



**Protocol for Spot Purchasing an Unknown Provider**

**This protocol should be used in every instance whereby Nottingham City Council intends to spot purchase care placement provision by an unknown provider (E.g. a provider not belonging to the East Midlands Provider Framework).**

**This checklist should be completed by Nottingham City Council’s Placement Service.**

**The primary responsibility lies with the relevant Placement Service Contract Officer and Lead Quality Assurance Officer**

<b>Provider Name, Setting Name and Address and Contact Details</b>	<b>Officer(s) Completing Protocol</b>

<b>Action</b>	<b>Status/Comments</b>
Seek Ofsted registration certificate	
Seek current Ofsted judgement	
Seek Ofsted judgement history	
Seek Statement of Purpose (where relevant)	
Undertake an unannounced (where appropriate) Quality Assurance visit at the earliest available opportunity (maximum of 14 days from a young person being placed)	
Consult with local authorities who have experience of the provider. <a href="#">Click here for reference template</a>	
Flag as a Red provider under the Placement Services’ Quality Assurance Framework	
Consult and seek sign-off from Placement Service Manager	
Share completed protocol with all relevant colleagues	
Upload to Castle under any young person the protocol will effect (e.g. the young person who is being considered for placement)	



<b>Signature of Officer Completing Protocol</b>	<b>Date</b>
<b>Signature of Service Manager</b>	<b>Date</b>

<b>Comments/Action:</b>