# **RISK ASSESSMENT FRAMEWORK FOR MONITORING**

Link Officer to undertake at least yearly 'distance' monitoring.

This is the minimum monitoring undertaken where individuals are in placement and monitoring may occur more frequently at The Council's discretion.

Officer to complete Risk Assessment template based on information gathered.

Providers rated based on assessment

- high risk full monitoring visit
- medium risk 'issue based' monitoring
- low risk distance monitoring

To include:
- gathering key data /
Metrics from provider
(template)

- accessing external quality assurance reports including CQC reports.
- Discussion with involved professionals including Social Worker and Independent Reviewing Officer

Risk rating to be compiled on to a central risk register for this contract.

Allocation to be agreed annually based on volume of placements with Provider

Please note: Risk assessment is dynamic and will updated as and when information is received but at least every 12 months following distance monitoring.

## **HIGH RISK**

Full monitoring visit (see operational guidance)

Officer will visit the service and review the quality and safety of the provision including viewing staff and young people's records, discussions with Staff, discussions with the Manager and gathering feedback from the individual accessing the service.

### **MEDIUM RISK**

**Issue Based monitoring** 

Officer will request further information from the Provider which may include evidence of records. CCC will get feedback from other stakeholders e.g. Social Workers, Review Officers, individuals accessing the service, and where appropriate family. Information obtained will inform the need for either a meeting or visit to the service focussing on specific areas of the full monitoring process.

## **LOW RISK**

Distance monitoring (See operational guidance)

Repeat Distance Monitoring within 6 months.

Actions identified from the monitoring will form an 'action plan' with timescales for completion to manage risk and ensure contract compliance. Providers' engagement with the action plan will inform ongoing risk assessment of the service with non-engagement triggering further action.

### **Guidance:**

#### **Risk Assessment**

Framework for Risk Assessment takes into account the following factors:

- Status of current placements
- Working relationship with the Council
- External quality assurance
- Indicators including safeguarding, incidents, complaints, staff turnover and placement breakdowns.

CCC will prioritise visiting provision where Service Users are in placement or accessing a service.

- Low Risk indicates that the service has stable placements with no, low or well managed safeguarding and complaints. Ofsted/CQC rating is Good/Outstanding and other external quality assurance reports do not identify significant areas of development. Working relationship with the Council is effective and previous monitoring actions plan visits have been addressed within timescales.
- **Medium Risk** indicates an issue or concern has been identified through distance monitoring or reported by a Stakeholder.
- High Risk indicates that either minimal or no information is known about the Service requiring a full monitoring visit; that significant concerns or recurring themes have been identified through distance monitoring or reported by a Stakeholder or actions identified to reduce risk are not being addressed in a timely way.