



**HALTON BOROUGH COUNCIL**

**CHILDREN AND YOUNG PEOPLES DIRECTORATE**

Children’s Homes Regulation 33 Visit – Care Standards Act 2000 section 23 (1)

**Name of Home:**

**Date of Visit:**

**Duration of Visit:**

**Staff Present:**

**Young People Present (Initials):**

Person conducting this visit:

**Please check that all records are complete, accurate, legible and up to date.**

**Please check Physical Intervention file, Additional Measures of Control file, and Complaints file each month, and endeavour to speak to the young people.**

Please ✓ if checked this month	Schedule of Inspection Procedures	Comments	Action Required / Recommendations
	<p>Are there any outstanding requirements or recommendations from last Reg. 33 or Ofsted Inspection?</p>		
	<p><b>Admission and Discharge Book</b></p> <p>Are all admissions planned or have there been any emergency admissions?</p> <p>Have policies and procedures been followed?</p> <p>Is the last admission a good match with the existing residents?</p>		

	<p><b>Records of Physical Intervention</b></p> <p>If staff have been involved in physical intervention, are they trained in this technique?</p>		
	<p><b>Records of Sanctions / Positives</b></p> <p>Do these seem fair and just?</p>		
	<p><b>Records of Comments, Compliments and Complaints</b></p> <p>Date of last entry? Have complaints been fully addressed and resolved?</p>		
	<p><b>Medication Book / Charts</b></p> <p>Are these signed and legible?</p>		
	<p><b>Health &amp; Safety Recording Systems</b></p> <p>Food Standards Agency File (including fridge / freezer temperatures etc)</p> <p>COSHH records</p> <p>Building log book / Gas / electric / water checks</p>		

	<p><b>Accident Book</b></p> <p>Are there any patterns of recurring accidents?</p>		
	<p><b>Fire Safety Book</b></p> <p>Have all weekly tests been carried out?</p> <p>Date of last fire drill?</p> <p>During the past year has at least one drill been done during sleeping hours?</p>		
	<p><b>Visitors Record Book</b></p> <p>Is this up to date with times recorded of when visitors left?</p>		
	<p><b>Staff Hand-Over Book / Forms</b></p> <p>Are these complete with staff signatures?</p>		
	<p><b>Daily Logs</b></p> <p>Log Book / Sheets</p> <p>Communication Book</p> <p>Diary</p> <p>Menus – are they nutritious and varied?</p>		
	<p><b>Staff Rotas</b></p> <p>Is there adequate staffing for the various situations?</p>		

	<p><b>Premises: Structural Check</b></p> <p>Is there any repair work still outstanding?</p>		
	<p><b>Premises: Fixtures and Fittings and Decoration</b></p> <p>Are these in a reasonable state of repair?</p> <p>Does the house appear warm and welcoming?</p>		
	<p><b>Premises: Gardens and Outbuildings</b></p> <p>Is the fence in a reasonable state of repair?</p> <p>Has the grass been cut?</p> <p>Does the garden appear looked after?</p>		
	<p><b>Discussions with Young People</b></p> <p>Consider the following possible subject areas:</p> <p>Activities / Interests</p> <p>Do they take part in house meetings?</p> <p>Being Healthy</p> <p>Staying Safe</p> <p>Enjoy and Achieve</p> <p>Make a Positive Contribution</p> <p>Achieve Economic Well Being</p>		

	<p><b>Discussions with Staff</b></p> <p>Consider the following possible subject areas:</p> <p>Training</p> <p>Support</p> <p>Supervision</p> <p>Staff / Team Meetings</p> <p>Annual Leave</p> <p>How do staff support young people with their education?</p> <p>How do staff support young people with contact?</p> <p>Do staff have any other comments?</p>		
	<p><b>General Recommendations</b></p>		
	<p><b>Any Other Issues</b></p>		

Signed: .....

Date: .....