

Policy for publishing inspection reports

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

Summary of this policy

When we inspect a regulated service, we have a duty to prepare a written report of our findings and make this report available. This policy sets out the arrangements by which we make inspection reports available. Relevant legislation is listed at the end of this policy.

Why we publish inspection reports

We publish inspection reports in order to make our inspection findings available to people who wish to know about a given service, including the provider(s) of that service.

Where our findings include a rating of quality of the service, we publish the rating as part of the report.

Inspection reports on our website

For most of the service types we regulate, we publish inspection reports to our website in the form of a summary of our findings (including ratings, where applicable), with a full version of the report attached in the form of a printable PDF document. The two most recent reports on a given service or provider are displayed on the website, and earlier reports are sometimes available on request.

Reports on child minders, care homes for children residential special schools, secure accommodation services and residential family centres do not include addresses.

When reporting on care homes for children, secure accommodation services and residential family centres we issue the report directly to the responsible individual and/or registered provider rather than publishing to the website. Should you require a copy of a non-published inspection reports you can submit a request to CIW for consideration.

Making inspection reports accessible

For most types of service that we regulate, we:

- email electronic copies of the final unpublished version of the report directly to designated individuals connected with the service
- publish the final version of the report to our website
- supply hard-copy versions to those for whom electronic access is not an option.

All our reports are available in English, and we make reports available in Welsh, and bilingually, where needed. We can also provide reports in other languages on request.

We will develop arrangements for making inspection reports available in other formats, such as large print, braille and audio files.

Timeline for publishing inspection reports

In general, we undertake to draft a report within five weeks (25 working days) of carrying out an inspection. Providers then have two weeks (10 working days) in which to review the final unpublished report and let us know if it contains any inaccuracies. Under normal circumstances the report is then published, though publication may be postponed if issues of accuracy need to be resolved.

Our *Policy on responding to inspection reports*, which is available on our website, gives more detail on how providers can respond to us about the content of an inspection report, and how we handle such responses.

Personal information

Our *Privacy notice*, which is available on our website, sets out the kinds of personal information we may collect, what we do with it, who we may share it with, how long we will hold it for and what people's rights are in relation to it.

We do not publish personal information unless legally required to.

Legal context

The following statutory provisions apply in relation to publishing reports about regulated services in Wales:

- Children Act 1989: paragraphs (9A), (9B) and (9C) of section 87.
- Children and Families (Wales) Measure 2010: section 40.
- Child Minding and Day Care (Inspection and Information for Local Authorities) (Wales) Regulations 2010: paragraphs (2), (3) and (4) of regulation 2.
- Regulation and Inspection of Social Care (Wales) Act 2016: paragraph (3) of section 36.