developments that are planned	Re-structure of care hours to include a regular meeting time for discussion and review of paperwork	R Perks S Brain	April 2020– new appointment in post?	Time	Minutes to be taken and made available to staff	Roy Walker to inspect on 04/05/2020  SLT  Governors sub committee	
1 - 21	Care team to be given specific areas of responsibility for roles and tasks	Re-structure of Care team hours, Residential team meetings to discuss new responsibilities	R Perks S Brain	Sept 2020	Time	Monitoring by AHoC, SLT and Residential Governors	Roy Walker to inspect  SLT	Specific roles have been allocated. To be audited once pupils back.

1 - 22	Medication logs to contain forms of dated signatures. To be checked regularly by management, residential link governor and signed to evidence	Management audit forms to be completed regularly, by independent monitoring. Acting Head of Care to review MAR sheets on a monthly basis and record in a checks file.	R Perks S Brain	March 2020		Audit files	Roy Walker to inspect on 04/05/2020  SLT  Governors sub committeeXXX X	All dated signatures included in all medication documents
1 - 23	Maintenance logs are regularly audited to ensure work is completed in a timely fashion.	Maintenance checks to be reviewed each week prior to the next check taking place and signed by senior management.	R Perks S Brain	March 2020	Time	Audit files	Roy Walker to inspect on 04/05/2020  SLT  Governors sub committeeXXX X	Maintenance logs are recorded and signed each week, the previous week log is inspected and signed off as appropriate

## 2. Response to recommendations made in Roy Walker, Care Improvement Partners report 3<sup>rd</sup> – 4<sup>th</sup> March 2020

Ref.	Target(s)	Action	Lead Person	Start/Rev./ End	Resources/Costs	Success Criteria	Monitoring and Evidence	Evaluation (Impact) Outstanding – Blue Good – Green RI – Amber Inadequate - Red
2 - 1	A detailed plan with timescales needs to be drawn up for each for the nine subsections of Key issue 1 in the residential Action Plan	First action is completely updated with evidence of actions taken sitting behind it ( <b>red safeguarding file</b> )	R Perks S Brain	10.03.2020  Complete by 20.03.2020	5 hours AHOC/HT File and dividers	File will evidence all action and impact of First Ofsted Plan	Roy Walker to inspect on 05/05/2020  External S/G audit  Governors sub committees	

							(S/G and Residential)  SLT	
2 - 2	Initiate a range of measures to strengthen the safeguarding culture in school.	List	R Perks S Brain K Liddle DSL	11.03.2020  Complete by 3.4.2020	Evidence file (red evidence file)	File will evidence all actions	Roy Walker to inspect on 05/05/2020  External S/G audit  Governors sub committees (S/G and Residential)XX XX  SLT	
2 - 3	To speed up the DBS checks staff should be given limited timescales to produce documents and reminded that they must bring the DBS certificates into school to be verified	RP to email	R Perks K Liddle		Evidence file (red evidence file)	File will evidence all actions	Roy Walker to inspect on 05/05/2020  External S/G audit  Governors sub committees (S/G and Residential)XX XX  SLT	DBS checks completed



2 - 4	The expectation that staff use the DBS update service should be strengthened by becoming a contractual obligation	RP to discuss with new Trust the expectation	W Mercer R Perks					XX% signed up to update service  % residential
2 - 5	For the staff that do not join the update service to complete a Criminal record declaration from annually	Letter written	R Perks K Liddle					
2 - 6	Create an effective communication strategy to inform school staff about actions that are being taken in response to the November Ofsted report	Residential meeting  School whole staff meeting 20.04.2020	R Perks	20.04.2020 - ongoing			Roy Walker to inspect on 05/05/2020  External S/G audit  Governors sub committees (S/G and Residential)XX XX  SLT	
2 - 7	To update the presentation of the Fire and Building documentation	To commence 13.3.2020	W Mercer V Jervis			File will evidence all actions	Roy Walker to inspect on 05/05/2020  External S/G audit	Wendy Mercer and Victoria Jervis to develop the files for Fire and Building

							Governors sub committees (S/G and Residential)XX XX  SLT	
2 - 8	The AHoC to receive regular formal supervision in the continuing absence of the HoC	In place. To be continued by CSO.	R Perks CSO S Brain		Time input form CSO		Roy Walker to inspect on 05/05/2020  External S/G audit  Governors sub committees (S/G and Residential)XX	Formal supervision received and next one scheduled for the 5/6/2020 Interim supervisions to be carried out by R Perks
2 - 9	Appraisals to be completed as soon as practicable	SBr to receive appraisal from RP RBa to be supervised by RP	S Brain R Barton				Roy Walker to inspect on 05/05/2020  External S/G audit  Governors sub committees (S/G and Residential)XX XX	Appraisals scheduled for September 2020 for all residential staff.
2 - 10	Support the care staff to both develop their	CPD – online courses CB Mental Health lead						

	practice and to raise the expectations of their roles	Sam and Julie completing NVQs Sharan completing level 5 leadership and management						
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**\*Tiimetable for school and residential**

**Rotas for Residential**

**Handovers sheet proforma (See dojo)**

**Response to standard 20 visits**

**Care Improvement Partners role**

**Access to policies – document map**

**Documents for site and fire access**

**Medication policy and procedures**

**Sub committee info**

**Maintenance to include sample of logs**

**SCR – where to find and who to speak to**

**PEEPS**

**Fire Drills**

**Who is who?**

**Safeguarding info**

**Welcome to residential pack (ongoing)**

**Admissions**

**Risk assessments for rooms**