

## JOINT AREA REVIEW FOR SINGLE TIER AND COUNTY COUNCILS

### Initial document request

#### Notes relating to this document request

The documents identified in this list are the initial key documents that the inspection teams will need. Many of these documents will provide the supporting evidence for your self-assessment but there may be other evidence referred to in your self-assessment which you will want to provide to the inspection teams. Once the teams have reviewed the documents requested in this list and your self-assessment, they will liaise with you about what additional documents may be needed such as evidence referred to in your self-assessment.

Electronic copies of documents are preferred. If key documents are available on your website please indicate this on the attached.

Documents should be provided where possible 8 weeks prior to the on-site inspection work. This will help the team to shape the focus of their inspection activity during the pre-site analysis phase.

\* indicates that these plans will no longer be required when the children and young person's plan is available in 2006

Please complete and return to the Project Support Officer

Ref no.	Document requested <i>(list to be revised following discussion with team leader)</i>	For JAR use	Enclosed /attached	Date to be sent if not enclosed	Format (electronic, CD, hard copy)	Document available on website	Name of document (where different from that listed)
	Community strategy	✓					
	Asset management plan (inc. for schools)	✓					
	Regeneration and/or neighbourhood renewal strategy	✓					
	Director of public health report	✓					
	Patient and public involvement strategy, including surveys, for the locality	✓					
	Youth section of drug action and advice team plan	✓					
	LEA strategy for promoting children and young people's health and physical development*	✓					
	Local authority policy and procedures for off-site and hazardous activities	✓					
	Summary reports on accidents to children and young people taking part in outdoor activities	✓					
	Area child protection committee/local safeguarding children board annual report and business plan for previous and current year	✓					
	Children's services plan*	✓					
	Inter-agency child protection procedures and any local protocols, guidance and monitoring arrangements	✓					
	Local preventative strategy*	✓					

Ref no.	Document requested <i>(list to be revised following discussion with team leader)</i>	For JAR use	Enclosed /attached	Date to be sent if not enclosed	Format (electronic, CD, hard copy)	Document available on website	Name of document (where different from that listed)
	Area safeguarding plans	✓					
	Information sharing protocols	✓					
	Staff/carers vetting policies and data on action taken	✓					
	Procedures for placement and monitoring of sex offenders – risk policy	✓					
	Child protection training policies and plans	✓					
	Multi-agency public protection arrangements	✓					
	Staff supervision, appraisal or competency papers	✓					
	Education development plan	✓					
	Early years development and childcare plan*	✓					
	School organisation plan*	✓					
	Behaviour support plan	✓					
	Council's procedures for monitoring, challenging and intervening in schools*	✓					
	LEA information for parents on school admission procedures	✓					
	Youth service annual plan	✓					
	Minutes of meetings involving children and young people in local decision-making	✓					
	Records of participation of children and young people in community service and volunteering	✓					
	Inter-agency strategy or programme for reducing crime and disorder, and monitoring reports*	✓					

Ref no.	Document requested <i>(list to be revised following discussion with team leader)</i>	For JAR use	Enclosed /attached	Date to be sent if not enclosed	Format (electronic, CD, hard copy)	Document available on website	Name of document (where different from that listed)
	Inter-agency strategy or programme for reducing racial harassment, and monitoring reports*	✓					
	Annual reports from the youth offenders team to the Youth Justice Board	✓					
	Crime and disorder reduction partnership annual reports	✓					
	Youth justice plan*	✓					
	Leaflets for children and young people regarding their rights and access to training, healthcare	✓					
	LEA strategy for reducing bullying*	✓					
	Local Learning and Skills Council strategic area review	✓					
	Summary record of current educational provision for 14-19 year-olds with numbers participating in each type of provision, broken down by type of institution	✓					
	New deal for communities plan (if applicable)	✓					
	Market renewal pathfinder prospectus (if applicable)	✓					
	Regional Development Agency strategic plan	✓					
	Strategy documents for looked after children*	✓					
	Guidance on drawing up personal education plans, transition plans, and pathway plans	✓					

Ref no.	Document requested <i>(list to be revised following discussion with team leader)</i>	For JAR use	Enclosed /attached	Date to be sent if not enclosed	Format (electronic, CD, hard copy)	Document available on website	Name of document (where different from that listed)
	Information for looked after children and their carers on available services and how to access them	✓					
	Details of information and training on the needs of looked after children provided to carers and other providers	✓					
	Information for looked after children on benefits	✓					
	Monitoring reports for elected members and senior officers on educational and other outcomes for looked after children	✓					
	Minutes of meetings at which the views of looked after children have been sought	✓					
	Surveys of the views of looked after children and their results	✓					
	Policy on financial support for care leavers	✓					
	Strategy for the inclusion of children and young people with LDD with accompanying action plans*	✓					
	Criteria for SEN statutory assessment and review, placement and resource allocation	✓					
	Formulae for delegating/devolving SEN funding to schools	✓					
	Local authority accessibility strategy	✓					
	Information for parents on assessment procedures, SEN provision and parent partnership and disagreement resolution services	✓					

Ref no.	Document requested <i>(list to be revised following discussion with team leader)</i>	For JAR use	Enclosed /attached	Date to be sent if not enclosed	Format (electronic, CD, hard copy)	Document available on website	Name of document (where different from that listed)
	Information on advocacy support for children and young people	✓					
	Service level agreements with schools re SEN provision	✓					
	Details of arrangements to monitor, challenge and intervene in schools and early years education/childcare settings in relation to SEN policy and practice	✓					
	Guidance provided to schools and early years education/childcare settings, for example on formulating their own policies for SEN, the admission of SEN pupils, the production of individual education plans, partnership working and inclusive practices	✓					
	Data collated by local 'valuing people support teams'	✓					
	Details of the procedures for the monitoring of pupil attainment and other outcomes for different groups of pupils with LDD	✓					
	Information on SEN training provided	✓					
	Records of meetings at which the views of representative children and young people with LDD were sought	✓					
	Details of surveys undertaken of children and young people's views and their results	✓					
	Children and young people plan (from April 2006)	✓					
	Last 2 years section 52s out-turn statements						

Ref no.	Document requested <i>(list to be revised following discussion with team leader)</i>	For JAR use	Enclosed /attached	Date to be sent if not enclosed	Format (electronic, CD, hard copy)	Document available on website	Name of document (where different from that listed)
	HR strategy for recruitment and retention in services to children and young people especially for the school workforce and social care work.	✓					
	Training and development strategy for staff providing services to children and young people.	✓					
	Relevant and recent (within last 3 years) BVR for services to children and young people.	✓					
	Medium term financial plan for education	✓					
	Medium term financial plan for children's social care	✓					

Additional information to support planning/set-up of the inspection programmes

Ref no.	<b>Information requested</b> <i>(list to be revised following discussion with CA team leader)</i>	For JAR use	Enclosed /attached	Date to be sent if not enclosed	Format (electronic, CD, hard copy)	Information available on website	Comments
	Partnership information – <ul style="list-style-type: none"> <li>• LSP membership details and contacts</li> <li>• Key partnerships and contact details</li> </ul>	✓					