Tier 2 Audit process

Audit team sends e-mail to auditors informing them of case to be audited.

(1st Monday Month)

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Auditor audits case using the relevent audit tool (CP/CIN or CLA) on LCS

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Auditor meets with SW and PM to discuss audit

Auditor e-mails audit to:

a) documentum

b) SW and PM,

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Auditor puts case note on child's record including actions required

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Auditor emails audit to audit team

safeguardingauditreturns@lanchashire.gov.uk

(7 working days before end of month)

Practice Manager and sw ensure that actions are completed and recorded in supervision.

Audit team collate findings onto monthly spreadsheet, and tracking spreadsheet of actions

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Monthly Audit report completed by audit team (1st monday month)

Team Manager sends email to audit team with update of completed audit actions

safeguardingauditreturns@lancashire.gov.uk

Audit report shared at monthly PIMS

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Advanced Practitioners provide support and training related to practice development identifed as part of audit process and follows up on individual auti actions