

Recorded delivery

Lincluden After School Group
North West Resource Centre
College Drive
Lincluden
Dumfries
DG2 0BX

14 February 2019
2018371105
CS2003013475

Dear Sir/Madam

COMPLIANCE WITH IMPROVEMENT NOTICE

On 02 November 2018 you were served with an Improvement Notice in relation to Lincluden After School Group, North West Resource Centre, College Drive, Lincluden, Dumfries, DG2 0BX, in terms of section 62 of the Public Services Reform (Scotland) Act 2010 ("the Act"). The Improvement Notice stated that unless there was a significant improvement in provision of the service, Social Care and Social Work Improvement Scotland (hereinafter referred to as "the Care Inspectorate") intended to make a proposal to cancel your registration. The Improvement Notice specified the nature of the improvements to be made, and the period within which they were to be made.

As there has been a significant improvement in the service, the Care Inspectorate has decided not to proceed to make a proposal to cancel the registration of the service. Our conclusions about the improvements made are noted below.

1. By 31 January 2019, extended from 23 November 2018, you must ensure children's health and safety in relation to medication. In order to achieve this, you must ensure:
 - (a) that there are safe and effective procedures in place to direct members of staff employed in the provision of care in the care service on the action that must be taken when medication is required to be administered to a child: and
 - (b) that staff are knowledgeable and competent in relation to the storage and administration of medication and the keeping of appropriate records in relation thereto.
 - (c) that effective quality assurance processes are in place and monitored by management to ensure the safe management of medication.

This in order to comply with Regulation 4(1)(a) of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

The service had robust medication procedures in place to ensure the safe storage and administration of medication. Daily checklists supported staff in the safe handling of medication. The manager had devised a monitoring system which had allowed her to identify and rectify any gaps in practice. She had also carried out role-play scenarios with a staff member to gauge her understanding of medication procedures.

This improvement has been met.

2. By 31 January 2019, extended from 23 November 2018, you must ensure that the care and support needs of children are being effectively met. In order to achieve this, you must:
 - a) ensure there are appropriate personal plans in place for children, detailing their individual needs and how they are to be met;
 - (b) ensure that you have suitably qualified and competent persons working in the care service in such numbers as are appropriate to meet the individual needs of all service users.

This is in order to comply with Regulations 5 and 15(a) of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

Personal plans had been put in place for every child which identified their individual support needs. Staff had signed personal plans to indicate that they had read them. We sampled daily registers and found sufficient staff levels in place to meet children's identified needs.

This improvement has been met.

3. By 31 January 2019, extended from 23 November 2018, you must ensure that members of staff employed within the care service have been safely recruited. In order to achieve this, you must ensure :
 - (a) that each member of staff is a member of the Protection of Vulnerable Groups (PVG) scheme prior to starting work within the care service and that PVG Scheme records are up to date;

- (b) that there are two appropriately dated references for each member of staff demonstrating their suitability for the post that they are employed to perform;
- (c) that each member of staff is registered with any person or body with whom they are required to register with in order to undertake the role that they are employed to undertake, for example, the Scottish Social Services Council; and
- (d) that each member of staff has been employed in accordance with the terms of the service's safer recruitment policy.

This is in order to comply with Regulations 9 and 13(1) of The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 (SSI 2011/210).

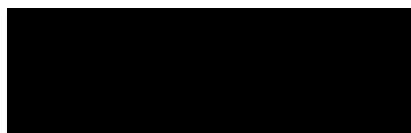
Each staff member working in the service was a member of the Protection of Vulnerable Groups (PVG) scheme. PVG numbers and date of issue had been recorded within staff files. Each staff member had two references in place. We sampled the file of a potential new member of staff and found that safe recruitment procedures had been carried out. The service was awaiting the return of a PVG check before arranging a start date for the new employee.

This improvement has been met.

A copy of this notice has been sent to the local authority within whose area the service is provided.

The Improvement Notice dated 02 November 2018 is no longer in force.

Yours faithfully



Louisa Walker
Team Manager
Sending office: Paisley
Direct: 0141 8436890
Email: louisa.walker@careinspectorate.gov.scot

cc: Dumfries & Galloway Council, English Street, Dumfries DG1 2DD