

Quality Dip Sample: Guidance

We are introducing Dip Sampling as part of our Quality Assurance Framework. Dip Sampling **does not** replace our Auditing process but will be an additional method to enable managers to test out quality of practice in relation to particular themes and topics/cohorts, both in terms of gaining a baseline and then going forward to monitor progress.

Two documents have been created to support Dip Sampling. These tools can be used by a manager when they're 'dipping' into practice to look at themes, and a sample of files/cases.

The tools will enable us to record, collate and track dip sampling work. By submitting the findings to the Quality Assurance and Partnerships Team, this information will be collated. Key messages about practice will be highlighted in the monthly Quality Assurance report, inform practice and workforce development.

There are two documents:

OVERALL SUMMARY OF QUALITY AND DIP SAMPLE

- Managers should use this document to record a Dip Sample exercise summary of cases seen and findings, with an overall judgement of where practice is at present.
- The completed form should be emailed to the Quality Assurance and Partnerships Team who will keep a central record.
- An overview of any Dip Samples undertaken will be incorporated into the Monthly Quality Assurance Report.

QUALITY/DIP SAMPLE CASE TOOL FOR INDIVIDUAL CHILDREN'S CASE RECORDS

- The Manager completing the Dip Sample would only need to use this form if there were identified actions or noted best practice on specific cases.
- Where this form is completed, the Dip Sampling Manager should attach to mosaic and feedback to the allocated workers manager.
- The Dip Sampling Manager should also send the completed form to the Quality Assurance and Partnerships Team.
- The allocated workers manager should take responsibility to ensure actions identified are completed and fed back to Quality Assurance and Partnerships and that the child's mosaic is updated appropriately.
- This should be monitored through supervision.