

Moving Forward Process

Collaborative Audit identifies case as “Inadequate” or “Outstanding” - **Auditor** contacts:

- Relevant Service Manager and Head of Service (HoS) to alert them to practice issues/share findings of practice.
- QA Team Manager and SQA Officer to initiate Moving Forward Process.

Inadequate Audits - HoS to assure themselves that the child isn't at risk as a result of the inadequate practice.

SQA to book the case at next available Moving Forward Meeting following completion of moderation. **Practitioner, Team Manager and Service Manager** for case audited are invited to attend.

Moving Forward Meeting

- Examine audit findings, strength-based practice, actions identified and practice context.
- Explore actions to be completed, timescales and support that practitioner may require to move case from “**Inadequate**.”
- Explores with practitioner and Team Manager how they have achieved “**Outstanding**” practice – share findings to support supervision and management oversight, training and lessons learnt. Identify specific examples of good practice.

Inadequate

Consideration given to review all of practitioner's cases to examine practice. If required, **relevant HoS or Service Manager** to complete within 4 weeks of Moving Forward Meeting, completing 'Exception Report' (1 page summary) for the attention of the Assistant Executive Director.

Outstanding

SQA reviews good practice examples, anonymises and uploads to Good Practice Library on Teams. Service email shared to advise practitioners of availability of new Good Practice examples.

SQA update Moving Forward Inadequate Audit Tracker

Inadequate cases will be re-audited by **Service Manager or QA Team Manager** within 3 months and findings shared at Moving Forward Panel Review Meeting.

Case moves out of “Inadequate” **HoS, Service Manager and Practitioner** informed and re-audit uploaded on to ICS. Identify and share any Good practice examples.

Case remains within “**Inadequate**” Moving Forward Review process to monitor and track progress, until it moves out of Inadequate.

SQA update Moving Forward Inadequate Audit Tracker.

Inadequate activity and progress reported to EAD and DCS to provide assurance of practice improvement.