

SCDCCLD0418

Lead the revision of policies, procedures and practice for registration and inspection



Overview

This standard identifies the requirements when leading the revision of policies, procedures and practice for registration and inspection.

You must be able to evaluate policies, procedures and practice in accordance with registration and inspection requirements, as well as leading changes in practice so that registration and inspection requirements are met.

There are different regulation and inspection requirements across the four home nations and this standard must be applicable to the nation you work in.

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Performance criteria

Evaluate policies, procedures and documentation in the light of requirements for registration and inspection

You must be able to:

- P1 establish the requirements of **registration** and **inspection**
- P2 check policies, procedures and documentation in the light of requirements, establishing if there are gaps or inaccuracies
- P3 clarify your findings with **colleagues** and **others who are involved**
- P4 ensure policies, procedures and documentation meet regulatory requirements
- P5 ensure actions and requirements from previous inspections are dealt with

Evaluate practice in the light of requirements for registration and inspection

You must be able to:

- P6 establish the requirements of registration and inspection and their implications for practice
- P7 check practice in the light of registration and inspection requirements
- P8 establish if there are areas where development is required to meet requirements
- P9 consult and clarify your findings with colleagues and other **stakeholders**
- P10 ensure actions and requirements from previous inspections are dealt with

Lead changes and development to practice in order to meet registration and inspection requirements

You must be able to:

- P11 present options for change and development to colleagues and other stakeholders
- P12 agree objectives for change and development with colleagues, drawing on your evaluations and previous inspection reports
- P13 clarify requirements and resource implications
- P14 lead change in an organised and manageable way
- P15 ensure colleagues are confident in their roles and responsibilities
- P16 identify training and qualification needs
- P17 investigate how any training and qualification needs can be met

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Knowledge and understanding

You need to know and understand:

Rights

- K1 legal and work setting requirements on equality, diversity, discrimination and rights
- K2 your role in promoting children and young people's rights, choices, wellbeing and active participation
- K3 your duty to report any acts or omissions that could infringe the rights of children and young people
- K4 how to deal with and challenge discrimination
- K5 the rights that key people, children and young people have to make complaints and be supported to do so
- K6 conflicts and dilemmas that may arise in relation to rights and responsibilities and how to address them

You need to know and understand:

Your practice

- K7 legislation, statutory codes, standards, frameworks and guidance relevant to your work, your work setting and the content of this standard
- K8 your own background, experiences and beliefs that may have an impact on your practice
- K9 your own roles, responsibilities and accountabilities with their limits and boundaries
- K10 the roles, responsibilities and accountabilities of others with whom you work
- K11 how to access and work to procedures and agreed ways of working
- K12 the meaning of person-centred/child centred working and the importance of knowing and respecting each child and young person as an individual
- K13 the prime importance of the interests and well-being of children and young people
- K14 the child and young person's cultural and language context
- K15 how to build trust and rapport in relationships with others, key people and children and young people
- K16 how your power and influence as a worker can impact on relationships
- K17 how to work in ways that promote active participation and maintain children and young people's dignity, respect, personal beliefs and preferences
- K18 how to work in partnership with children and young people, key people and others
- K19 how to manage ethical conflicts and dilemmas in your work
- K20 how to challenge poor practice

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- K21 how and when to seek support in situations beyond your experience and expertise

You need to know and understand:

Theory for practice

- K22 the nature and impact of **factors that may affect the health, wellbeing and development** of children and young people you care for or support
- K23 factors that promote positive health and wellbeing of children and young people
- K24 theories underpinning our understanding of child development and learning, and factors that affect it
- K25 theories about attachment and its impact on children and young people

You need to know and understand:

Communication

- K26 factors that can affect communication and language skills and their development in children and young people
- K27 methods to promote effective communication and enable children and young people to communicate their needs, views and preferences

You need to know and understand:

Personal and professional development

- K28 principles of reflective practice and why it is important
- K29 your role in developing the professional knowledge and practice of others
- K30 how to use and promote evidence based practice

You need to know and understand:

Health and Safety

- K31 legal and statutory requirements for health and safety
- K32 your work setting policies and practices for monitoring and maintaining health, safety and security in the work environment
- K33 practices for the prevention and control of infection

You need to know and understand:

Safeguarding

- K34 legislation and national policy relating to the safe-guarding and protection of children and young people
- K35 the responsibility that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices
- K36 indicators of potential harm or abuse

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- K37 how and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties
- K38 what to do if you have reported concerns but no action is taken to address them
- K39 local systems and multi-disciplinary procedures that relate to safeguarding and protection from harm or abuse

You need to know and understand:

Handling information

- K40 legal requirements, policies and procedures for the security and confidentiality of information
- K41 legal and work setting requirements for recording information and producing reports
- K42 principles of confidentiality and when to pass on otherwise confidential information
- K43 how to record written information with accuracy, clarity, relevance and an appropriate level of detail
- K44 how and where ICT can and should be used for communicating, recording and reporting

You need to know and understand:

Multi-disciplinary working

- K45 the purpose of working with other professionals and agencies
- K46 the remit and responsibilities of other professionals and agencies involved in multi-disciplinary work

You need to know and understand:

Leading practice

- K47 theories about leadership
- K48 standards of practice, service standards and guidance relating to the work setting
- K49 national and local initiatives to promote the well-being of children and young people
- K50 lessons learned from government reports, research and inquiries into serious failures of health or social care practice and from successful interventions
- K51 methods of supporting others to work with and support children and young people, key people and others
- K52 how to contribute to the development of systems, practices, policies and procedures
- K53 techniques for problem solving and innovative thinking

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You need to know and understand:

Risk management

- K54 principles of risk assessment and risk management
- K55 principles of positive risk-taking

You need to know and understand:

Specific to this NOS

- K56 legislation, regulation and procedures for registration and inspection in your home country
- K57 the powers held by regulators, such as investigation, enforcement and compliance
- K58 the detailed requirements for both registration and inspection
- K59 the implications of regulatory requirements for the setting, its staff, the children and families involved
- K60 the information required by regulatory authorities
- K61 information about how the inspection will be conducted and your rights to appeal or complain
- K62 the role and purpose of self-assessment
- K63 the importance of good organisation and preparation for registration and inspection
- K64 organisational and management development and change. How to respond positively to comments and actions as a result of inspection

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Additional Information

Scope/range related to performance criteria

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

Note: Where a child or young person finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates to represent the views and best interests of the child or young person.

Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.

Colleagues Other people who work with you in your provision: they can be working at the same level, line managers, volunteers, casual workers, paid or unpaid

Inspection A system to provide a regular check to ensure that providers of childcare meet regulatory requirements

Others who are involved Children, families, other agencies, other professionals

Registration A process of checking that an applicant is suitable to care for children or young people in safe and suitable premises

Stakeholders Others with an interest in the outcomes of inspection, such as management committees, trustees, parents and families and community groups

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Scope/range related to knowledge and understanding

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

All knowledge statements must be applied in the context of this standard.

Factors that may affect the health, wellbeing and development may include adverse circumstances or trauma before or during birth; autistic spectrum conditions; discrimination; domestic violence; family circumstances; foetal alcohol syndrome; harm or abuse; injury; learning disability; medical conditions (chronic or acute); mental health; physical disability; physical ill health; poverty; profound or complex needs; sensory needs; social deprivation; substance misuse

Values

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:

- To be treated as an individual
- To be treated equally and not be discriminated against
- To be respected
- To have privacy
- To be treated in a dignified way
- To be protected from danger and harm
- To be supported and cared for in a way that meets their needs, takes account of their choices and also protects them
- To communicate using their preferred methods of communication and language
- To access information about themselves

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