

Annex A. Request for information at a full inspection of a children's home

(2025–26)

Important note: Unless specified otherwise, all information provided should cover the period **since the last full inspection**.

No.	Item	Answer
1	Name of children's home:	
2	Unique reference number (URN) of children's home:	
3	Name of person completing this form:	
4	Date completed:	

Section 1: Information about children		
No.	Item	Answer
5	Number of children who came to live at the home	
6a	Number of children who have left the home	
6b	Since the last inspection, have you given less than 36 hours' notice to any local authority who had a child placed with you?	
6c	If yes, how many children does this apply to, and for what reason(s)?	
7	Number of children resident at the time of inspection	
8a	Number of incidents of restraint	
8b	Number of children involved in these incidents	

Section 1: Information about children		
No.	Item	Answer
9a	Number of times children went missing from the home	
9b	Number of children who went missing from the home	
10	Number of children currently resident who you consider to be at risk of child sexual exploitation	
11	Number of children currently resident who you consider to be subject to child sexual exploitation	
12	Number of children currently resident who you consider to be at risk of child criminal exploitation ¹	
13	Number of children currently resident who you consider to be subject to child criminal exploitation	
14a	Number of complaints from children	
14b	Number of children making complaints	
15a	Number of complaints from others	
15b	Number of children involved in these complaints	
D1	Have you operated your children's home (including short-break homes) below capacity for 4 weeks or more in the past 12 months? (Yes/No)	
D2	If yes (to D1), why?	

¹ Child criminal exploitation is more commonly known as 'county lines'. The Home Office states: 'Child criminal exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation of children is broader than just county lines and includes for instance children forced to work on cannabis farms or to commit theft.' Source: '[Criminal exploitation of children and vulnerable adults: county lines](#)', Home Office, September 2018 (updated October 2023).

Section 2: Safeguarding		
No.	Item	Answer
16a	Number of allegations made against staff	
16b	Number of children making these allegations	
16c	Number of staff subject to these allegations	
17a	Number of sanctions or consequences given	
17b	Number of children given sanctions or consequences	
18a	Number of child protection referrals made to local authority children's services	
18b	Number of children subject to these referrals	
19a	Number of child protection referrals relating to risk of radicalisation	
19b	Number of children subject to these referrals	
20	Number of children who were subject to a deprivation of liberty order	

Section 3: Secure homes only – restricting liberty of movement	
Note: 21a to 23b (which apply to secure children's homes only) are no longer included in this form. Secure children's home providers should complete the secure children's homes Annex A form.	

Section 4: Short-break homes only		
No.	Item	Answer
24.1	Total number of children currently using your service	
24.2	Number of children (if any) who received more than 75 days' care per year since last inspection	

Section 6: Information on police call-outs to manage behaviour

Please do not include other instances of the police being called (for example, due to a child being a victim of a crime or going missing), or of a child being arrested or convicted for reasons that are unconnected to the management of the child's behaviour within the home (for example, an incident outside the home).

26. Police call-outs to manage behaviour since the last full inspection

Child's initials	Date of police call-out	Was the child arrested? (Yes/No/Not yet known)	Was the child convicted? (Yes/No/Not applicable/Not yet known)

27. Update on police call-outs to manage behaviour reported at the previous full inspection, where the outcome was 'Not yet known'.

Child's initials	Date of police call-out	Was the child arrested? (Yes/No/Not yet known)	Was the child convicted? (Yes/No/Not applicable/Not yet known)

Section 7: Staffing and other information		
No.	Item	Answer
28.1	Does the registered manager hold the level 5 diploma or equivalent (answer 'yes' or 'no')? ^{2,3}	Yes/No
28.2	Does the registered manager hold a level 4 diploma or equivalent (answer 'yes' or 'no')? ⁴	Yes/No
28.3	If the answer to both 28.1 and 28.2 is 'no', please state the qualification held by the registered manager, or write 'post vacant' if there is no registered manager in post	
29	Number of new staff in a care role since the last full inspection	
30	Number of staff in a care role who have left since the last full inspection	
30.1	How many times have agency or other non-permanent staff been used in a care role since the full inspection? ⁵	
30.2	How many different members of agency or other non-permanent staff have been used in a care role since the last full inspection (insert number)? ⁶	
Please answer the questions below referring only to current staff at the time of inspection. ⁷		
31.1	Number of permanent staff in a care role (people)	
31.2	How many of these permanent staff in a care role work part time only (insert number)?	
32.1	Number of agency/other (non-permanent) staff in a care role (people)	

² Regulation 28 of the Children's Homes (England) Regulations 2015 states that all registered managers who have managed any home on or after 1 April 2014 should complete the National Vocational Qualification (NVQ)/diploma level 5 (or equivalent) within three years, unless they manage, or have managed, a home part time or have not managed a home for a 'prolonged period'.

³ 'Level 5' refers to the Level 5 Diploma in Leadership and Management for Residential Childcare introduced in January 2015. Please see '[Diploma level 4/diploma level 5 or equivalent](#)'.

⁴ 'Level 4' refers to the NVQ Level 4 Leadership and Management for Care Services. Please see [information on how to check for equivalent qualifications](#).

⁵ For information on how to answer this question, see [Instructions: counting staff](#).

⁶ For information on how to answer this question, see [Instructions: counting staff](#).

⁷ For information on how to answer this question, see [Instructions: counting staff](#).

Section 7: Staffing and other information		
No.	Item	Answer
32.2	How many of these agency/other (non-permanent) staff work in a care role part time only?	
33	Number of staff in a care role with a level 3 diploma or equivalent ⁸	
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed ⁹	
34.2	How many of the staff who fall into the criteria for 34.1 are qualified to diploma level 3?	
34.3	How many of the staff who fall into the criteria for 34.1 are undertaking a diploma level 3?	
34.4	Name(s) and expected qualification date(s) of staff in 34.3	
35	Number of all staff with valid first-aid qualification	
SV1	How many staff vacancies (for staff in a care role) do you currently have?	

⁸ 'Level 3' refers to the Level 3 Children and Young People's Workforce Diploma with social care pathway, the NVQ level 3 caring for children and young people and the NVQ level 3 health and social care.

⁹ Regulation 32 of the Children's Homes (England) Regulations 2015 states that all staff who have worked in a home on or after 1 April 2014 should complete the NVQ/diploma level 3 within two years, unless they work, or have worked, part time or have not worked in a home for a 'prolonged period'. See [Instructions: counting staff](#) for help calculating whether the relevant date has passed.

Section 8: Information about education provision for children currently living in the home

36. Please list the placing authority, education placement and date of last PEP/EHCP review of all children currently in placement.¹⁰

Child's initials	Age	Date started to live the home	Name of placing local authority	Name of educational provision (the main provision if there is more than one)	Post code of educational provision	If the child has no education, training or employment, provide the date this started ¹¹	Planned hours of education per week (if less than 25)	Actual hours of education per week (if less than 25)	Date of last PEP/EHCP review	Up-to-date care plan from local authority? (Yes/No)

Please continue on an additional copy of this sheet if required (available at the end of the form).

¹⁰ PEP: personal education plan; EHCP: education, health and care plan.

¹¹ The question 'If the child has no education, training or employment: date this started' refers to **the last date** the child received any education or training or was in employment. This means that, if the child has no education, training or employment, you should insert the last date that they received any education or training or were in employment.

Section 9: Health

Please attach documents where relevant

No.	Item	Answer
H1a	Do all children have access to the appropriate health care provision?	Yes/No
H1b	Please provide details of the health care provision	
H2a	Are all children registered with a dentist?	Yes/No
H2b	If 'no' please provide reasons	
H3a	Have staff received specific training since the last inspection in relation to children's healthcare needs?	Yes/No
H3b	Please provide details	
H4a	Do you have systems in place to ensure that the administration of medication is accurate?	Yes/No
H4b	Please provide details	
H5a	Have you had to take any action as a result of any medication error?	Yes/No
H5b	Please provide details	

Section 10: Organisational details

No.	Item	Answer
37.1	Has there been any change to the name or status of the organisation since the last full inspection?	Yes/No
37.2	If 'yes', please give details	

38. For organisations and partnerships, please give the names of the current directors, secretary and other officers of the organisation or names of current partners of the company below.

Role	Name
Responsible individual (RI)	

Section 11: Dates of checks and updates		
No.	Item	Answer
39	Date statement of purpose was last updated	
40	Date children's guide was last updated	
41	Date of last annual assessment of the location of the home	
42	Name any policies that have been updated since the last full inspection	
43	Date of last gas safety certificate	
		This line left intentionally blank
45	Date of last health and safety risk assessment review	
46	Date of last health and safety check of the premises	
47	Date of last fire risk assessment review	
48	Date of last fire drill	
49	Employers' liability insurance – valid until:	

Section 12: Linked education providers

No.	Item	
50.1	Does the children's home arrange education for children living in the home, either within the home, in a converted part of the home, or in a separate building on the same site? ¹²	Yes/No
50.2	If yes, is this arrangement a registered school? Please provide the education URN (a 6-digit code provided by the Department for Education (DfE) on registration of the school).	

Please move on to the next question (question 51) on this form.

¹² 'Education' includes teaching and tutoring, whether arranged or provided directly by the home or through a school which operates in the home, in a converted part of the home, or in a separate building on the same site. It does not include ad-hoc or short-term tutoring that is arranged in addition to the child's main school or education arrangements, or any education provided in the home by the school that the child is on roll for.

Section 13: Information on key people for each child

51. Please provide contact details of just the **key** people for each child currently on roll. This includes, where applicable, social worker, independent reviewing officer, looked-after children's nurse, missing coordinator for the police, youth offending service/youth offending team workers, child and adolescent mental health service worker, independent advocate, parents or carers, headteacher and form tutor. Note that this does not need to be an exhaustive list of everyone in the child's life.

Child's initials	Name	Role	Organisation	Office phone number	Mobile number	Email address

Please continue on an additional copy of this sheet if required.

Section 13 continued: Information on key people for each child						
Child's initials	Name	Role	Organisation	Office phone number	Mobile number	Email address

Section 14: Other key people

52. Please provide contact details of any other key people you would like to bring to our attention.

Name	Role	Organisation	Office phone number	Mobile number	Email address

Please continue on an additional copy of this sheet if required.

Section 14 continued: Other key people					
Name	Role	Organisation	Office phone number	Mobile number	Email address

Section 8 continued: Information about education provision for children currently living in the home										
Child's initials	Age	Date started to live the home	Name of placing local authority	Name of educational provision (the main provision if there is more than one)	Post code of educational provision	If the child has no education, training or employment, provide the date this started ¹³	Planned hours of education per week (if less than 25)	Actual hours of education per week (if less than 25)	Date of last PEP/ EHCP review	Up-to-date care plan from local authority? (Yes/No)

¹³ The question 'If the child has no education, training or employment: date this started', refers to **the last date** the child received any education or training or was in employment. This means that, if the child has no education, training or employment, you should insert the last date that they received any education or training or were in employment.

Guidance

Diploma level 4/diploma level 5 or equivalent

Regulation 28 of the Children's Homes (England) Regulations 2015 states that all registered managers who have managed any home on or after 1 April 2014 should complete the National Vocational Qualification (NVQ)/diploma level 5 (or equivalent) within three years, unless they manage, or have managed, a home part time or have not managed a home for a 'prolonged period'.

'Level 5 diploma' refers to the Level 5 Diploma in Leadership and Management for Residential Childcare (England).

'Level 4 diploma' refers to the Level 4 Diploma in Leadership and Management for Care Services.

For equivalent qualifications, please see Annex A of the DfE's ['Guide to the Children's Homes Regulations, including the quality standards'](#).

Regulation 32/diploma level 3

Regulation 32 of the Children's Homes (England) Regulations 2015 states that all staff who have worked in a home on or after 1 April 2014 should complete the NVQ/diploma level 3 within two years, unless they work, or have worked, part time or have not worked in a home for a 'prolonged period'.

'Level 3 diploma' refers to the Level 3 Children and Young People's Workforce Diploma with social care pathway, the NVQ level 3 caring for children and young people and the NVQ level 3 health and social care. For equivalent qualifications, please see Annex A of the DfE's ['Guide to the Children's Homes Regulations, including the quality standards'](#).

Please see ['Instructions: counting staff'](#) below on how to calculate the relevant date.

Staff

Agency/other staff in a care role

All members of non-permanent staff in a care role, whether full or part time. This includes agency staff and those on temporary and fixed-term contracts and those whose role is in another part of the organisation (for example, education staff who fill in care shifts).

Part-time staff in a care role

All members of staff in a care role who work less than full-time hours each week and are on a permanent contract. Please count each part-time member of staff once. Do not

count agency staff or those employed on a temporary contract. This number should be equal to or below the total number of permanent staff.

Permanent staff in a care role

All members of staff in a care role, whether full or part time, employed directly by the organisation on a permanent contract. Please count each member of staff once, regardless of their working hours. Do not count agency staff, those employed on a temporary contract or other staff (such as education staff who have a main non-care role but cover care shifts).

Instructions: counting staff

Some questions in the Annex A form can be difficult to answer. We've given definitions and examples for some of the questions below to help you.

The answers to the following items are counted since the last full inspection:

No.	Item	What to count
30.1	How many times have agency or other non-permanent staff been used in a care role since the last full inspection?	Count how many times your home has used agency, temporary or other staff in a care role since the last full inspection. Count each shift as one time. Do not count agency or temporary staff in non-care roles.
30.2	How many different members of agency staff or other non-permanent staff have been used in a care role since the last full inspection?	Count how many different members of agency, temporary or other staff in a care role have worked in the home since the last full inspection. Count each person once. If a person from an agency worked at the home for one day, but then the same person came back a month later to work for three days, that is counted as one. Do not count agency or temporary staff in non-care roles.

The answers to the following questions relate to **current staff** at the time of inspection. The key piece of information you'll need is how long each of your staff have been in care roles (or how many have been in care roles for more than two years).

No.	Item	What to count
31.1	Number of permanent staff in a care role (people)	How many staff do you have in a care role, not counting temporary, agency or other staff? Count each person once. Do not count staff in non-care roles (for example, admin or maintenance)
31.2	How many of these permanent staff in a care role work part time only?	Of the staff in 31.1, how many work part time? Do not count temporary, agency or other staff here. Count each person once. This total should be equal to or below the total number of permanent staff.
32.1	Number of agency/other (non-permanent) staff in a care role (people)	This is where you count agency, temporary or other staff in a care role. Count each person once. Do not count staff in non-care roles.
32.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	Of the staff in 32.1, how many work part time? Do not count permanent staff here. Count each person once.
33	Number of staff in a care role with a level 3 diploma or equivalent	Count all of your staff in a care role who have the level 3 diploma. It does not matter when they started in a care role, when they started at your home or when they received the diploma. Do not count staff in non-care roles, even if they have the qualification.
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	Count all full-time staff in a care role who have been in a care role for two years or more, whether or not they have the diploma. For part-time staff, the date can be deferred past two years. For simplicity's sake, we suggest only counting part-time staff here if they've been in a care role for five years or more. Do not count staff in non-care roles, even if they have or are undertaking the qualification.
34.2	How many of the staff who fall into the criteria for 34.1 are qualified to diploma level 3?	The number here should be less than or equal to the answer to 34.1. Of the people you counted in 34.1, count all staff in a care role who have completed the level 3 diploma. Staff who have the level 3 diploma, but have been in a care role for less than two years, should not be counted here. Do not count staff in non-care roles, even if they have the qualification.

No.	Item	What to count
34.3	How many of the staff who fall into the criteria for 34.1 are undertaking the diploma level 3?	The number here should be less than or equal to the answer to 34.1. Of the people you counted in 34.1, count all staff in a care role who are working towards but have not completed the diploma level 3. Staff who are working towards the diploma level 3 but have been in a care role for less than two years should not be counted here. Do not count staff in non-care roles, even if they are undertaking the qualification.

Example 1:

Red Children's Home employs 10 staff in a care role, all on a permanent full-time contract. They have all been in care roles for more than two years. Eight of them have the level 3 diploma, and the other two are working on it.

No.	Item	Answer
31.1	Number of permanent staff in a care role (people)	10
31.2	How many of these permanent staff in a care role work part time only?	-
32.1	Number of agency/other (non-permanent) staff in a care role (people)	-
32.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
33	Number of staff in a care role with the level 3 diploma or equivalent	8
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	10
34.2	How many of the staff who fall into the criteria for 34.1 are qualified to diploma level 3?	8
34.3	How many of the staff who fall into the criteria for 34.1 are undertaking the level 3 diploma?	2

All staff in a care role have been in care roles for more than two years, so the relevant date has passed for all of them.

Example 2:

Purple Children's Home employs 12 staff in a care role, all on a permanent full-time contract. Ten of these staff have been in care roles for more than two years; two started in January of last year.

Of the 10 staff in a care role who have been in care roles for more than two years, eight have completed the level 3 diploma since they joined the home, one completed it before they arrived and one is almost finished.

No.	Item	Answer
31.1	Number of permanent staff in a care role (people)	12
31.2	How many of these permanent staff in a care role work part time only?	-
32.1	Number of agency/other (non-permanent) staff in a care role (people)	-
32.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
33	Number of staff in a care role with the level 3 diploma or equivalent	9
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	10
34.2	How many of the staff who fall into the criteria for 34.1 are qualified to diploma level 3?	9
34.3	How many of the staff who fall into the criteria for 34.1 are undertaking the level 3 diploma?	1

Although both of the staff in a care role who started in January are also undertaking the diploma, their relevant date has not passed yet, so they are not counted in 34.1 to 34.3.

Example 3:

Blue Children's Home employs 14 staff in a care role on a permanent contract, and five more agency staff in a care role. The agency staff in a care role are all full time, and 13 of the 14 permanent staff in a care role are part time.

No.	Item	Answer
31.1	Number of permanent staff in a care role (people)	14
31.2	How many of these permanent staff in a care role work part time only?	13
32.1	Number of agency/other (non-permanent) staff in a care role (people)	5
32.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-

The home has 19 staff in a care role in total. All of the full-time staff in a care role have been in care roles for less than two years, but three of them have the level 3 diploma. Ten of the part-time staff in a care role have been in care roles for between two and five years, and six of them have the level 3 diploma; the other three have been in care roles for six months, and are working on their diploma.

33	Number of staff in a care role with the level 3 diploma or equivalent	9
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	-
34.2	How many of the staff who fall into the 34.1 criteria are qualified to diploma level 3?	N/A
34.3	How many of the staff who fall into the 34.1 criteria are undertaking the level 3 diploma?	N/A

Because most of the staff in a care role are part time, the relevant date can be deferred longer than the two years for full-time staff in a care role, so none of them are counted as having passed the date. None of the other staff in a care role have been in care roles for more than two years. Therefore, even though some staff have the level 3 diploma, they are not counted in 34.1 to 34.3.

Example 4:

Green Children's Home employs 20 staff in a care role, all of them permanent and part time:

- Ten staff have been in care roles for two to four years; five have the level 3 diploma.
- Five have been in care roles for six to eight years; two have the level 3 diploma.
- The other five have been in care roles for less than two years; none of them have the level 3 diploma.

No.	Item	Answer
31.1	Number of permanent staff in a care role (people)	20
31.2	How many of these permanent staff in a care role work part time only?	20
32.1	Number of agency/other (non-permanent) staff in a care role (people)	-
32.2	How many of these agency/other (non-permanent) staff in a care role work part time only?	-
33	Number of staff in a care role with the level 3 diploma or equivalent	7

No.	Item	Answer
34.1	Number of staff in a care role for whom the relevant date for qualification under Regulation 32 has passed	5
34.2	How many of the staff who fall into the criteria for 34.1 are qualified to diploma level 3?	7
34.3	How many of the staff who fall into the criteria for 34.1 are undertaking the level 3 diploma?	3

Because the first 10 staff in a care role are part time, the relevant date can be deferred, so they are not counted as having passed their relevant date (34.1). They can still be counted as staff with the diploma in 33. In 34.2, only those staff who have been in care roles for more than six years are counted; although they are part time, at this point the relevant date can be considered to have passed.



The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory and Support Service (Cafcass), schools, colleges, initial teacher training, further education and skills, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for children looked after, safeguarding and child protection.

If you would like a copy of this document in a different format, such as large print or Braille, please telephone 0300 123 1231, or email enquiries@ofsted.gov.uk.

You may reuse this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit www.nationalarchives.gov.uk/doc/open-government-licence, write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

This publication is available at www.gov.uk/government/organisations/ofsted.

Interested in our work? You can subscribe to our monthly newsletter for more information and updates: <http://eepurl.com/iTrDn>.

Piccadilly Gate
Store Street
Manchester
M1 2WD

T: 0300 123 1231
Textphone: 0161 618 8524
E: enquiries@ofsted.gov.uk
W: www.gov.uk/ofsted

© Crown copyright 2025