



Policy No: SJD/ORG/28	Authorised by: Davina Powell	Review Date: 2 nd November 2023
Policy Date: 12th April 2021		Date of Next Review: 1 st November 2024
QUALITY SELF ASSESSMENT		

(Audit of the 9 quality standards)

This Policy summarises the arrangements in place for the periodic monitoring and auditing of the Home's Quality Management Systems to be performed internally by the staff of the Home to ensure continued compliance to declared standards:

A: BACKGROUND INFORMATION

1. Auditing the Quality System is a structured process and is designed to check to ensure that documented Policies are being followed in practice. The auditing process uses simple audit tools designed to allow the auditor to assess and measure the quality of care delivered to young people.
2. For Auditing purposes, the Quality System is structured into 9 sections, each representing a numbered Quality Standard, which provides the foundation of the Children's Homes (England) Regulations 2015. These Quality Standards are:

Quality Standard No 1: The Quality and Purpose of Care Standard

Quality Standard No 2: The Children's Views, Wishes & Feelings Standard

Quality Standard No 3: The Education Standard

Quality Standard No 4: The Enjoyment and Achievement Standard

Quality Standard No 5: The Health and Well-being Standard

Quality Standard No 6: The Positive Relationships Standard

Quality Standard No 7: The Protection of Children Standard

Quality Standard No 8: The Leadership and Management Standard

Quality Standard No 9: The Care Planning Standard

3. Each Standard is sub-divided into several Quality Modules which collectively summarise the overall Outcomes to be achieved for the Care Service. Each Quality Standard cross-references appropriate Policies and Record Forms required.

B: CONDUCTING A QUALITY AUDIT:

1. A Plan or Schedule to audit each of the 9 Quality Standards through a calendar year will be prepared by the Manager or designate. Form No: 2-000 refers.
2. Audits may be carried out either by designated staff, or by using an approved outside Management Consultancy service:
 - 2.1 All designated staff shall be trained in Quality Audit techniques, and such training included in appropriate staff training records. Such staff are the “internal quality auditors”.
 - 2.2 Outside Consultants shall be included on the list of Preferred Suppliers of Services
3. Wherever practical an auditor should not be permitted to audit his / her own area of responsibility.
4. Using Form No: 2-001 as the auditing tool, within each Quality Standard the auditor is invited to address a series of Quality Modules, each geared to a specific Policy and / or Record Form where relevant.
5. Where audit findings show a deviation from declared standards or Policies, these will be known as “non-compliances”. These non-compliances, together with any observations noted by the auditor, will be reviewed for action required at the Quality Management Review meetings. Form No: 2-001 has the facility to record the action needed to correct the non-compliance, and the assigned responsibilities and authorisations.
6. Following completion of the remedial action required, any action taken will be re-audited to verify its effectiveness, and a record of the findings made in the spaces provided on Form No: 2-001. If acceptable, the Report will be signed off by the auditor, and verified by the Manager.

FORMS REFERENCES:

Form No: 2-000 Annual Plan of Audit of the 9 Quality Standards

Form No: 2-001 Audit of the 9 Quality Standard