

Site Visit Feedback Pro Forma



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Dear xxxxxxxx

Re: Monitoring Visit – <date>

This letter is to give feedback on the compliance visit which xxxxxxxxxx made to xxxxxxxxxx on xxxxxxxx. I would first of all like to thank you and your staff for their assistance and co-operation during our visit to xxxxxxxx.

The last Ofsted Inspection visit was xxxxxxxxxx with the home needing to carry out the following actions:-

Insert list of actions

Further to the above the recommendations from the Ofsted inspection were:-

Insert list of recommendations

The Ofsted recommendations were discussed during our visit with xxxxxxxx in relation to:-

Insert items discussed during the visit in relation to Ofsted report

Staff Files

Insert summary of items checked and findings

Service User files Placement Plan and Risk Assessments

Insert summary of items checked and findings

Key Workers

Insert summary of items checked and findings

Medication

Insert summary of items checked and findings

Nutrition

Insert summary of items checked and findings

Pocket Money

Insert summary of items checked and findings

Activities

Insert summary of items checked and findings

Observations and Recommendations

During our visit to xxxxxxxxxxxx we felt that

Insert summary of observations and recommendations

We would be grateful if you could provide the requested details to us by no later than xxxxxxxxxxxx.

Yours sincerely