

The children are the point of the visit. Record how many were offered the chance to speak.

HOME	VISITOR	INDEPENDENT OF THE HOME?
DATE OF VISIT	ANNOUNCED OR UNANNOUNCED	VISIT NUMBER

A visit where no child was spoken to should say so plainly.

In their own words, anonymised where they asked for that.

	EXAMINED	N/A
Incident records	☐	☐
Records of any physical intervention	☐	☐
Safeguarding records and referrals	☐	☐
Missing from care records and return interviews	☐	☐
Complaints, and how they were resolved	☐	☐
Daily logs and key work records	☐	☐
Care and placement plans	☐	☐
Medication records	☐	☐
Staff rota and staffing levels	☐	☐
Recruitment files and pre-employment checks	☐	☐
Supervision and training records	☐	☐
Fire safety and emergency planning records	☐	☐

	EXAMINED	N/A
Statement of purpose	☐	☐
Notifications made	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

STAFF AND THE HOME

Staff spoken to — how many, and in what roles

What staff said about support and supervision

Staffing on the day, against the rota

Condition of the home

Whether children's bedrooms are personal to them

Food, and whether children have a say in it

ARE THE CHILDREN SAFEGUARDED?

The visitor's own judgement, with reasons.

IS THE HOME MEETING ITS STANDARDS AND ITS STATEMENT OF PURPOSE?

PROGRESS SINCE THE LAST VISIT

Recommendations that reappear are a finding in themselves.

Recommendation from last visit — status — evidence seen

Recommendation from last visit — status — evidence seen

Recommendation from last visit — status — evidence seen

Anything outstanding from more than one visit ago

RECOMMENDATIONS

Recommendation — owner — by when

Recommendation — owner — by when

Recommendation — owner — by when

Anything requiring immediate action, and who was told at the time

REGISTERED MANAGER'S RESPONSE

SIGN-OFF

VISITOR SIGNATURE	DATE
REGISTERED MANAGER	DATE
REPORT PROVIDED TO	DATE PROVIDED