



City of York Safeguarding Children Partnership

Joint Area Targeted Area Inspection (JTAI) Practice Guidance

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Document Updates and Approvals

Revision	Group or Person	Date	Comments
1	Clare Davies	14/12/23	Initial draft version produced
2	Clare Davies	15/03/24	Updates received from partners
3	Clare Davies	14/05/24	Updates received from partners
4	SAPP Sub-Group	16/07/24	Approved



1. Introduction – What is a Joint Targeted Area Inspection (JTAI)?

- 1.1 Ofsted, the Care Quality Commission (CQC) and HM Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) and His Majesty's Inspectorate of Probation (HMIP) together undertake a programme of Joint Targeted Area Inspections (JTAs) in a local area.
- 1.2 JTAI is an inspection of the local area arrangements and how leaders, managers and practitioners work together across the local authority, police, health providers and partner services to safeguard children and promote their welfare.
- 1.3 The JTAs aim to identify aspects of effective multi-agency responses that are making a real difference to the safety and well-being of children and aspects of multi-agency work that need to improve.
- 1.4 The scope of the inspection will be detailed within the inspection framework. This will include the agencies involved within the scope of the inspection theme.
- 1.5 In order to understand the multi-agency response to the theme the inspection framework will specify the focus of the JTAI inspection and the evaluation criteria for the relevant theme.

2. How much notice will we receive for a JTAI inspection?

- 2.1 A JTAI can take place at any time – there are no advance notification dates.
- 2.2 There will be a notification period for the local partnership of **ten working days** before the inspectors come on site.
- 2.3 During that time the inspectors will be provided with child-level data; a list of children for the deep dive theme; case file documents and other information to support the inspection.



3. What themes of JTAI are there?

- 3.1 There are currently two themes of JTAI inspection. The inspection theme looks at a particular theme or cohort of children and is a 'deep dive'.
- 3.2 One static theme that is always a possibility evaluates the multi-agency response to identification of initial need and risk (or the '**front door**' of child protection).
- 3.3 The second theme changes every six months. After six inspections have been completed during this time period on that particular theme, a new theme is announced.
- 3.4 Currently, the other theme is the multi-agency response to [serious youth violence](#). This theme was announced in September 2023. It has just been announced that the next theme will be for Domestic Abuse and the guidance will be updated to reflect this new theme once the new inspection framework has been published (anticipated Autumn 2024).
- 3.5 Previous 'deep dive' themes have been around:
 - [Multi-agency response to identification of initial need and risk](#).
 - [Multi-agency response to the criminal exploitation of children](#).
 - [Multi-agency response to children and families who need help](#).

4. Who carries out the Inspection?

- 4.1 JTAs are conducted by the following inspectorates:
 - Ofsted
 - Care Quality Commission (CQC)



- His Majesty's Inspectorate of Constabulary (HMIC)
- His Majesty's Inspectorate of Probation (HMIP)
- Any other relevant inspectorate relevant to the theme.

4.2 The following inspectors will carry out the JTAI inspection for the Serious Youth Violence theme:

- Ofsted – three social care inspectors (one will be the lead inspector).
- Ofsted – one school's inspector.
- Care Quality Commission (CQC) – three inspectors
- His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) – three inspectors
- His Majesty's Inspectorate of Probation (HMIP) – two inspectors
- A Senior His Majesty's Inspector (HMI) from Ofsted will be the quality assurance manager.
- The CQC, HMICFRS and HMIP may appoint additional quality assurance managers to the team if there are specific circumstances that require additional oversight.

4.3 All inspectorates will jointly assess how well the Local Authority, police, health, probation and youth offending services work together to identify, support and protect vulnerable children.

5. What does activity consist of:

5.1 Inspectors will focus on recent practice (within the last six months), focusing on children's experiences and progress and will prioritise gathering evidence about direct practice and how partners have worked together to support the child and their family and promote change.



5.2 Inspection activity will consist of:

- In depth case tracking of a child's experiences, including how well practitioners have understood and taken account of their views in assessment planning and intervention.
- Observing the work of practitioners.
- Case sampling to focus on a particular aspect of children's experiences
- Tracking interventions by reviewing documentation and meetings / discussions with agencies
- Meetings with other partnership boards
- Undertake observations of multi-agency meetings, e.g., Strategy Meetings, Review Meetings or Panels
- Review documents, performance, and management information
- Evaluate the quality and impact of audits undertaken locally
- Decision making about how multi-agency help is provided and meetings with representatives of our multi-agency safeguarding arrangements (CYSCP)
- Undertake case sampling
- Interview practitioners, managers, leaders and stakeholders
- Speak with children, young people and families
- Meet with representatives of our multi-agency safeguarding arrangements (CYSCP)
- Observe practice and multi-agency meetings, e.g. ICPC, Strategy Meeting, Multi-agency Panels etc.



6. What will I have to provide for the inspection?

6.1 There are three elements to the inspection as follows:

- Documentary Evidence
- Self-assessment/evaluation
- Multi-Agency Case Audit activity. **This includes the submission of child-level data/case records, which changes depending on the theme of the inspection**

7. Documentary Evidence

7.1 Each time a new theme for inspection is announced, a new inspection framework will be published. Within this inspection framework there will be information which details which documentary evidence partners must provide.

7.2 The list of partners may slightly differ each time depending on the inspection theme.

7.3 Documentary evidence will always be needed for the statutory partners:

- Local Authority
- Health
- North Yorkshire Police

7.4 Documentary evidence may need to be provided by additional partners relevant to the JTAI theme. Please refer to the latest inspection framework for the full list of partners.

7.5 Within the City of York, a shared folder on OneDrive has been established and the Business Unit have arranged access for



nominated contacts from partner agencies.

- 7.6 Partners have been contacted and have nominated relevant contacts from their agency to have access to this shared folder. If you need to know who the contact names are for your agency please email cyscp@york.gov.uk who will be happy to advise or change the names of the people from your agency whom have access to the shared folder.
- 7.7 To ensure partners are prepared for the inspection, the CYSCP Business Unit will contact partners each time a new theme is announced, set up a new filing folder structure and request each partner upload their documentation. Once documentation has been uploaded the CYSCP Business Unit will periodically contact partners and ask them to check their documentation is correct.
- 7.8 In addition to uploading their documentary evidence to OneDrive, partners must also complete a checklist that allows them to:
- Track what they have uploaded.
 - Confirm that the documents have been approved by the relevant senior authority within their organisation.
 - Add any rationale or comments if any documentary evidence cannot/has not been uploaded.
 - Confirm that formal sign-off has been sought and received for each document.
- 7.9 The purpose of doing this is to ensure that all documentation is readily available and is constantly reviewed.
- 7.10 Partners can quality assure other agencies documentation as they will have access to do so within the shared project space.
- 7.11 Each partner has responsibility for their own documentary evidence. Partners are therefore responsible for the following:



- Ensuring named contacts within their agency are able to access the shared project space and is familiar with accessing the shared project space
- Ensuring their documentary evidence is uploaded to the shared project space
- Regularly reviewing their documentary evidence to ensure that the correct versions are uploaded
- Quality assuring partner's documentary evidence
- Ensuring that each document shared has had approval/sign-off from their relevant senior authority.

7.11 When the JTAI inspection is announced, each partner is responsible for uploading their documentary evidence to the relevant inspectorate portal **in addition to uploading them to OneDrive**. The CYSCP Business Unit will not be able to assist with this aspect and this is the sole responsibility of each agency.

7.12 Each partner is responsible for ensuring they have senior approval for their agencies documentary evidence before uploading to the relevant inspectorate portal and these should be as follows:

- Health – Director for Quality & Nursing, Humber and North Yorkshire Health and Care Partnership
- Local Authority – Director of Children's Services, City of York Council
- Police - Assistant Chief Constable, North Yorkshire Police

7.13 **It is each partners responsibility to ensure their agency information is regularly reviewed to ensure it is accurate.**

Please note it is not a CYSCP Business Unit function to check the documentary evidence and it therefore will not be checked by the Business Unit prior to submission.



- 7.14 The CYSCP Business Unit have produced an instruction manual to assist with saving documentary evidence and this will be shared within the shared folder system. This is called CYSCP02 One Drive.

8. Self-Assessment Evaluation

- 8.1 Each time a new JTAI theme is announced, [evaluation criteria is published within the new inspection framework](#).
- 8.2 Once the JTAI theme and new inspection framework is published, the CYSCP Business Unit will review the evaluation criteria and produce a benchmarking spreadsheet template for partners to complete. This benchmarking spreadsheet will be in the style of Signs of Safety i.e. *What is working well, what are we worried about and what needs to happen*.
- 8.3 The benchmarking template will include information based on the evaluation criteria to enable partners to RAG rate themselves.
- 8.4 Once all benchmarking information is received by partners, the information will be reviewed and analysed by the CYSCP Business Unit and pulled together into a presentation. This will enable the partnership to establish how well they are doing on the chosen JTAI theme. This presentation will be used by senior leaders on the first day inspectors are on site (Week 3, Day 1), so it is essential that **all** partners ensure that this is returned by the deadline which will be advised by the CYSCP Business Unit when the benchmarking template is sent out.

9. Multi-Agency Case Audit Activity

- 9.1 On **day 1** of a JTAI, a selection of pre-determined child-level lists (known as Annex A) will be produced by the Local Authority and submitted on **day 2**. The Annex A information includes:



- child-level data, which inspectors will use to select the children whose experiences they will evaluate. (Inspectors will ask the local agencies to audit the experiences of some of these children)
 - case records of the children whose experiences the local agencies have audited
 - performance and management information that sets out how the local partnership works together
- 9.2 Inspectors will select a list of 20 - 30 children on **day 4** (depending on the inspection framework for the theme) from these lists.
- 9.3 Once the 20 - 30 children have been selected by inspectors, the CYSCP Business Unit will email partners to request further information based on questions within the inspection framework. These will usually be Yes/No type questions to enable the inspectors to establish which children are known to agencies.
- 9.4 Partners will have to complete the spreadsheet to tight timescales on **day 4** (which will be within a couple of hours) and returned to the CYSCP Business Unit. This information will then be provided to the inspectors.
- 9.4 Once this information is received it will be forwarded to the inspectors by the Local Authority (LA) Inspection Manager to enable them to select 5 – 7 children’s cases for audit.
- 9.5 Inspectors will select the 5 – 7 children cases for audit by 11am (usually Friday of Week 1) via the LA Inspection Manager. The LA Inspection Manager will forward the MOSAIC numbers to the CYSCP Business Unit with these names.
- 9.6 Once the 5 – 7 children are selected, the CYSCP Business Unit will email partners the Multi-Agency Audit Tool and



Chronology for completion as soon as possible. These will be turned around immediately and anticipated for partners to receive them by **Friday 1pm, day 5**.

- 9.7 Partners will need to complete and return the Multi-Agency Audit Tool and Chronologies for all the 5 – 7 children by the following **Monday (Week 2), day 6**.
- 9.8 Partners are responsible for ensuring they seek senior approval within their agency and that templates have had senior sign off before they are submitted to the CYSCP Business Unit.
- 9.9 Partners should ensure they submit each child's Multi-Agency Audit Tool and Chronology as soon as it is completed and signed off to the CYSCP Business Unit to enable them to start compiling the documentation.
- 9.10 The CYSCP Business Unit will compile the documentation and send back out to partners the same day (**Monday Week 2), day 6**.
- 9.11 A full in person Audit Day will be held on **Tuesday of Week 2, day 7**.
- 9.12 A Chair for the Audit will need to be identified. The Audit Chair will need to be one of the statutory partners.
- 9.13 An Audit Author will need to be nominated to write the Audit Report. The Audit report will need to be concluded and submitted by the end of the following day (**Wednesday Week 2), day 8**. An Audit Template has been produced to assist with this.
- 9.14 The Audit Report will need to be approved by all statutory partners and their deputies before it is submitted to the inspectors by **Thursday Week 2 at 5pm, day 9**. The report will also need to be quality assured within this timeframe by partners. The approved report will be submitted to the inspectors by the LA Inspection Manager.



- 9.15 All partners involved with the Audit will be expected to turnaround the paperwork within timescales and be expected to attend the Audit Day which will be held in person at West Offices.
- 9.16 Additionally, Annex A case audit information is to be provided (5 – 7 cases). The list below sets out the information that inspectors will ask for about the children whose experiences the local agencies have been asked to audit. Whenever possible, the local agencies should share this information electronically in **week 2**. If this is not possible, the local agencies should liaise with the relevant inspectorate to give them access to this information during fieldwork.

Local Authority

- The local authority should share:
 - the initial referral/contact/notification (where applicable)
 - the child's most recent assessment, including an early help assessment
 - the strategy or other multi-agency discussion or equivalent
 - the section 47 investigation documentation/initial child protection conference minutes (if applicable)
 - the child's most recent plan and/or the most recent review of the plan, including any healthcare plans
 - the minutes of any multi-agency meetings about the child, such as multi-agency child exploitation (MACEM) meetings or multi-agency public protection arrangements (MAPPA) meetings
 - the most recent pre-sentence report about the



child or any relevant adult (where applicable)

- a chronology of significant events in the 6 months before the inspection; these may include:
 - episodes of the child going missing from home, care or education
 - any contact that the child or relevant adults has had with the police, as either a victim or suspect, such as reported incidents, crimes and investigations
 - information on events earlier than the 6 months before the inspection when this is necessary in order to understand the context of the child's experience

Police Force

- The Police force should share:
 - incident logs
 - crime/non-crime reports
 - referrals to the multi-agency safeguarding hub (MASH) or equivalent, MACEM meeting (or equivalent) and MAPPA
 - relevant intelligence reports (redacted if necessary)
 - custody records

Health Services

- Health services should share (the specific health agencies that help each child will vary. CQC will determine which agencies to request the information from) The particular sensitivity of health information means that inspectors will usually ask to see these records when they are on site and not electronically before fieldwork.:



- assessments of need/risk and action taken
- analyses and evaluations of the impact of work carried out
- referrals to MACE meetings
- follow-up of referrals and evidence of feedback
- evidence of information-sharing with and from other health and multi-agency partners
- evidence of health agencies contributions to decision-making, including at meetings (for example, initial child protection conferences)
- evidence of managers supervision/oversight of health practitioners work with the child
- evidence of escalation to multi-agency partners, including children's social care, when there are professional disagreements about decision making

Youth Justice Service

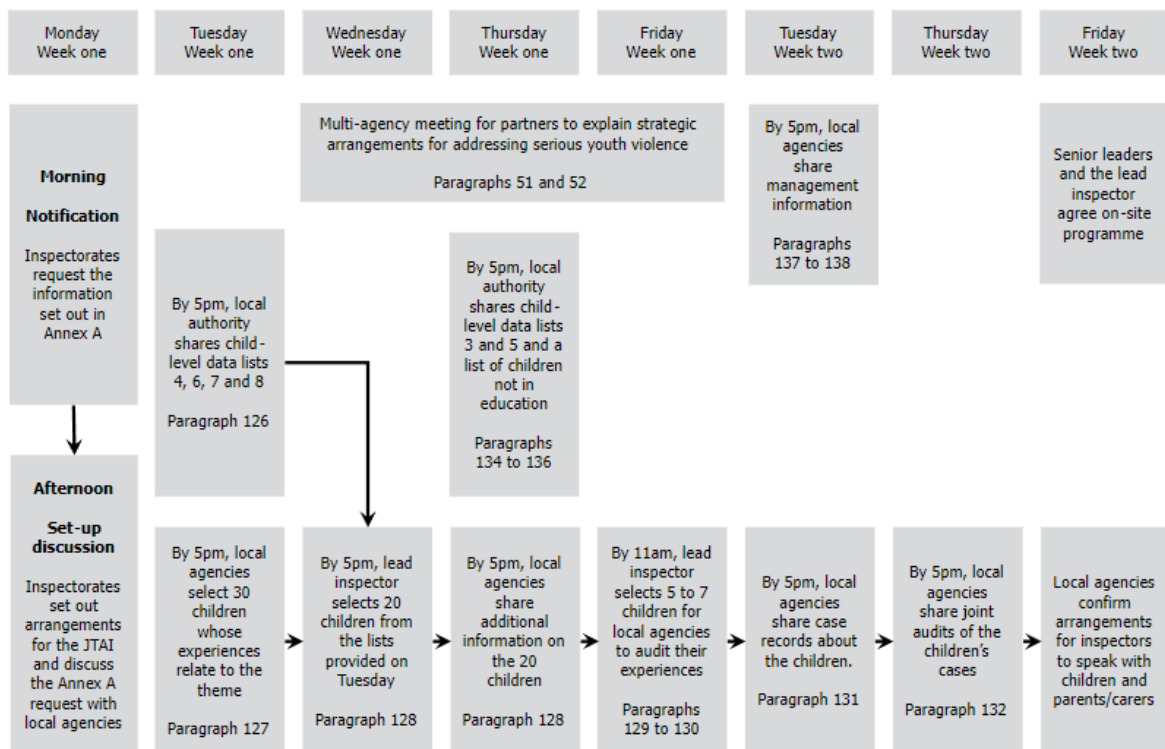
- The youth justice service should share:
 - assessments, plans and details of services delivered for current or most recent intervention
 - referrals to multi-agency meetings, such as MACEM or MAPPA meetings
 - chronology of incidents involving the child in the last 12 months
 - previous convictions and information relating to any outstanding matters
 - latest pre-sentence report for the child
 - response to any non-engagement from the child

- o evidence of escalation if there have been barriers to safeguarding and risk management

9.17 A detailed list of all timescales is detailed within Appendix 1.

10. How long will the Inspection last?

A summary of the inspection activity is demonstrated in the flowchart below. Please note this should be used in conjunction with the [inspection framework](#):



11. Week 1- Inspectors Off Site

- Notification usually on a Monday, 10 working days before the fieldwork begins. It is the Director of Children's Services (DCS) responsibility to ensure that the CYSCP Independent Scrutineer is notified.



- Once notification is received from DCS, the CYSCP Business Unit will be responsible for notifying all multi-agency partners.
- A meeting will be arranged on Day One with Lead Inspector, all statutory partners and Senior Leaders.
- The inspectors will liaise with a link person and this will be the Inspection Manager, Carolyn Ford, for the Local Authority.
- Annex A information (prescribed child level data) is provided, along with a list of multi-agency audits completed in the last 6 months.
- Multi-Agency Case Audit Activity will take place during this week (please see section 9).
- Local agencies should provide the lead inspector with details of the multi-agency meetings taking place during the fieldwork week that are relevant to the theme, such as MAPPA meetings, MACEM meetings and other multi-agency meetings/panels relevant to the scope.
- The local authority should also share the 2 child-level data lists. These lists should also identify if the children are known to criminal exploitation:
 - All referrals in the 6 months before the inspection
 - All section 47 enquiries in the 6 months before the inspection
- The local authority should also share a report on children for whom the local authority is responsible, who are of school age and who are not receiving full-time education at the time of the inspection.
- Logistics in relation to the onsite inspection will be organised by the Local Authority/CYSCP Business Unit during this week also.



12. Week 2 – Inspectors Off Site

- The local authority and partner agencies complete the audit of the 5 - 7 cases selected, submit key documents for each case and share their findings with the inspectorate.
- All partner agencies will need to ensure they submit the information required for the audit to tight timescales and ensure they are available to attend the Multi-Agency Audit Meeting which will be held on **Week 2, day 2**.
- It will be the responsibility of the Audit Author to compile and complete the Audit Report which will be submitted to the inspectors. All attendees at the audit will be expected to read the draft version and feedback their comments to enable the report to be completed and submitted to timescales, **Thursday, Week 2 day 9**.
- Preparatory work for the on-site timetable begins by the LA Inspection Manager.
- Additional performance and management information is provided to the Inspectors by the local authority, the Police and relevant Health services.
 - Each time a new JTAI theme is announced, the CYSCP Business Unit will contact each agency and request they upload this information to the shared folder. They will detail exactly what information is required.
 - It is the responsibility of each partner to regularly review this information and ensure it is up to date.
 - It is best practice for partners to quality assure each others documentation uploaded within the shared folder.



- Once there is notification of a JTAI inspection it will be each agencies responsibility to double check their records within the shared folder and provide them to the inspectors by **5pm Tuesday Week Two, day 7.**
- Additional case records information will be provided by each agency for the list of 5 – 7 children the inspectors have requested to be audited. The list of information each agency will be asked to provide is detailed in the Multi-Agency Case Audit Activity above.
- The inspectors will ask to meet with professionals during Week Two. These will be as follows:
 - Practitioners involved in the children’s cases for audit during the fieldwork week. At least 3 of these meetings will be multi-agency discussions.
 - Local leaders, staff and any stakeholders relevant to the scope of this inspection. This will usually be the following:
 - DCS
 - Head of Children’ Social Care
 - CYSCP Independent Scrutineer
 - Police head of public protection or child protection and safeguarding
 - Police lead(s) for the force or constabulary’s front door arrangements
 - Youth Offending Service Manager
 - Head of Safeguarding and/or Designated Nurse for Safeguarding children for the Integrated Care Board (ICB) and provider organisations
 - Inspectors may speak to stakeholders who provide local services that are relevant to



the scope of the inspection, such as providers of commissioned services or voluntary sector organisations.

- If these individuals are not available, inspectors may talk to those who deputise for them. Where the local area has an alternative service model, inspectors will talk to the local equivalent of these service leaders
- A full list of named individuals and job descriptions is available and saved within the shared folder.
- Strategic leaders or representatives of relevant sub-groups for partners to set out in more detail their strategic and operational response to the JTAI theme.
- Other partnership boards that are relevant to the scope of the inspection.
- The schools HMI will review children's experiences for the cases that the local partnership is asked to audit. They will contact and meet with relevant schools/education providers that the children attend. They will evaluate whether schools contribute effectively to a well-coordinated multi-agency response to make sure that children get the right support, help and protection at the right time.
- It will be each partners responsibility to ensure they collate the themes/areas of concern from their practitioners discussion with inspectors. Any information arising from the interviews with inspectors should be shared at the daily planning meetings with senior leaders.

13. Week 3 – Inspectors On Site

- Fieldwork takes place Monday to Friday and



inspection activity listed above is undertaken by inspectors.

- The lead inspector and a representative from each inspectorate will meet with senior leaders from the local agencies on the first day of fieldwork. At this meeting, attendees will review the matters discussed at the set-up discussion and inspectors will answer any questions the local leaders have.
- This is also an opportunity for the local agencies to set out their local context. This can include any key strengths or challenges faced by the partnership and known issues of concern or public interest relating to the scope of the JTAI. A presentation will be created each time the new theme is announced and saved in the JTAI inspection folder based on the information received from partners in relation to the benchmarking exercise. Once a JTAI inspection is announced this will need to be checked and updated.
- The Lead Inspector will offer 'Keeping in Touch' (KIT) meetings on Tuesday, Wednesday and Thursday of Week 3. If these are required they will be organised by the LA Inspection Manager. KIT meetings are opportunities for senior leaders to hear emerging findings from the inspection. Leaders can use these meetings to ask questions about the findings and to help the lead inspector identify where further evidence is needed. These can be held virtually or in person. Non attendance will not affect the findings of the inspection. The lead inspector will chair these meetings. A representative from each inspectorate will usually attend. The lead inspector will ask the relevant local agencies to identify an appropriate senior leader from each agency to attend. Any additional attendees should be discussed with the lead inspector in advance.
- Inspectors will prioritise gathering evidence about



direct practice with children and families. They will gather evidence by:

- evaluating the experiences of children through case tracking, case sampling and observations of practice
 - evaluating interventions in places and spaces through document review and interviews with multi-agency professionals
 - interviewing practitioners, managers, leaders and stakeholders
 - evaluating the quality and impact of local multi-agency audits
 - meeting with CSPs and other partnership boards overseeing responses to serious youth violence and representatives of the MASA (and relevant sub-groups)
 - reviewing documents about the local partnership's work that are relevant to the scope of the inspection
 - speaking with children and families either directly, reading views in case documentation, listening to views expressed advocates or practitioners and analysing responses to consultations carried out by agencies.
- Inspection findings are fed back to the local partnership on Friday.

14. Issues of Concern

- Inspectors will notify a senior officer as soon as possible if they identify serious issues of concern during the inspection. Examples of these include a failure to follow child protection procedures or when a child is discovered to be at immediate risk of



significant harm. The lead inspector will provide a template for recording issues of concern and discuss the arrangements for managing this information at the set-up discussion.

15. Weeks 4 and 5 – Inspectors Off Site

- The Lead Inspector will draft the findings letter for the local partnership.

16. Week 6

- The draft findings report will be sent to the local partnership on Friday of week 6 (15 working days after fieldwork).

17. Weeks 7 and 8

- Director of Children’s Services has 9 working days to co-ordinate comments from the partner agencies as part of a factual accuracy check of the report. Comments are returned to inspectors by Thursday of week 8

18. Week 10

- Final findings report is sent to local partners on Monday of week 10 and this is an embargoed version until Friday of this week when the report is published and available to the public.

19. Roles and Responsibilities - What does my agency need to do?

- 18.1 A step-by-step timeline has been produced outlining tasks, timelines and roles and responsibilities (See Appendix A).



- 18.2 All partner agencies should familiarise themselves with the JTAI practice guidance and Appendix A.
- 18.3 Once a JTAI inspection is notified there will be tight deadlines to pull together the Annex A information. Partners should inform their senior managers as there **may** be an expectation for partners to work the weekend between Week 1 and Week 2 to ensure the audit information is obtained and submitted to the inspectors on time.
- 18.4 Each agency is responsible for ensuring that their evidence is uploaded onto the shared project folder and that the information held for their agency is accurate.
- 18.5 Each agency is responsible for ensuring that the CYSCP Business Unit have up to date contact information for each agency. If the lead contact name is not available, each agency is responsible for providing suitable deputies and ensuring that all representation (including deputies) from their organisation are fully briefed on what their role and responsibility is once notification of the JTAI inspection is received.
- 18.6 Each agency is responsible for their tasks identified in Appendix A.

20. How do I share my information for the inspection?

- 19.1 All nominated contacts have been given access to the shared project folder.
- 19.2 The shared project folder is accessed by One Drive. *If anyone does not have access to the One Drive folder who needs it please email cyscp@york.gov.uk. It is each agencies responsibility to ensure the correct people have access within their agencies.*
- 19.3 Each agency has a folder created within the shared project folder.
- 19.4 Evidence should be uploaded and saved in each agency'ss



folder as per the filing structure advised by the CYSCP Business Unit.

19.5 Within the shared project folder there will also be a folder where templates, the CYSCP JTAI practice guidance and appendices are available.

19.6 It is each agencies responsibility to regularly review the documentary evidence they have within their section of the shared project space and update as required.

19.7 Please note this is not the responsibility of the CYSCP Business Unit.

20 Further Information

20.1 Please note that this practice guidance should also be used in conjunction with the JTAI inspection framework:

- [Joint Targeted Inspection of the multi-agency response to identification of initial need and risk](#)
- [Joint targeted area inspections of the multi-agency response to serious youth violence](#)

20.2 This practice guidance should also be used in conjunction with the following partnership documentation:

- CYSCP Appendix Timeline
- [CYSCP One Minute Guide – JTAI](#)
- CYSCP JTAI presentation
- CYSCP Documentary Evidence guidance
- CYSCP Benchmarking Guidance
- CYSCP Index folder