

Threshold Organisational

PRE-SCOPING QUESTIONNAIRE · V1.0 · PENDING FOUNDER SIGN-OFF

This questionnaire is designed to help you gather your thoughts before we speak. You do not need to have every answer. Bring what you can. Send nothing confidential in reply to this document — the questions below are meant to structure the conversation, not to be uploaded back through the public site.

Before you begin

- If a child or adult is in immediate danger, contact 999 first. ORVIA is not an emergency service.
- Nothing you write in this questionnaire is submitted anywhere automatically. It is a working document for you.
- The pre-scoping conversation takes about 30–45 minutes and is free.

Framing

Q. What is the presenting concern, in one paragraph?

As you would describe it to a trusted peer, not to a regulator.

Q. Why now?

What has changed that has brought this to your desk?

Q. Who else inside the organisation is aware this enquiry is being made?

This affects how we handle the initial conversation.

The person at the centre

Q. Who is the person, or population, most affected if this concern is real?

Named role rather than name — e.g. 'looked-after child, 14, in placement X'.

Q. What is the likely harm if the concern is real and nothing changes?

A short honest read, not a worst-case exercise.

Evidence available

Q. What internal evidence already exists?

e.g. safeguarding logs, audit reports, complaints data, staff concerns, board papers.

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Q. What external evidence exists?

e.g. regulatory reports, LADO decisions, litigation.

Q. Any evidence you suspect exists but cannot currently access?

This shapes our evidence checklist for Gate Two.

Scope and boundaries

Q. What is inside scope for this review?

Be specific — a case, a service, a leadership behaviour, a policy.

Q. What is expressly out of scope?

e.g. HR disciplinary action, individual clinical decisions.

Q. Who inside the organisation must not be a reviewer or interviewee, for conflict reasons?

Names of roles only, not individuals.

Outputs and audience

Q. Who will read the final report?

Board / commissioner / regulator / internal only.

Q. What decision will the report help you make?

One or two sentences.

Q. Timescale — when does the report need to be issued?

Realistic date, not aspirational.

Commercial

Q. Approved budget or budget range for this review

Ranges are fine at this stage.

Q. Approved signatory who will accept the written scope

Named role — e.g. Director of Nursing, DCS, DoS.

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Q. Procurement route

Direct award / framework / competitive quote.

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What happens next

When you have worked through the questionnaire, send an enquiry using the tailored intake form on the ORVIA website. A named ORVIA person will respond within three working days after Gate One review. Nothing is committed on either side until Gate One has cleared the enquiry as safe, in scope and free of conflict.

Immediate limits

This questionnaire does not create a client relationship, does not constitute legal or clinical advice, and does not commit either you or ORVIA to any specific engagement. Any specific outcome is subject to a written scope signed by an ORVIA Founder before work begins.

Status: pending Founder factual sign-off before public use.