

REPORT SAMPLING - ASSESSMENT – QUICK GUIDE

1. **Assessment Tools**. The assessment tools that will be used by support managers are available to safeguarders and can be used by safeguarders to review and reflect on their report, if they so wish.
2. **Stages to Review**. there are 2 stages to the assessment of the report:
 - When the report is first reviewed on an individual basis by safeguarder and support manager before the session takes place. Initial assessment can be changed, following discussions at the session.
 - During and at the end of the support session. Both safeguarder and support manager should discuss any areas noted from review at stage 1 so that any areas requiring clarification are understood. Where action or improvement is required this should be discussed, be clear and be noted on the IDP with any disagreement recorded in the SSR.
3. **Initial Review**. Initial review of a report will be made by both safeguarder and support manager separately, once the report has been sent to safeguarder.
4. **Areas to Clarify/Discuss at Sessions**. The tools used by support manager look at the individual aspects of the Standards that might be shown in a report and allow the support manager to note any areas that need clarification or where the Standards appear to not be being met – this allows these matters to be fully clarified and discussed at the session.
5. **Notice of Areas to Discuss – by support manager**. At least 2 weeks before the session the support manager will contact the safeguarder to let the safeguarder know, in general terms, the areas of the report that the support manager will want to discuss at the session. This allows the safeguarder some time to reflect on what will be discussed.
6. **Notice of Areas to Discuss – by safeguarder**. In the same phone call (at 4 above) the safeguarder can alert the support manager to any areas of the report that they would wish to be discussed at the session.
7. **Independence of the Safeguarder's Recommendations**. At the session the discussions around the report must relate to compliance with the Practice Standards. What was recommended in the report is a matter for the safeguarder.
8. **Report Sampling in the Context of Overall Monitoring**. The report can show compliance with the Practice Standards and will add to other evidence of compliance gathered from previous sessions and from information beyond reports. It is part of the information available that allows consideration of a safeguarder's practice and conduct.
9. **Improvements Required**. Where improvements are required by safeguarders to meet the Standards – whether to meet the Standard on Reports or meet other Standards – these should be discussed, agreed and included in the Individual Development Plan and Support Session Record for the safeguarder. Any disagreement as to what is required should be recorded in these documents too.