

Peer Review Data and Document analysis List

Guidance for document and data analysis

The purpose of the document and data analysis is to:

- Identify areas for the peer review's focus, or further consideration
- Contribute to the "probes" to be outlined in the 'initial thoughts' presentation during the first day of the on-site week
- Support findings of the interviews and visits, and inform the final feedback to the council and partners.

Process

The document and data analysis takes place in week seven – two weeks before the peer review team goes on site. The review manager and an "offsite" assistant director will – during a half-day session – analyse a selection of the council and partners' key documents (from the wider list outlined in Appendix 2 of the methodology). The minimum documents for consideration are:

- Children and Young People Plan (CYPP)
- Local Safeguarding Children Board (LSCB) Business Plan
- Extract from Joint Strategic Needs Assessment
- Joint Area Review or later Ofsted inspection reports
- Local 'working together' and child protection procedures
- Latest inspection reports
- examples of consultation with and feedback from children and young people
- Key data, as supplied by the local authority on the LG Improvement and Development template below.

Analysis should be framed by a range of supporting questions, as set out below.

The final analysis report should be written up by the off site Assistant Director and shared with the peer review team at least one week before the team goes on site.

Document Analysis Framework:

The following framework should structure the document analysis:

Safeguarding Peer Review

Data and Document Analysis Framework

	In place/partially in place/not in place	Evidence/documents
There is a clear vision for children's services		
The vision includes a robust approach to safeguarding children		
The vision is consistent through all council and partner agency documents, from LSP to commissioned services		
The JSNA identifies child protection and safeguarding needs		
Child protection and safeguarding needs identified in JSNA are prioritised in CYPP		
LSCB business plan identifies actions to address child protection priorities		
LSCB business plan and CYPP are compatible		
LSCB business plan is regularly updated and takes account of CYPP		

There is evidence that equalities issues are being championed, and data includes an equalities profile of the community		
CP policies and procedures are regularly updated and are compatible with most up to date guidance from ' <i>working together</i> '		
Serious case reviews and reports from the Child Death Panel are sound (and cleared as adequate by Ofsted, where appropriate)		
The CYPP and LSCB business plan demonstrate evidence of learning from Serious Case Reviews and Child Death Panel reports		
Case recording is regularly audited by senior managers		
Overview and Scrutiny have reviewed child protection and safeguarding		
Clear and consistent child protection policies are in place in all schools and provider services		
Data show evidence of continuous improvement		

Data are used in support of prioritisation		
Data is reported to leaders and managers appropriately		
Data exceptions are investigated with appropriate actions		
Other comments/documents seen Plans address priority and other actions identified in Ofsted inspections		
Plans and priorities reflect trends in performance data		