**Coventry City Council - SEA**

**Support Audit Checklist**

|  |  |
| --- | --- |
| Date: |  |
| Council Officer: |  |
| Provider: |  |
| Provider  Representative: |  |

**Property Facilities**

|  |  |
| --- | --- |
| Address: |  |
| Property Support  Worker/Manager: |  |
| CCTV at the property?  Location? |  |
| Self-contained or shared? |  |
| Units: |  |
| Tenants: |  |
| Notice Board  (Provider details, emergency contact, local information, useful contacts, Health, and Safety) |  |
| Wi-Fi at the property? |  |
| Who cleans the property?  How often? |  |
| Who is responsible for the Maintenance?(In house operative, external) |  |

**Property Descriptions**

|  |  |
| --- | --- |
| Cosmetic appearance of the building: | Please See Housing Enforcement Report |
| Bedrooms: | Please See Housing Enforcement Report |
| Communal Living space: | Please See Housing Enforcement Report |
| Kitchen: | Please See Housing Enforcement Report |
| Bathrooms: | Please See Housing Enforcement Report |
| Front/Back Garden: | Please See Housing Enforcement Report |
| Recommendations: | Please See Housing Enforcement Report |

**Support Staff and Paperwork**

|  |  |
| --- | --- |
| Support Staff and Hours Worked: |  |
| Do all staff have current DBS checks? Have they been seen? |  |
| Staff qualifications/credentials |  |
| Do any staff administer medication? Are they qualified? |  |
| 24/7 Emergency Contact and Cover |  |
| Sign Up - Support Plan |  |
| Monthly Reviews |  |
| Daily Logs |  |
| Supporting documents requested |  |
| GDPR followed? Here are files stored? Are they secure? |  |
| Recommendations |  |

**Residents and Support**

|  |  |
| --- | --- |
| Support Needs of residents |  |
| Support provided |  |
| Evidence of Support  (How is this documented) |  |
| Outside agencies used |  |
| Do residents engage with staff/services? |  |
| Have staff seen any tangible results from support? |  |
| Are there regular house meetings? Are minutes taken? |  |
| Are there extra activities on offer? |  |
| Are any residents working or in training? |  |
| How is anti-social behaviour approached? |  |
| Resident Comments: |  |
| Staff comments: |  |
| Recommendations: |  |