

ACTION PLAN – MAY 2010**Ofsted’s Unannounced Inspection of Contact Referral and Assessment 5th and 6th May 10**

	Area for Development	Action	Lead Responsibility	Timescale	Completed
1.	Timely completion of Initial and Core Assessments	<ul style="list-style-type: none"> Roll out of Lap tops to frontline workers to be brought forward in order to improve recording timeliness. 	Senior Analyst ICT	Sept 2011	
2.	The multiple recording systems frontline workers use are modernised. (Carefirst; Integrated Children’s System; Electronic Social Care Records; Case Files/hard drives .	<ul style="list-style-type: none"> Development of Carefirst 6 to be prioritised within the Council . Development of Electronic Social Care Records. 	Divisional Manager Children & Schools Services Divisional Manager Children & Schools Services	April 2011 April 2011	
3	Lack of detailed recording on Carefirst 5 by the Emergency Duty Team (EDT).	<ul style="list-style-type: none"> Review of recording to be undertaken. To check that data is migrating appropriately between Integrated Children’s System (ICS) and Carefirst 5 Quality of recording to be monitored via EDT Operational Group as a standing item. 	EDT Manager Business Analyst ICT EDT Manager and Children in Need Principal Manager	June 2010 June 2010 June 2010	

<p>4.</p>	<p>Initial screening of Cases</p>	<ul style="list-style-type: none"> • A review to be undertaken of <u>all</u> 'contacts' between Feb and April 2010 to assure quality in all cases. • Systems to be implemented across Runcorn and Widnes Teams to ensure Social Care Duty consultations are stored in an accessible and consistent way. • Weekly reports on 'contacts' to be provided and cross referenced with social work allocations to ensure contacts are appropriate and do not meet level of need for a full referral • Regular Auditing of 'Contacts' to be included in Quarterly Auditing of Practice by the Safeguarding Unit. • Case allocations to be cross referenced each morning with Social Care Duty Log Book. • Roles and Responsibilities of a Social Care Duty Managers to be developed. • A 'Back to Basics' workshop to be 	<p>Divisional manager Children in Need</p> <p>Divisional Manager Children in Need</p> <p>Principal Co-ordinator Carefirst / Children in Care Duty managers</p> <p>Divisional Manager Safeguarding Unit</p> <p>Duty Managers Children in Need</p> <p>Principal Managers Child in Need.</p> <p>Principal Managers Child in Need</p>	<p>10th May 2010</p> <p>21.05.10</p> <p>21.05.10</p> <p>August 2010 and regularly thereafter</p> <p>14.05.10 and ongoing</p> <p>June 2010 To be completed by 31st August 10</p> <p>July 2010</p>	<p>Completed by 10.05.10.</p> <p>Completed</p> <p>Completed and ongoing</p> <p>Completed and ongoing</p> <p>Completed workshops</p>
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		developed to cover social work analysis, assessing risk and evidencing and recording case actions			arranged for October 2010
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