

## KENT SAFEGUARDING REVIEW – PHASE 1 QUESTIONNAIRE

### App1 a: Practice relating to safeguarding – effectiveness of arrangements to respond to concerns

Issue	Yes	In part	No	Evidence	Risks	Action required
1. Are thresholds clear for accessing social care services and for receiving referrals?						
2. Is the quality of arrangements satisfactory for gathering information following a referral from relevant and interested parties?						
3. Is the requirement being routinely met that referrers are notified in writing of action taken in response to the referral?						
4. Is the requirement being met that team managers do not have cases allocated to them, pending allocation to social workers?						
5. Are all children's social care cases allocated to a qualified social worker?						
6. Is electronic allocation of cases only made after prior discussion with the allocated social worker?						

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### Quality of recording, assessment and child protection planning

Issue	Yes	In part	No	Evidence	Risks	Action required
7. Is case file recording adequate?						
8. Is there evidence of appropriate managerial oversight and decision-making in case records?						
9. Is there evidence of thorough, analytical, and reflective supervision?						
10. Are files well organised and are processes and planning of individual cases simple to follow?						
11. Do all children's social care files have a chronology of the individual case?						
12. In assessments, is it consistently demonstrable that children and young people are being seen, spoken to, and their views taken into account?						
13. Is there evidence that managers are addressing the reasons where children are not seen alone and, where possible, enabling the child's voice to be heard?						
14. Are there unacceptable delays in distributing minutes of key meetings to						

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partner agencies?						
15. Is the overall quality of assessment and care planning satisfactory?						
16. Is proper account taken of historical concerns?						
17. Is information from other agencies always used to inform assessments?						

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### Effectiveness of inter-agency child protection

Issue	Yes	In part	No	Evidence	Risks	Action required
18. Do the majority of child protection strategy discussions primarily involve staff from social care and police (i.e. much more frequently than representatives of other agencies)?						
19. Do the majority of child protection review conferences primarily involve staff from social care and police (i.e. much more frequently than representatives of other agencies)?						
20. Do police managers participate in initial and subsequent strategy discussions?						
21. Are children visited by social workers within expected timescales?						
22. Is it clear what needs to be done and by whom in child protection plans in order to reduce identified risk?						
23. Is there evidence of the child protection plan's success in improving the safety or welfare of the						

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child?						
24. Are children and young people consulted and their views sought regarding their child protection plans?						
25. Is attendance by children, young people, and parents and carers at child protection conferences monitored and the information collated and analysed?						
26. Are there robust procedures in place for placing children with relatives and friends in an emergency?						

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### Service management – effectiveness of governance arrangements

Issue	Yes	In part	No	Evidence	Risks	Action required
27. Are policies effectively implemented and followed (e.g. supervision policy, "whistle-blowing" policy?)						

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### Effectiveness of safeguarding arrangements

Issue	Yes	In part	No	Evidence	Risks	Action required
28. Are the outcomes from qualitative audit activity used to critically evaluate and report on the actual outcomes for children?						
29. Does Children’s Social Services use performance indicators to question and challenge underlying issues about quality of front-line practice?						
30. Do internal audit reports presented to elected Members accurately reflect the significance and implications of identified weaknesses and inconsistencies in practice?						
31. Are internal (or independent) audit reports supported by clear and measurable action plans?						
32. Is Children’s Social Services management data reliable?						
33. Is there consistency between the reported performance data and reality (e.g. do data reports indicate that initial assessments and core assessments are completed						

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within agreed timescales, when if files checked, this would not be the case)?						
34. Is a file opened for each child in a family?						
35. Are all cases identified for closure, closed promptly?						
36. Do case files show sufficient evidence of management oversight and decision-making?						
37. Are records of case discussions routinely placed on children's files?						

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### Workforce development and safe recruitment practices

Issue	Yes	In part	No	Evidence	Risks	Action required
38. Does Children's Social Services meet the minimum requirement for CRB checks on staff?						
39. Are appropriate employment and identity checks made for Children's Social Services staff?						
40. Are arrangements in place for ensuring supervision is given to staff who have been appointed prior to receipt of CRB checks?						
41. Is there a high turnover of qualified social workers?						
42. If there is a high turnover of staff, is there a reliance on agency staff?						
43. Has action been taken to attract staff?						
44. Are social workers' caseloads and the means of managing them satisfactory and effective?						
45. Are social workers' effective management of their caseloads affected by having to complete unfinished work for other						

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staff who leave the department?						
46. Is there a transfer protocol to define when a case should transfer to a long-term team?						
47. Has the ICS created difficulties for practitioners?						
48. Have managers given sufficient priority to resolving issues regarding the effectiveness of ICS?						