

# Action Plan

**This Action Plan has been completed by the Provider and the Authority has not made any amendments to the returned Action Plan.**

<b>Action Plan ID:</b>	MON-0017666-AP
<b>Provider's response to Inspection Report No:</b>	MON-0017666
<b>Centre Type:</b>	Children's Residential Centre
<b>Service Area:</b>	CFA DNE CRC
<b>Date of inspection:</b>	28 June 2016
<b>Date of response:</b>	03 August 2016

These requirements set out the actions that should be taken to meet the National Standards for Children's Residential Services.

<b>Theme 2: Safe &amp; Effective Care</b> <b>Standard 5: Planning for Children and Young People</b> <b>Judgment: Requires improvement</b>
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**The Provider is failing to comply with a regulatory requirement in the following respect:**

Information provided to children on admission was not up-to-date.

Not all placement plans were up to date and reflective of the care plans for the children.

Children's files stored for archiving were not kept in flame retardant filing cabinets and a risk assessment in relation to this had not been carried out.

**Action Required:**

Under Standard 5: Planning for Children and Young People you are required to ensure that:

There is a statutory written care plan developed in consultation with parents and young people that is subject to regular review. This plan states the aims and objectives of the placement, promotes the welfare, education, interests and health needs of young people and addresses their emotional and psychological needs. It

stresses and outlines practical contact with families and, where appropriate, preparation for leaving care.

**Please state the actions you have taken or are planning to take:**

- 1) Updated Children's Booklet to be completed to include up to date information on the service and outside Advocacy Service
- 2) New Placement Plan template has been introduced, Placement plans will be quality assured prior to implementation
- 3) All files will be archived in External Secure Service by August 31st 2016, in the interim they will be stored in Flame Retardant Filing Cabinet

**Proposed timescale:**  
**30/09/2016**

**Person responsible:**  
**Provider**

**Theme 2: Safe & Effective Care**  
**Standard 10: Premises and Safety**  
**Judgment: Requires improvement**

**The Provider is failing to comply with a regulatory requirement in the following respect:**

Daily checks of fire equipment were not always recorded.

Managerial oversight of daily fire safety checks was not evident in the records.

**Action Required:**

Under Standard 10: Premises and Safety you are required to ensure that:  
The premises are suitable for the residential care of young people and their use is in keeping with their stated purpose. The centre has adequate arrangements to guard against the risk of fire and other hazards in accordance with Articles 12 and 13 of the Child Care (Placement of Children in Residential Care) Regulations, 1995.

**Please state the actions you have taken or are planning to take:**

- 1) Daily checks will be completed, Social Care Manager will Audit on a weekly basis. ACM will Audit on a Six Monthly basis.
- 2) As above SCM will audit daily checks on a weekly basis, any issues will be raised at staff meeting.

**Proposed timescale:**  
**31/08/2016**

**Person responsible:**  
**Provider**

**Theme 3: Health & Development**  
**Standard 9: Health**  
**Judgment: Requires improvement**

**The Provider is failing to comply with a regulatory requirement in the following respect:**

The centre required a revised medication management policy.

**Action Required:**

Under Standard 9: Health you are required to ensure that:

The health needs of the young person are assessed and met. They are given information and support to make age-appropriate choices in relation to their health.

**Please state the actions you have taken or are planning to take:**

1) Social Care Manager to attend training on 5th and 6th October 2016, Interim guidance to be implemented by ACM office by August 31st 2016

**Proposed timescale:**  
**31/10/2016**

**Person responsible:**  
**Provider**

**Theme 4: Leadership, Governance & Management**

**Standard 1: Purpose and Function**

**Judgment: Requires improvement**

**The Provider is failing to comply with a regulatory requirement in the following respect:**

The statement of purpose did not clearly outline the capacity of the centre to cater for children with complex needs.

**Action Required:**

Under Standard 1: Purpose and Function you are required to ensure that:

The centre has a written statement of purpose and function that accurately describes what the centre sets out to do for young people and the manner in which care is provided. The statement is available, accessible and understood.

**Please state the actions you have taken or are planning to take:**

1) Statement of purpose and function will be reviewed and updated in line with the service's capacity to manage young people with complex needs

**Proposed timescale:**  
**31/08/2016**

**Person responsible:**  
**Provider**

**Theme 4: Leadership, Governance & Management**

**Standard 2: Management and Staffing**

**Judgment: Requires improvement**

**The Provider is failing to comply with a regulatory requirement in the following respect:**

The risk register was not effective to manage key risks in the service.

Not all significant event notifications were reviewed in a timely manner.

Management oversight of significant event notifications did not always identify gaps in reporting about children.

**Action Required:**

Under Standard 2: Management and Staffing you are required to ensure that: The centre is effectively managed, and staff are organised to deliver the best possible care and protection for young people. There are appropriate external management and monitoring arrangements in place.

**Please state the actions you have taken or are planning to take:**

1) ACM and SCM to review Risk Register

2) New Significant Event Review Group terms of reference have been agreed and implemented in the area, All significant events will be reviewed in the centre and regionally as required.

3) All Significant events will be reviewed by the Centre Manager / ACM on a weekly basis, any gaps identified will be addressed with the team in the centre.

**Proposed timescale:**  
**30/09/2016**

**Person responsible:**  
**Provider**