

# 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-0017757-AP
<b>Provider's response to Inspection Report No:</b>	MON-0017757
<b>Centre Type:</b>	Children's Residential Centre
<b>Service Area:</b>	CFA DNE CRC
<b>Date of inspection:</b>	26 July 2016
<b>Date of response:</b>	15 September 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:**

Some care plans were not sufficiently detailed and were not signed by relevant parties.

Some placement plans were not sufficiently detailed.

Attention needed to be paid to confidentiality issues in terms of information about children being on other children's files.

**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:**

The centre manager will ensure that care plans are sufficiently detailed. That care plans 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. That it stresses and outlines practical contact with families and, where appropriate, preparation for leaving care. At times where care plans do not contain the above sufficient details centre manager will meet with y/p's Social Worker to outline where amendments are required.

Key worker's from Tir na nOg draft up a detailed report on all aspects of each young person's care and present this at the care planning meeting. Social workers are given a copy of this to ensure they have sufficient details required.

Placement plans to be completed with all sections completed.

Centre manager will ensure, through regular audits of files, that confidential information pertaining to other young people will not be held on children's files.

**Proposed timescale:**  
**15/10/2016**

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

**Theme 2: Safe & Effective Care**

**Standard 7: Safeguarding and Child Protection**

**Judgment: Requires improvement**

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

The child protection notification folder did not reflect incoming child protection concerns about children living in the centre.

The centre had carried out a general risk assessment in relation to the use of the child protection alarm system, however, this did not include risk assessments for the use of this practice for individual children.

**Action Required:**

Under Standard 7: Safeguarding and Child Protection you are required to ensure that:

Attention is paid to keeping young people in the centre safe, through conscious steps designed to ensure a regime and ethos that promotes a culture of openness and accountability.

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

The centre manager will broaden the scope of the child protection folder to include all child protection concerns in relation to young people in the centre, including concerns notified by other parties.

The centre manager will carry out individual risk assessments on the use of the child protection alarm systems for each young person currently residing in the centre and for all new admissions. This will be part of the admission's process.

**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:**

The health and safety checklist identified hazards that needed to be addressed, however, it did not clearly record if tasks identified had been carried out or the dates of completion.

Maintenance issues and dates of completion of tasks were not clearly recorded.

While there was a verbal agreement in the centre regarding emergency situations, there was no emergency plan in a written format.

**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:**

The centre manager will amend the maintenance log to include identified hazards, actions required and dates of completion. The health and safety officer will ensure that this log is completed as needs presents.

The centre manager will ensure a written emergency plan exists in the centre.

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

**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:**

Improvements were required in relation to the management of medication and training was needed for this.

**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:**

Medication management training to be delivered to the staff time, commencing first with Social Care Manager in October. SCM will implement practices needed until all staff team are trained. It is envisaged that all staff will receive training in medication management by year end.

**Proposed timescale:**  
**31/12/2016**

**Person responsible:**  
**Alternative Care Manager**

**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 and function did not include the date of approval or date for review.

While the statement of purpose contained details about the admissions process, it did not clearly identify the level of complex needs of children that the centre was resourced to meet.

**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:**

The statement of purpose and function has been amended to include implementation date and review date.

The statement of purpose and function will be amended to identify the level of complex needs the centre has resources to meet.

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

**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:**

Some centre records were not signed by managers.

Quality assurance mechanisms required some improvements.

The staff rota did not contain sufficient details.

A training needs analysis had not been carried out.

**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:**

Management to ensure all past and future records are signed.

Audits to be drawn up to ensure quality of records which will include findings and actions.

Staff rota to be amended to include staff's surnames.

Centre manager will carry out a training needs analysis with the staff team.

**Proposed timescale:**  
**14/10/2016**

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