Child sexual exploitation thematic inspection

Guidance to HMI

Key lines of enquiry (KLOE) and supplementary questions

- It is suggested that you print a copy of "CSE Questions – Master List" to have on site with you.

- These are what I think you may think of as the "evaluation schedule" in SIF terminology; the numbers on this document will be aligned to the SEA.

- At the end of the thematic inspection we will need entries on the SEA for each number - as always some will have more SEA entries than others. What is important is that the summation of all the SEAs for that particular number give the picture for that LA/LSCB of that issue.

- The questions are grouped under the nine KLOE that are in the scoping document. The LA/LSCB have also had the list of the nine KLOE.

- Each team should use the nine KLOE to structure and provide your verbal feedback on the Friday morning before you leave site. The lead needs to collate this on a word document and send it to the survey lead at the end of each inspection. This will be uploaded onto SharePoint.

- Clearly, becoming familiar with all 76 questions that supplement the nine KLOE will take time, although they should reflect your CSE knowledge and any reading you have done. So to assist we have created a "CSE questions by activity" sheet that identifies the most relevant of the 76 questions for you to cover in each activity for which you are timetabled. Some questions on this attachment are in **bold**; these are areas that you need to prioritise and gather evidence on in that particular activity. This is to ensure that all eight visits have some level of consistency.

- The "CSE questions by activity" is an aid memoir for you for each activity. You can re-phrase the questions and ask them in any order you please and you have free reign in your designated activity. Nor is it exhaustive – if evidence is provided in the activity that you are undertaking that relates to one of the 76 questions but is not on that particular activity question list, then that's fine too. We recommend you print this off so you have a hard copy on site.

- The KLOE for case tracking are not as obvious as you would have in the SIF. So to assist, we have cross referenced components of case tracking with the relevant question numbers. Please see the document "CSE thematic

inspection – case tracking". We recommend you print this off so you have a hard copy on site.

- We will need evidence on all 76 questions for each LA/LSCB. One of the tasks of the week will be to review the SEA as the week progresses to help highlight any SEA gaps.

The Summary Evidence Assessment (SEA)

- To record and share evidence we are using a SEA. You will have access to this in advance of you going on-site. Please have a look at this and familiarise yourself with it.

- It works the same way as the SIF SEA although your choices are different.

- Instead of choosing a judgment area you chose a KLOE. You can choose more than one KLOE.

- Instead of entering an evaluation schedule number you choose one of the 76 questions. You can choose more than one but keep it specific and choose as few as possible.

- Please be evaluative.

- In each LA at least 18 cases will be tracked. These will be numbered 1-18 by the LA. When you make a SEA entry about a case this number is required (not the child's electronic record ID)

- It is imperative that strenuous efforts and utmost flexibility is given to seeing/speaking with the young people in the 18 tracked cases. However, young people should not be taken out of school to facilitate this. Time will be scheduled with the LA at the planning stage to facilitate this activity. SEA entries for each case need to provide evidence of whether or not a young person has been spoken to by an HMI. If a young person is not seen/spoken to a SEA will need to be completed by the on-site LI confirming efforts made and reasons the young person was not spoken to. The SEA entry for this should be made consistently under number 48.

- Case tracking – a separate attachment has been provided "CSE thematic inspection – case tracking". This outlines the key elements of case tracking that you should be recording in the SEA and provides the appropriate SEA number; to assist with consistency!

- SEAs will need to be completed on site. Timetabling will be kept as tight as possible with LAs and we will try to create space for writing during the day. Inevitably, there will be the need to do SEAs in the evening.

Roles and responsibilities

Local Authority	Date W/C	On-site Thematic lead	On site LI	Team 1	Team 2	SIF lead
Rotherham	22 Sept	Inspector 1	Inspector 3	Inspector 6	Inspector 13	Inspector 16
Camden	29 Sept	Inspector 1	Inspector 4	Inspector 10	Inspector 11	N/A
Oldham	29 Sept	Inspector 2	Inspector 5	Inspector 20	Inspector 3	N/A
Brent	29 Sept	Survey lead	Inspector 6	Inspector 19	Inspector 7	N/A
Bristol	6 Oct	Survey lead	Inspector 7	Inspector 18	Inspector 10	Inspector 14
Rochdale	6 Oct	Inspector 2	Inspector 6	Inspector 1	Inspector 17	Inspector 15
Kent	13 Oct	Survey lead	Inspector 8	Inspector 4	Inspector 13	N/A
Luton	13 Oct	Inspector 1	Inspector 9	Inspector 11	Inspector 12	N/A

- The survey lead will notify all LAs/LSCBs about the CSE thematic inspection four working days (the preceding Tuesday) before you arrive on-site. For those of you that will be on-site during SIF week 2, the notification will occur after the SIF LI has spoken to the DCS.

- The survey lead will work with each of the LAs/LSCBs to plan your visit including pulling together the timetable and selecting the 18 cases to be tracked. Where possible and depending on availability and allocation of on-site LI preparation days, the survey lead will work in conjunction with the on-site LI on this task.

- The on-site LI and the on-site thematic lead will agree what the thematic lead can do to assist the on-site inspection team when on-site. The on-site thematic lead role is supernumerary to the on-site inspection team. We see it as a general "dog's body" role to sort out any issues to make the inspection run smoothly for the on-site team. For example, sorting issues with timetables; getting you phone numbers for children/parents; making you tea and coffee etc. However, they will have some capacity to do some SEA entries in relation to the documents and data that the LA/LSCB provides. Also, and if it helps, and in negotiation with the LA/LSCB, they can sit in on some meetings, take notes and draft the SEA entries that the relevant on-site HMI would check for accuracy and upload.

SharePoint

We have a SharePoint site for the CSE thematic inspection. This will contain specific information for the LA you are visiting. As the LA sends the requested documents,

these will be uploaded. However, depending on the LA they may not all be available before you go on site. The SharePoint site will also hold the general thematic inspection documents (including this one) that you have already been sent by email.

Practicalities

- The timetable will begin with a team meeting at 11am on Day 1/Monday. If this causes you difficulty you need to alert your on-site LI and the survey lead.

- You should leave site by 1pm on Day 5/Friday.

- Please ensure that you have an evidence notebook to make your own notes in. Order from your admin support. You will need to retain these until the report is published so that the survey lead can come back to you to check evidence at the report writing stage.

- Risk assessments – The survey lead will identify any issues specific to the LA/LSCB during the planning stage and advise the on-site lead inspector of these who can share these with the team in the normal way.

If you have any other queries contact the survey lead.

With thanks,

<Insert name - survey lead>
19 September 2014