



Annex A: Request for information: full inspection of a secure training centre

Important note: unless specified otherwise, all information provided should cover the period **since the last full inspection**.

Item	Answer
Name of the centre:	
Name of person completing this form:	
Designation:	
Date:	

Section 1: Information about children

No.	Item	Answer
1	<p>The current population of the centre by: unique identifier, age, gender, ethnicity, legal status, whether the child is looked after, sentence type and duration, home area and date of release, specifying whether any children are due for release during the inspection period or shortly after it.</p> <p>This should highlight children who have an identified learning disability or other learning style requirement.</p> <p>This information should include the name, role and contact details (mobile phone number, landline number, email address) of key people for each child (where applicable), for example youth offending team worker, social worker, independent reviewing officer, parents/carers.</p>	
2	Number of children admitted to the centre.	
3	Number of children who have left the centre.	
4	Number of children who are due to leave the centre, with no clear plans in place for the child, and the centre has formally escalated the matter with the placing authority or is considering this action.	

Section 1: Information about children		
No.	Item	Answer
5	Number of children who have left the centre with no clear plans in place, and the centre has formally escalated the matter with the placing authority.	
6	Number of children who have left the centre to move to another provision under the Mental Health Act 1983.	

Section 2: Safeguarding		
No.	Item	Answer
7	Number of safeguarding referrals made to: a. local authority children's services b. designated officer.	
8	Number of children subject to these referrals.	
9	Number of safeguarding referrals to local authority children's services relating to the risk of radicalisation.	
10	a. Number of allegations made against staff. b. Number of children making these allegations.	
11	Number of children who have been the subject of suicide and self-harm plans.	
12	Number of children currently at the centre who are the subject of Assessment, Care in Custody and Team Work (ACCT) or suicide and self-harm plans.	

Section 2: Safeguarding		
No.	Item	Answer
13	<ul style="list-style-type: none"> a. Number of incidents of self-harm. b. Number of incidents of attempted suicide. c. Number of incidents of self-harm/attempted suicide that required hospital treatment. d. Number of incidents where anti-ligature clothing has been used. e. Other restrictions (provide detail). 	
14	Number of children currently at the centre who have been at risk of, or previously subject to, child sexual exploitation.	
15	Number of children currently at the centre who have been at risk of, or previously subject to, child criminal exploitation ¹ (please identify if any of these children are the same as those in 17 above).	
16	Number of incidents of bullying.	

Section 3: Information relating to children's care and safety		
No.	Item	Answer
17	Number of incidents of physical restraint.	
18	Number of incidents of use of force.	
19	Number of incidents where pain-inducing techniques were used.	
20	Number of times handcuffs were used in physical restraint or use-of-force incidents.	
21	Number of times risk assessments were completed for the use of handcuffs for mobility/temporary release, where: <ul style="list-style-type: none"> a. handcuffs were used at all times b. handcuffs were used part of the time 	

¹ Child criminal exploitation is more commonly known as 'county lines'. The Home Office ['Criminal exploitation of children and vulnerable adults: county lines' guidance](#) gives a full definition.

Section 3: Information relating to children's care and safety

No.	Item	Answer
	c. handcuffs were not used.	
22	Number of incidents where personal protective equipment was used (for example, shield or helmet).	
23	Number of children involved in these incidents.	
24	Total number of physical restraint incidents that each child has been subject to. Please include a separate total for each child.	1. 2. 3.
25	Number of children requiring treatment from a health professional due to an injury following an incident of physical restraint or use of force.	
26	a. Number of times children absconded. b. Number of children involved.	
27	a. Number of incidents of violence. b. Any incidents that required a child to be taken to hospital.	
28	a. Number of fights between children. b. Any incidents that required a child to be taken to hospital.	
29	a. Number of single separations. ² b. Number of children. c. Number of single separations that have lasted more than three hours.	
30	a. Number of removals from association. b. Number of children. c. Number of removals from association incidents that have lasted more than three hours.	
31	Number of complaints made by children.	
32	Number of complaints from others (such as parents, placing authorities or YOS).	

² Child locked into their bedroom or other area; they are on their own and cannot leave of their own accord.

Section 3: Information relating to children's care and safety

No.	Item	Answer
33	a. Temporary release: (i) number (ii) purpose. b. Mobility: (i) number (ii) purpose.	
34	Offence-focused work a. A list of the interventions carried out at the centre. b. Total number of children who have completed interventions by type. c. Review of interventions and their impact (report)	
35	Number of visits to children by family or friends. Please specify types of visits, such as 'enhanced', 'family' or 'specific/special'.	
36	Information relating to consultation and engagement with children (such as unit meeting minutes or children's council meetings minutes).	

Section 4: Staffing and other information

37	Current organisation structure of the secure training centre with names of all senior staff and job titles, including staffing structures for health and education, and any vacancies.	
38	Total number of staff employed and contracted.	
39	Number of new staff since the last full inspection.	
40	Number of staff who have left since the last full inspection. (State whether any leavers were dismissed or left while capability or disciplinary issues were being actively considered.)	

41	Staff sickness rates.	
42	Number of current disciplinary actions, including the number and details of any suspended staff.	
43	Number of staff with a qualification relevant to working with children and the type of qualification.	

Section 5: The functioning and activities of the centre

44	<p>Timetable of events during the inspection, including:</p> <ul style="list-style-type: none"> ■ children’s remand, planning, resettlement review meetings ■ child protection, safeguarding meetings and conferences ■ planned admissions and discharges ■ details of any family or professional visits ■ children’s consultation meetings ■ others that the centre wish to bring to inspector’s attention.
45	Any improvement action plan(s) since the previous inspection
46	The centre’s strategic plan(s)
47	Copies of the centre’s current policies in relation to: safeguarding, searching, restraint, handcuffing, separation (or equivalent term in use within the centre), rewards and sanctions scheme, use of anti-ligature clothing, temporary release and/or mobilities.
48	<p>Minutes/reports/documents related to/including:</p> <p>Self-harm, child protection and allegations, physical restraint, use of force, assaults, bullying, complaints, single separation, removal from association, equality and diversity, rewards and sanctions, searching, handcuff use, resettlement/transitions activity/information, resettlement strategy, temporary release/mobilities, public protection database, early release information, risk management meetings, and intervention team meetings.</p>

Section 6: Education and training data requirements

49	Position statement (this can include or refer to business or improvement plans, self-evaluation forms or a self-assessment report).
50	Staffing list and what they teach/train, including qualifications.
51	Timetables for education, training and enrichment activities during the on-site inspection.
52	All academic and vocational areas included in the curriculum.
53	The name and level of all qualifications delivered.

54	Performance information, which sets out the educational progress of individual children.
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Section 7: Health	
55	Health needs assessment.
56	Clinical schedule (all services).
57	Governance meeting minutes since previous inspection.
58	List of mandatory and associated training.
59	Health and well-being strategy

Section 8: Dates of checks and updates		
60	Date children's guide/information was last updated.	
61	Name any policies that have been updated since the last full inspection.	
62	Date of last gas safety certificate.	
63	Date of last portable appliance testing (PAT) check.	
64	Date of last health and safety risk review.	
65	Date of last health and safety check of the premises.	
66	Date of last fire risk assessment review	
67	Date of last fire service visit (include any recommendations made by the fire authority and actions taken by the centre).	
68	Date of last fire drill – day and night.	Day: Night:
69	Employers liability insurance – valid until:	

Section 9: Other information	
70	The number of times police have been called to the centre and the reasons: Initials and the details of any children who were:

	<ul style="list-style-type: none">(i) arrested (ii) charged (iii) convicted
71	Any other matters or information that the inspectorates need to consider during the inspection.



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