



## Full Joint Inspection of Youth Offending Work

### Preparation for FJI

### Guidance for YOT Managers





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# 1 Introduction

This guidance is for the YOT manager and others in an area where an inspection has been announced. It is also useful for any YOT Manager who wishes to develop a contingency plan in case an inspection is announced in their area.

**The purpose of this document is to provide guidance on the activities you will need to undertake in advance of a Full Joint Inspection of youth offending work in your local area, and details of the on-site work that will take place.**

You should read it in conjunction with:

- The Criteria for Full Joint Inspection of Youth Offending Work and
- The Framework for Full Joint Inspection of Youth Offending Work.

Both documents are on the HMI Probation website <http://www.justice.gov.uk/about/hmi-probation> and are available from our Manchester office.

If you are familiar with the contents of this document it will help enable a smooth and effective inspection, and minimise the impact on the work of your YOT.

*NB: We seek to respond to the evidence and circumstances that we find. This document provides our best expectations of the arrangements, but we reserve the right to amend whilst on-site, particularly during Fieldwork Week 2.*

## 2 What is a Full Joint Inspection?

- The FJI is a joint inspection of youth offending work led by HMI Probation.
- In England, the Care Quality Commission, Ofsted (Social Care and Learning & Skills) and HMI Constabulary are partners.
- In Wales, Her Majesty's Inspectorate of Education and Training in Wales (Estyn), Healthcare Inspectorate Wales (HIW), the Care and Social Services Inspectorate Wales (CSSIW) and HMI Constabulary are partners.
- Because this is a formal joint inspection it is essential that all relevant local partners recognise the status of the inspection and the importance of being fully committed to contributing to it. If there are instances where this commitment is not forthcoming the YOT is encouraged to escalate this through their Management Board and, if necessary also through the Chief Executive of their Local Authority.

The FJI consists of two weeks on site separated by a week. In Fieldwork Week 1 we assess cases, in Fieldwork Week 2 we are joined by the other inspectorates who look at a number of cases in greater depth, interview staff, managers and service users and observe practice.

- Each FJI inspection consists of a core module which focuses on the quality of work in statutory cases, plus one or two additional modules. For all inspections between September 2012 and March 2013 one of the additional modules is Governance, and the use of this module will continue to be frequent due to the impact that governance arrangements have on the effectiveness of partnership working. The modules are normally chosen in response to the reason for inspecting, linked to performance on the youth justice outcome measures. The arrangements for Fieldwork Week 1 should not be

affected by the choice of module apart from Early Prevention & Out of Court Disposals, which would require a separate additional case sample and would include an additional inspector on site.

- The current list of additional modules is:
  - Early Prevention & Out of Court Disposals
  - Court work
  - Interventions
  - Drug and Alcohol Work
  - Governance
  - Parents & Carers
  - Victims and Restorative Justice

The range of additional modules is likely to develop over time. Inspection criteria for the additional modules are published separately.

### 3 What happens when the inspection is announced?

- The YOT Manager is **notified by telephone**, usually by the Lead Inspector (LI), on the Friday 11 working days before the start of Fieldwork Week 1. If the YOT Manager is unavailable when we call we normally endeavour to speak to a duty manager, and if that is not possible we move up the management hierarchy to ensure that timely notification has been provided. The LI will seek to arrange a planning meeting for the Monday or Tuesday of the following week (see below for further details). In any event the commencement of preparations for the inspection should NOT wait for the planning meeting.
- **E mail confirmation** of the inspection announcement is sent to the Local Authority Chief Executive(s), the Chair of the YOT Management Board, the Director of Children's Services or equivalent and the YOT Manager with details of the inspection arrangements and the additional modules.
- **Other documents** that are supplied at this time are:
  - **Case sample specification and spreadsheet** to be completed by the YOT and returned to HMI Probation by noon on Thursday 7 working days before the start of Fieldwork Week 1
  - **Request for Information in Advance**– to provide context and inform inspection activities. This should be sent electronically to the Lead Inspector (LI) and SSO to arrive by noon on Thursday 2 working days before the start of Fieldwork Week 1, with one paper copy provided to the LI on arrival on Fieldwork Week 1:
    - YOT policy/procedures for the management of risk of harm to others
    - YOT policy/procedures with regard to child protection and managing vulnerability
    - YOT policy/procedures for the management oversight of practice
    - YOT Quality Assurance (QA) procedure for casework and court reports

- Current (or most recent) YOT business plan (Youth Justice Plan), improvement plans and most recent updates.
- YOT structure chart (including names) – one copy for each inspector.

An electronic copy of these documents should also be sent to the HMI Probation Support Services Officer (SSO), for forwarding to the inspectors involved in Fieldwork Week 2. Information in advance can be supplied through access to a secure website rather than by email if preferred.

*NB: With the exception of the structure chart, if any of these documents do not exist then the YOT is NOT asked to develop them specifically for the inspection. In this case the Lead Inspector (LI) will discuss the situation with the YOT Manager.*

- **Inspection Team – on site and office support** – details of the inspection team, including the SSO who will provide a named single point of contact. The SSO provides advice about the case sample specification, the inspection schedule and any other logistical or administrative aspect of the inspection preparation.
  - **Fieldwork Week 1 schedule template** – see below for details of this.
- **An inspection planning meeting** will be arranged for Monday or Tuesday the following week. Where possible the planning meeting is held face to face, however if that is not possible within the timeframe required then it is undertaken by telephone. You should allow a two hour slot for this. Amongst other things, this covers:
    - **Case sample selection** - the method for selecting cases for inspection is very similar to that used in the previous programme. You provide a long list of cases in a particular time period, and send that to us by noon on Thursday of the week following the announcement. We then choose a shortlist and return that to you by 5.00pm on Monday 5 working days before Fieldwork Week 1. This final selected sample will not normally be changed. The short list sample seeks to be a representative mix of gender, ethnicity and age with some cases assessed as high vulnerability or high risk of serious harm. Wherever possible we seek to inspect at least one case for every case manager on the long-list, however this cannot be guaranteed.
    - **Individual staff or service user needs** – please notify us of any special needs for either staff or service users that may impact on our engagement with them, so that we can work together to overcome these prior to the interview.
    - **Fieldwork Week 1 schedule** - You will be asked to produce a schedule for Fieldwork Week 1. We ask you to undertake this task because you are aware of the commitments of your staff and are in the best position to match them to the schedule at short notice. This is done once the final sample has been selected and returned to the YOT, by populating a model schedule (Microsoft Excel spreadsheet) provided by HMI Probation with the case reference number and name of the case manager. There is one page for each inspector and pre-organised 'slots' (first tier 2 hours, community/custody cases 2 hours 30 minutes) into which cases can be inserted. The case assessment slots commence at 3.15pm on Monday and finish by 1.30pm on Friday. The first 30 minutes of each inspection slot is used by the inspector to familiarise themselves with the case, so the nominated case manager should join the inspector at the end of the first 30 minutes. The final 15 minutes is used by the inspector alone to complete writing

up their assessment. On the first occasion that we meet each case manager we will also ask them about their experience of local management arrangements.

**Allocated cases** – when producing the schedule, all young women (or up to 5 per inspector if there are more than this) should, where possible, be allocated to one inspector, and the same arrangement should apply to Black and Minority Ethnic children and young people cases to a different inspector (up to 5 per inspector). Any child protection cases, cases assessed as high vulnerability and cases assessed as high risk of serious harm should be spread evenly amongst the inspection team and throughout the week. However each local assessor should normally be given a maximum of two such cases, none of which should be on Monday afternoon.

**Case managers** – if absent the previous week, please schedule their cases later in the week, and preferably **NOT** on their first day back.

**Returning the schedule** –this must be sent to the Lead Inspector and SSO by noon on the Thursday immediately preceding the fieldwork.

*NB: Care should be taken to ensure appropriate level of security when emailing case level information to HMI Probation. The allocated HMI Probation SSO can be contacted for further guidance on this.*

- **Inspection Findings meeting – Fieldwork Week 2 Friday 10 -11.30am**

See section 9 below. It is really important to establish this meeting time and invite the relevant personnel to it now.

## 4 Preparation for Fieldwork Week 1

- **The Inspection Team** – for most inspections this consists of a Lead Inspector - LI (HMI Probation), and Deputy Lead Inspector – DLI (HMI Probation), a Practice Assessor (HMI Probation) and a Local Assessor (a peer from another YOT). The size of the team reduces for the few smallest YOTs and increases for bigger ones. Details are provided to you on announcement.

*NB all staff, including Local Assessors will have been subject to an enhanced CRB check in the last 3 years.*

- **Each member of the inspection team will need**
  - **A private workspace/office** where their conversations with the case manager cannot easily be overheard, normally retained throughout the week. Within this office:
    - a terminal with access to the local IT case record system
    - a spare electrical socket within safe and easy reach of the desk (to power our laptops)
    - a desk space large enough for the equipment and for the inspector and case manager to be able to jointly access the local case record system
    - two chairs that are suitable for working at the desk.
  - **A personal** (i.e. for their own use) **user name and read only access** to the local IT case record system which they retain for the week. Where a YOT/local authority has a set of generic user accesses for the use of inspectors and other

official visitors, then these can be used as long as they provide access to the entire case record and associated files.

- **Access to documents held on separate IT systems** e.g. scanned documents, word processed documents such as letters and victim records from the main case management system should also be provided.
  - **Schedule** - a printed copy of the full schedule should be provided to each member of the inspection team when they arrive on Monday. A printed copy of the full final selected case sample (including names) should also be provided to each inspector – this will be retained in the YOT premises at all times. Once the inspector has finished with the case sample list, it is returned to the YOT for secure destruction.
  - **Paper records** - at the start of each day the paper case record that the YOT holds for each case being inspected that day should be placed in the relevant inspector's office. This should include, albeit that they may be held separately, the relevant victim file (or electronic access if this is held on the IT systems) showing full details of all contact with the named victim, and all other relevant files relating to that child or young person e.g. parent/carer file, custody records, Intensive Support & Surveillance (ISS) etc. The inspector normally retains the paper files and returns them at the end of the day.
- **Access to premises** – the inspection team need access to the office between 8.30am and 6.00pm for each on-site day. Where earlier access (from 8am) is available inspectors will often make use of this.
  - **Single or multiple sites** - most inspections are on a single site. However in the largest YOTs the inspection may be spread over two sites, subject to prior discussion with the LI. In any event each member of the inspection team is normally located on a single site for the week.
  - **Interviews with case managers** – we undertake case assessments, wherever possible, with the most relevant YOT case manager. We expect that one case manager normally holds responsibility for the oversight and co-ordination of all aspects of any particular case, including ISS and any specialist inputs. This person is normally the most appropriate person to represent the case to the inspector. If others, e.g. specialist staff, have had significant input into the case, they are welcome to attend too, although it is likely that they will not be present for the whole interview period.
  - **No case manager available?** Where a suitable case manager is not available the selected case is still inspected, but the inspector relies solely on information available within the YOT case record (electronic and paper) without the opportunity for further explanation.
- NB: We particularly value the input from case managers – they can ensure that the case is fully explained. We can provide valuable feedback about the quality of their work, which we normally only do when we meet them. Therefore, please enable case managers to attend these meetings wherever possible.***
- **How many cases do we inspect?** In most YOTs, 34 cases are inspected, typically being 7 first tier cases, 18 community sentences and 9 custodial sentences which have normally been released on supervision. However, in order to ensure that inspected work is sufficiently recent, on occasions this balance may be adjusted. In smaller YOTs the total case sample reduces to 23 cases, in larger YOTs it increases to 62 or 84 cases.



- **Feedback** – as we ask individual case managers for their feedback on our inspection processes via Survey Monkey, please ensure that you provide all e mail addresses to enable us to do this. This feedback is important to us in ensuring that inspection staff maintain high standards of practice.

## 5 Fieldwork Week 1

- Inspectors are **on-site from 1.00 pm Monday to no later than 1.30pm on Friday**. Scheduled work runs from 9.00am each day to 5.30pm. When completing the schedule please DO NOT insert any interviews into the blocked out areas.
- The week start with an on-site Health, Safety and IT briefing from 1.30 – 2.00pm for all inspection team members.
- 2.15 pm - 3.15pm, the Lead Inspector (LI) and the Deputy Inspector (DI) brief the
  - Chair of the Management Board and other members as available;
  - Director of Children’s Services
  - YOT Management Team
  - YOT staff team members who are available
 on the arrangements for the inspection.
- 3.15pm onwards - inspection team members commence case assessments.
- 3.30 pm – 4.30 pm, the LI undertakes an Inspection Planning Meeting with the YOT Manager, Chair of the Management Board and their Administrative Link, ensuring that inspection arrangements are in place and seeking to understand relevant aspects of local context that may usefully inform the inspection.
- 12.30 Friday, the LI and YOT Manager have a final meeting to discuss plans for Fieldwork Week 2 and ensure arrangements are progressing. The LI will discuss additional or amended requirements. YOT provide the names and contact details of the Link Managers for the partner inspectorates for Fieldwork Week 2 – see section 7.

## 6 Between the on-site weeks

- **Information for Fieldwork Week 2** – The YOT need to provide the following to be received by HMI Probation by Monday 5 days before Fieldwork Week 2 - electronically to the LI, and copied to the SSO for forwarding to the joint inspection team.

### General Information

- Register of Management Board members showing their names, agency, role, email and telephone contact details.
- Copies of the last 12 months of Management Board and sub-committee minutes
- Structure chart and names of ETE, health and substance misuse and other specialist staff either located within the YOT, or with whom the YOT works closely.

- A structure chart or other document that shows the various linkages between the YOT and other criminal justice, local authority, community safety, health and children's services agencies or forums within the locality.
- Policy or procedures on using user engagement to inform and improve services; along with any recent management board reports or other details of recent outcomes from user engagement.

*NB: With the exception of the structure chart, if any of these documents do not exist then the YOT is NOT asked to develop them specifically for the inspection. In this case the LI will discuss the situation with the YOT Manager.*

- **Information to be provided to inspectors on arrival for fieldwork week 2**

### **Social Care information**

The following information should be made available, preferably on paper and electronically, to the Social Care Inspector:

- List of children & young people currently on a first tier or community sentence, or serving a custodial sentence (whether or not released) who
  - have a child protection plan, or have had one in the past two years
  - are Looked After or otherwise known to the local authority as a child in need. It would be helpful if this list could indicate whether the inspected local authority is also the home authority for the child or young person
  - List of providers offering early help or other specialist services with whom the YOT works.

If any of the above children or young people are on the list of runaways this should be clearly indicated.

NB: The above request applies to **all** statutory cases open to the YOT at the time the information is produced for us, not just to long-list cases.

### **Education, learning and skills information**

The following information should be made available, preferably on paper and electronically, to the Learning and Skills Inspector:

- List of subcontractors, if any, providing ETE on behalf of the YOT
- If different, list of ETE providers including Pupil Referral Units (PRU) currently being used with children & young people with an assessed ETE need.
- List of any third sector organisations that are currently, or have recently, been involved with children & young people with ETE needs in a voluntary capacity.
- List of children & young people, if any, currently subject to community punishment/unpaid work.
- List of children and young people currently subject to ISS.
- Monitoring information, if currently available, that shows the ETE achievements/success rates of children & young people known to the YOT at school, PRU, custodial institutions and elsewhere.

NB: The above request applies to **all** statutory cases open to the YOT at the time the information is produced for us, not just to long-list cases.

## Health Information

The following information should be made available, preferably on paper and electronically, to the Health Inspector:

- List of children and young people currently on a first tier or community sentence, or serving a custodial sentence (whether or not released) who are
  - In treatment for alcohol or substance misuse. Please include relevant Asset scores.
  - In receipt, or have been during their current sentence, of a physical or emotional/health intervention. Please include relevant Asset scores.
- Details of health and substance misuse provider organisations that the YOT works closely with, including details of the link manager in each organisation.

NB: The above request applies to **all** statutory cases open to the YOT at the time the information is produced for us, not just to long-list cases.

*NB: in all of the above requests case level information should indicate gender, ethnicity and whether there is a known disability. Please ensure that this information is sufficient to enable an inspector to identify specific cases (e.g. using case reference number), but care should be taken to avoid including other unnecessary personal identifiers. If any aspect of these information requests is not readily available it should first be discussed with the LI.*

## 7 Preparation for Fieldwork Week 2

- **The Team** – In England consists of Lead Inspector (HMI Probation), Deputy Inspector (HMI Probation), Inspector (Care Quality Commission), Inspector (Ofsted – Learning and Skills), Inspector (Ofsted – Social Care), Inspector (HMI Constabulary), HMI Probation User Engagement Specialist.

In Wales this consists of Lead Inspector (HMI Probation), Deputy Inspector (HMI Probation), Inspector (Health Inspectorate Wales), Inspector (Estyn), Inspector (Children’s Social Services Inspectorate Wales), Inspector (HMI Constabulary), HMI Probation User Engagement Specialist.

- **Link Managers** - it is important that each inspectorate has a link manager with whom they can discuss and adapt inspection arrangements as the inspection proceeds. The YOT is asked to nominate a manager who can undertake this role, preferably for individual inspectorates. Typically this is likely to be:
  - YOT Manager – for HMI Probation
  - Manager with child protection lead – for Ofsted Social Care/CSSIW
  - Manager with responsibility for ETE staff/services – for Ofsted Learning and Skills/Estyn
  - Manager with responsibility for Health staff/services – for CQC/HIW.
  - Manager with responsibility for police links – for HMIC
  - A support or other worker – for user engagement specialist

Details of the link managers should be confirmed to the LI at the final meeting during fieldwork week 1

- The second fieldwork week is very varied. Each inspectorate focuses on a section of the criteria as suits their specialist role, and often in response to the outcomes from the case assessments and other information in advance.
- The week is a mix of:
  - **examination of the specialist elements** of some cases, and following these through where relevant into partner agencies (see next substantive bullet for more information)
  - **meetings with management board members** and partners (both in the YOT and where relevant in partner agencies)
  - **meetings with staff seconded to, or working closely with, the YOT** (including health and ETE practitioners and other specialist staff e.g. accommodation officers, speech and language therapists)
  - **focus groups** (staff and sometimes service users)
  - **engagement with service users** (particularly children and young people, victims, and parents/carers linked to cases assessed in fieldwork week 1)
  - **observation of practice**, particularly with regard to learning and skills but on occasions also offending behaviour work
  - **examination of relevant plans**, data and other information or records
  - **other engagement with partners**, where children and young people known to the YOT are under discussion.
- Some cases inspected during Fieldwork Week 1 are revisited by a partner inspector, where a particular specialist input has been indicated. This may involve contact with the case manager and/or specialist worker(s) who will ideally make themselves available for discussion on Monday afternoon and/or Tuesday (see schedule for details). For some inspectorates these are timetabled interviews, for others we ask that these staff make themselves available at the request of the inspector.

*NB: The contribution of case assessments to the inspection 'scores' on the quality of practice is confined to the assessments undertaken during fieldwork week 1. Any further inspection of casework during fieldwork week 2 contributes to explanations and broader judgements.*

- **Fieldwork Week 2 schedule** - You will be asked to produce a schedule for Fieldwork Week 2 by populating a model schedule (Microsoft Excel spreadsheet) provided by HMI Probation. There is one page for each inspector with blocked-out fixed commitments and pre-organised 'slots' into which meetings can be inserted. The model is explained by the LI when they discuss arrangements for Fieldwork Week 2. A minimum 15 minute gap should be provided between scheduled inspection activities, with a minimum 30 minutes for lunch, plus any required travelling time. So that we can ask for feedback from those interviewed, please ensure that our SSO has all the e mail addresses of those being interviewed, whatever their role or responsibility.

The completed schedule (i.e. covering all inspectors should be provided to each member of the inspection team, on paper, when they arrive on site. An electronic copy should be sent to the LI and the HMI Probation SSO by **noon on the Thursday prior to the start of Fieldwork Week 2**. Further inspection activities may be requested as fieldwork proceeds, in response to the evidence received and preliminary judgements.

- **Office base and IT requirements** – each inspector on fieldwork week 2 needs an office base, user name and access to IT systems on the same basis as those in Fieldwork week 1 (see section 4 above). The user engagement specialist does not require access to

IT systems but will need somewhere, with access to an electrical socket, where they can prepare for and write up notes from their interviews.

- **Meetings with strategic managers and partners** - We urge you to book these interviews at the earliest opportunity, since their diaries are often arranged further in advance and are more difficult to rearrange.
- **Additional activities for the partner inspectorates** – these are likely to be requested from the relevant link manager when they arrive on-site, since these are in response to outcomes from the case assessments and the information supplied in advance. In particular the Learning & Skills inspector does not make their decision on which learning provision they wish to visit until they have examined the information in advance provided by the YOT. Please, therefore, provide advance warning to learning providers for children & young people subject to ISS or with an assessed ETE need, that they may receive a visit from an Ofsted or Estyn inspector at short notice.

*NB Those invited to meetings should be made aware that on occasions they may be cancelled at short notice, where inspectors have either already gathered sufficient evidence to make their judgement or where an urgent change to plans is required. We try to avoid this, but on the limited occasions when this does occur inspectors will explain the reasons for the change.*

- **Access to premises** - Inspection work is undertaken on a single site wherever possible. Where specific activities take place at a different site, for example if key strategic partners are only available at a separate site or if victims or parents/carers are being visited at home or another location that suits them, sufficient time must be allowed between meetings for travel/parking.

If YOT accommodation allows then a **base room** should be provided for the inspection team, which can also be used for inspection meetings. If this is not possible then the YOT is requested to make a room available for the inspection team meetings on

- Tuesday (9.00-10.00),
- Wednesday(9.00-10.00)
- Thursday(9.00-10.00 & 1.00pm -6.00pm)
- Friday (9.00-9.30)

## 7a User Engagement

The arrangements for HMI Probation's user engagement interviews will be discussed at the planning meeting.

### Health Inspector (CQC/HIW)

- Details of any user engagement requirements by the health inspector would be agreed at the initial meeting with the link manager at the start of fieldwork week 2 although they are likely to rely on evidence from the meetings conducted by HMI Probation.

### Learning & Skills Inspector (Ofsted/Estyn)

- Details of any user engagement requirements by the learning & skills inspector would be agreed at the initial meeting with the link manager at the start of

fieldwork week 2. Wherever possible this is likely to be in conjunction with their visits to ETE provision, and is unlikely to require separate arrangements.

### **Social Care Inspector (Ofsted/CSSIW)**

- Any specific user engagement requirements by the social care inspector would be agreed at the initial meeting with the link manager at the start of fieldwork week 2 although they are likely to rely on evidence from the meetings conducted by HMI Probation. However, where the opportunity arises, the inspector would like to meet one or more children currently known to the YOT who are subject to a child protection plan during their current sentence

### **HMIC**

- Any specific user engagement requirements by HMIC would be agreed at the initial meeting with the link manager at the start of fieldwork week 2 although they are likely rely on evidence from the meetings conducted by HMI Probation.

### **Service User leaflets**

- Leaflets for service users explaining the purpose of the inspection, along with consent forms for interviews with children and young people, are available on the HMI Probation website or from the SSO.

## **7b HMI Probation – arrangements for fieldwork week 2**

A number of meetings are pre-populated into the fieldwork Week 2 schedule, primarily relating to management of the inspection and inspection team. You will be requested, additionally, to arrange the following (with either the LI or the DLI where not specified).

Interviews with strategic personnel normally include two inspectors. Broadly the period between 3pm and 5.30 pm on Monday, 10.30am to 5pm on Tuesday and Wednesday and 10.30 to 12.30 on Thursday is available for these.

- **Inspection interview with YOT Manager** – joint meeting with LI and DLI – 2 hours NOT Monday
- **Chair of YOT Management Board** – joint meeting with LI and DLI – 1 hour NOT Monday
- **Manager responsible for QA** in the YOT – 1 hour
- **Focus group of staff working on statutory cases** (NOT specialist staff) - 1.5 hours
- **Focus group of YOT Middle managers** – 1.5 hours
- **Members of YOT management Board** not being seen by other inspectorates – single meeting with LI/DLI 1.5 hours (NOT Monday)
- **Observation of practice** – subject to the other demands of the inspection programme and their value to the final inspection judgements, there may be some observation of group work or other aspects of work on statutory cases that is taking place during inspection hours. If the YOT considers that there are

activities that would be particularly valuable for the inspection and are suitable for observation they are asked to discuss these with the LI during fieldwork week 1. The LI makes the final decision on what takes place.

- **Additional activities** – the LI will request a range of other inspection activities to be arranged. These will be discussed with the YOT manager as the inspection proceeds. Typical activities requested may include, e.g. a meeting with support staff, examination of staff supervision and training records, meeting with the Director of Children’s Services and/or responsible elected member and/or chief executive, meeting with victim workers, meeting with volunteers, meetings with other non case holding staff. If you think specific additional inspection activities may be helpful to inform specific inspection criteria or illustrate good practice then talk to the LI in fieldwork week 1. The LI makes the final decision on what takes place.

## 7c Health – arrangements for fieldwork week 2

A number of meetings are pre- populated into the fieldwork week 2 schedule, primarily relating to management of the inspection and inspection team. You will be requested, additionally, to arrange the following.

**YOT link manager** – Monday afternoon 2-2.30pm (in some inspections in England this may be held on Tuesday morning 10.00-10.30), also Tuesday and Wednesday afternoon 5-5.30pm.

**Monday pm and Tuesday am** (in some inspections in England this may commence on Tuesday morning and continue throughout Tuesday) – examination of health (both emotional and physical) and substance misuse aspects of a sample of cases, being a subset of the case sample that the LI will have notified you about. Normally for the first half day, roughly 30 minutes per case, normally in conjunction with the relevant workers. Cases for the second half day will be confirmed with the link YOT manager when the health inspector arrives on-site. A schedule is not required for this work – rather the inspector seeks out relevant staff as they need to speak to them. This work requires access to health records on those cases kept at the YOT.

### Other meetings:

- **Middle (or other) manager responsible for health specialists.** (1 hour)
- **Individual meetings** (by specialism) with specialist health and substance misuse staff, but may be combined into case discussions (see above)
- **Individual meetings with health representatives on management board** - 30 minutes each (NOT Tuesday, preferably Thursday)
- **Meetings with relevant link managers from provider side** (1 hour per interview)

The periods between 11.45 and 16.45 on Wednesday, and between 10.15 and 12.30 on Thursday are normally available for these meetings. In inspections in Wales, and some inspections in England, the period between 2pm and 4.15pm on Tuesday may also be available.

Further inspection activity will be agreed between the health inspector and their link manager at their initial meeting, and as the inspection proceeds.

NB: The Lead Inspector will confirm, during the planning meeting, which health inspection pattern will apply for inspections in England.

## 7d Social Care – arrangements for fieldwork week 2

A number of meetings are pre-populated into the fieldwork week 2 schedule, primarily relating to management of the inspection and inspection team. You will be requested, additionally, to arrange the following:

**YOT link manager** – Monday afternoon 2-2.30pm, Tuesday & Wednesday 5-5.30pm.

**Monday pm** and **Tuesday am**– examination of sub set cases, roughly 1 hour per case, timetabled and with the relevant workers (Case manager plus anyone else with significant involvement in the case). See schedule for slot times. These will be cases selected from fieldwork week 1 that the LI will have informed you about.

Where there are other child protection cases currently under YOT supervision it is possible that the social care inspector will also wish to examine these, in particular if there were no child protection cases in the fieldwork week 1 sample. This will be confirmed with the link YOT manager when the inspector arrives on-site.

### **Other meetings:**

- **Lead manager in the YOT for child protection** (1 hour)
- **Local Authority Designated Officer (LADO) for child protection** – can be telephone (1 hour). This meeting is provisional and is only held if social care inspector requires it.
- **Child protection lead in the local authority** (1 hour)
- **Manager in the YOT responsible for performance management** (1 hour)
- **Early help services** - social care inspector may wish to see representatives from partner agencies responsible for early help services such as parenting, and explore work with looked after children. Whilst any requirement for this will be agreed between the inspector and link manager on Monday afternoon; it may be prudent to alert partners of this possibility.
- **Seconded social workers** - It is likely that the social care inspector will wish to meet with seconded social workers, or otherwise assess whether sufficient social work skills are available to and used appropriately within the YOT.

Where there is more than one person in an interview the time should be extended to 1.5 hours.

The periods between 2pm and 4.15 on Tuesday, 11.45 and 4.45pm on Wednesday and 10.15 to 11.30 on Thursday are normally available for these meetings.

Further inspection activity will be agreed between the social care inspector and their link manager at their initial meeting on the Monday afternoon, and as the inspection proceeds. In particular the link manager may wish to ensure that they are aware of



any other meetings being held in the local authority during this week that relate to children and young people in the final case sample.

## 7e Learning & Skills – arrangements for fieldwork week 2

A number of meetings are pre-populated into the fieldwork week 2 schedule, primarily relating to management of the inspection and inspection team. You will be requested, additionally, to arrange the following:

**YOT link manager** – Monday afternoon 2-2.30pm, Tuesday & Wednesday 5-5.30pm.

**Monday pm** and Tuesday am– examination of sub set cases, roughly 45 minutes per case, timetabled and with the relevant workers (Case manager plus anyone else with significant involvement in the case). See schedule for slot times. These will be cases selected from fieldwork week 1 that the LI will have informed you about.

Additional cases will be decided by the Ofsted-L&S inspector based on the information provided in advance and confirmed with the link manager on Monday afternoon.

**Visits to learning provision** - Much of the Learning & Skills involvement in the inspection is likely to involve visits to learning provision being undertaken by children and young people subject to ISS or otherwise known to the YOT with an assessed ETE need. Wherever possible this will also include engagement with the children & young people, their parents/carers (probably by telephone), their teachers/tutors etc. The details of this will be confirmed with the link manager on Monday afternoon.

### Other meetings:

- **Specialist ETE staff** – those working in the YOT (1 hour)
- **Meeting with local Children’s Information and Advice Service/Connexions** (1 hour)
- **Meeting with education welfare link** in the local authority (1 hour)
- **Management Board representative** (1 hour)

The periods between 12.15pm and 4.15 on Tuesday, 10.30 and 4.45pm on Wednesday and 10.15 to 11.30 on Thursday are normally available for these meetings.

Further inspection activity will be agreed between the inspector and their link manager at their initial meeting on the Monday afternoon, and as the inspection proceeds.

## 7f HMI Constabulary

A number of meetings are pre-populated into the fieldwork week 2 schedule, primarily relating to management of the inspection and inspection team. You will be requested, additionally, to arrange the following:

**YOT link manager** –Tuesday 10:00-10.30am. Further contact may be arranged as it is needed.

**Tuesday am**– examination of sub set cases at the YOT, usually cases where there is a high risk of harm or high vulnerability , or the case demonstrates positive or negative aspects of partnership working , (roughly 30 minutes per case, normally in

conjunction with the relevant workers). A schedule of meetings with case workers is not required for this work – rather the inspector seeks out relevant staff as they need to speak to them. These will be cases selected from fieldwork week 1 that the LI will have informed you about.

**Tuesday pm** – examination of police records on specific cases at police location. This is usually done with the assistance of the police officers based within the YOT. The inspector will make arrangements directly with the HMIC liaison officer in the local police force for this work.

#### **Other meetings:**

- **Meeting with YOT police staff** – preferably Wednesday 1pm to 3pm
- **Meeting with Management Board Police representative** (1 hour) – preferably Thursday 11.30 to 12.30
- **Meeting with MAPPA police representative** (1 hour) – preferably Wednesday 3.30 to 4.30pm
- **Meeting with Integrated Offender Management (IOM) link person** (1 hour). This should be arranged in conjunction with the HMIC liaison officer in the local police force.

The periods between 1pm and 4.30 on Wednesday and 10.15 to 11.30 on Thursday are normally available for these meetings.

Further inspection activity will be agreed between the HMIC inspector and their link manager at their initial meeting on the Tuesday, and as the inspection proceeds.

## **8 Fieldwork Week 2**

Inspectors are **on-site from 1.00pm Monday to no later than 1.00pm Friday.**

Scheduled work can start from 10.15am each day to 5.00 pm except where times are blocked out for pre-arranged meetings/activities. When completing the schedule work must not be scheduled into slots already allocated to other activities.

The user engagement specialist usually starts work at 11am and is available until no later than 7pm (see paragraph 7a).

*NB If exceptionally, you wish to schedule work outside of these times then prior agreement should be sought from the LI (if requested before inspectors arrive on site for Fieldwork Week 2) or alternatively with the relevant specialist inspector (if they have already arrived on-site).*

- HMI Probation, social care, learning & skills and health inspectors and the user engagement specialist arrive to start work at 1:00pm on the Monday; although in some inspections in England the health inspector may arrive on Tuesday morning. The HMIC inspector will arrive to start work at 8.30am on the Tuesday.

The week will start with an on-site Health, Safety and IT briefing from 1.30 – 2.00pm for all inspection team members commencing on Monday and 8.30-9.00 Tuesday for those commencing on Tuesday (HMIC and sometimes, in England, Health).

## 9 Inspection findings meeting

This is held at the end of Fieldwork Week 2, **Friday 10-12 noon.**

- A joint meeting led by the LI and including contributions from all of the inspectorates that were on-site. This is likely to include a Power point presentation – therefore the YOT is asked to arrange a suitable room and make suitable projection facilities available, and inform us in good time if the room is not in the YOT premises where the inspection was undertaken.
- This is the face to face opportunity for formal feedback on inspection findings. We would like to see there:
  - Local Authority Chief Executive
  - Chair of YOT Management Board
  - Director of Children’s Services
  - Local Authority elected member with children/youth lead
  - Local Authority elected member with crime and disorder lead
  - YOT Manager
  - YOT Management Board members – particularly those representing statutory partners
  - Director of Public Health (or equivalent)
  - Chair of the Health and Well-Being Board (or equivalent)
  - YOT management team
  - The YOT may also wish to consider inviting a local authority elected member with an education lead, along with other partners or officers who have a particular interest in the work of the YOT or with whom the YOT works closely.

Please encourage these important people to attend. If they are unable to do so, please ask them to send a substitute.

This is the only opportunity for key partners to hear and discuss inspection findings directly with the inspection team.

The lead inspector will offer a subsequent presentation of findings specifically for YOT staff – with the timing to suit both the YOT and the LI.

## 10 Check-list of preparatory activities for the inspection

The following table provides a check-list of the main activities to be undertaken by the YOT in preparation for the inspection.

| Item | See paragraph | Actions  |
|------|---------------|--|
| 1    | 3             | Complete long-list of cases and return to HMI Probation      |
| 2    | 5             | Book initial briefing meeting and issue invitations          |
| 3    |               | Brief staff on the inspection                                |
| 4    |               | Brief partners on the inspection and secure commitment to it |
| 5    | 3             | Organise schedule for case assessments in Fieldwork Week 1   |

|    |    |  |
|----|----|--|
| 6  | 3  | Send Fieldwork Week 1 schedule to HMI Probation  |
| 7  | 9  | Book Findings meeting, issue invitations, arrange projector  |
| 8  | 3  | Provide initial information in advance to HMI Probation  |
| 9  | 4  | Arrange IT access for inspectors for Fieldwork Week 1  |
| 10 | 4  | Arrange office accommodation for Fieldwork Week 1  |
| 11 |    | Ensure arrangements in place to provide support to inspection Fieldwork Week 1 (copies of schedule, access to office, files available daily etc) |
| 12 | 7  | Arrange link managers for Fieldwork Week 2   |
| 13 | 6  | Provide subsequent information in advance for partner inspectorates  |
| 14 | 7a | Arrange children and young people engagement for Fieldwork Week 2  |
| 15 | 7a | Arrange parent/carer engagement for Fieldwork Week 2   |
| 16 | 7a | Arrange victim engagement for Fieldwork Week 2   |
| 17 | 7  | Arrange base and interview rooms for Fieldwork Week 2  |
| 18 | 7b | Arrange HMI Probation activities for Fieldwork Week 2  |
| 19 | 7c | Arrange Health activities for Fieldwork Week 2   |
| 20 | 7d | Arrange Social Care activities for Fieldwork Week 2  |
| 21 | 7e | Arrange Learning & Skills activities for Fieldwork Week 2  |
| 22 | 7f | Arrange HMI Constabulary activities for Fieldwork Week 2   |
| 23 | 7  | Send Fieldwork Week 2 schedule to HMI Probation  |

| <b>Full Joint Inspection Dates 2014/15</b> |                                 |
|--|---------------------------------|
| <b>Fieldwork Week 1</b>                    | <b>Fieldwork Week 2</b>         |
| 27th January 2014                          | 10 <sup>th</sup> February 2014  |
| 10 <sup>th</sup> March 2014                | 24 <sup>th</sup> March 2014     |
| 12 <sup>th</sup> May 2014                  | 2 <sup>nd</sup> June 2014       |
| 16 <sup>th</sup> June 2014                 | 7 <sup>th</sup> July 2014       |
| 15 <sup>th</sup> September 2014            | 29 <sup>th</sup> September 2014 |
| 10 <sup>th</sup> November 2014             | 24 <sup>th</sup> November 2014  |
| 19 <sup>th</sup> January 2015              | 2 <sup>nd</sup> February 2015   |
| 2 <sup>nd</sup> March 2015                 | 16 <sup>th</sup> March 2015     |

**HMI Probation**  
**revised 20 February 2014**