

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

17 December 2018
2018371105
CS2003013475

Dear Sir/Madam

IMPROVEMENT NOTICE – EXTENSION OF TIMESCALE

On 2 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.

The Care Inspectorate has decided to extend the timescale within which the improvements must be made in order to give you a further opportunity to make a significant improvement in the provision of the service. The revised timescales are as follows:

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.

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).

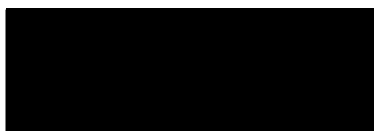
3. By 31 January 2019, extended from 23 November 2018, you must ensure that members of staff employed within the care service have been safely recruited. In order to achieve this, you must ensure :
 - (a) that each member of staff is a member of the Protection of Vulnerable Groups (PVG) scheme prior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

If there is no significant improvement within the revised timescale, we intend to make a proposal to cancel your registration in terms of section 64 of the Act.

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

Please contact me if you would like to discuss this letter or if there is anything in the notice you do not understand.

Yours faithfully



Louisa Walker

Team Manager

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