

Immediate Response Audit Review Form

Immediate concern raised by Internal Auditor

If the Auditor identifies any immediate safeguarding concern regarding a child/young person/care experienced young adult, a telephone/Microsoft Teams conversation or face to face discussion should be held with the relevant Team Manager to explain the concern.
If the Team Manager is not available; contact the relevant Service Manager or Assistant Director.

The Auditor should advise that an Immediate Response Review Audit Form will be completed and added to child's/young person/care experienced adults record; tagging the Team Manager, Service Manager and relevant Assistant Director in.

Depending on the nature of the concern, a written response from the relevant SM will be required (using the agreed template) that day or within 24 hours explaining what actions have been taken to ensure the child's/young person/care experienced adults safety or confirm that supervision will take place (with timescale).

Once the Immediate Response Audit Review form on LCS by the Service Manager, this should be finalised for consideration by the QA Manager/Service Manager.

Immediate concern raised by External Auditor/Inspector

If an external Inspector identifies any immediate safeguarding concern regarding a child/young person/care experienced adult, the Inspector will raise this with the relevant Assistant Director or Service Manager.

An Immediate Response Audit Review Form should be completed to summarise the concern and forwarded to the relevant Service Manager for consideration and a completed written response on the same day.