

<b>Manual:</b>	Foster Carers Handbook
<b>Title:</b>	Foster Carers Annual Review (FCH/045)
<b>Last Reviewed:</b>	17/04/2015
<b>Next Review Due:</b>	17/04/2018

## INTRODUCTION

The Fostering Service is required under Regulation 28 of the Fostering Services (England) Regulations 2011 to review **all** foster carers at least annually..

The review process will comply with the requirements under schedule 5, Fostering Services (England) Regulations 2011 regarding matters and obligations in relation to foster carer agreements.

All Foster Carer Reviews **must** be held within 12 months of approval or last review unless there is a reason to bring forward the review. Earlier reviews will be undertaken following a significant incident; complaint or allegation of abuse or neglect; significant changes to the fostering household: or when changes to carers' terms of approval or banding level require consideration.

Foster Carer Reviews will be chaired by an Independent Reviewing Officer (IRO) who has experience and knowledge of fostering, but who is not directly involved with the work of the Fostering Social Worker (FSW) or Foster Carer/or the IRO for any child or young person in placement with the foster carers who are to be reviewed.

### Purpose of Foster Carer Reviews

To meet regulatory responsibilities by reviewing the approval of foster carers within one year of approval, and thereafter whenever the Fostering Service considers it necessary, but an intervals of not more than one year.

To review whether the carer/s continues to be suitable to act as foster carer/s and their household continues to be suitable.

To consider whether the carers Terms of Approval and Banding level continue to be appropriate.

To seek and take into account the views of:

1. Foster Carer/s;
2. Foster Carer's own children;
3. Any child who is currently placed with the foster carers (subject to age and understanding);
4. Any Social Worker or Responsible Authority who has placed a child with the carers;
5. Birth Parents/Significant others, where appropriate;

To ensure provision of safe care for children who are looked after.

To ensure that foster carers continue to meet the requirements set out in their Foster Care Agreement.

To ensure that the Chair of the Review provides a written report at the end of the review which sets out whether:

1. The Foster Carer/s continues to be suitable to act as Foster Carers and their household continues to be suitable;
2. The carer/s Terms of Approval and Banding level remain appropriate;
3. Any other recommendations that require action;

To ensure that First Reviews and any contentious reviews are presented to the Fostering Panel for consideration and recommendation.

To ensure that all Reviews are presented to the Agency Decision Maker (ADM) for final decision making

## **ACTION**

1. At the end of every month the Panel Administrator (PA) will notify the Quality Review Team (QRT) about any foster carers who have been approved during the course of that month. The QRT will then identify a date for the first foster carer review and will notify the PA and FSW with responsibility for supervising the foster carers accordingly.
2. At the end of each foster carers' annual review the IRO will ensure that a date and time for the next annual review is agreed. In cases where an early review is required, it is the responsibility of the FSW to ensure a suitable date/time is agreed with the IRO and that this information is passed to the PA for entry into SSID and IRO Admin. to update foster carer review calendar.
3. Reviews can only be cancelled following discussion between:
  - FSW and Team Manager;
  - Fostering Team Manager and Service Manager, (Fostering and Adoption);
  - Service Manager, (Fostering and Adoption) and Service Manager (IRO);
  - If a review is cancelled by the IRO, then an e mail is to be sent to the FSW and their Team Manager to ensure that this information is relayed to the foster Carer as soon as possible.
4. If a review is to be presented to panel, once the FSW receives the panel minutes from the P.A., it is the FSW's responsibility to contact the IRO Admin., to agree an alternative date with the appropriate IRO. (This will only occur if there has been a considerable delay between the review date and presenting the review to panel or the recommendation is another review within a shorter period).
5. When an alternative date is agreed the FSW will inform the PA who will update SSID.

## **TIMESCALES**

### **2 months prior to the review**

- a) FSW has responsibility to ensure
  - Foster Carers, their household members over 16 years, and their support carers are updated every 5 years.
  - Foster carers health is discussed annually and a full medical (AH1) is completed every 5 years, and a health check (AH2) is complete 3 years after the AH1
  - Health and Safety Risk Assessment, Fire policy, Safer Caring Policy and animal questionnaires are reviewed at least annually.
- b) FSW will distribute the following review documentation to relevant parties and will compile the completed paperwork for the review when it is returned:
  - **Foster Carer report** – send/give to Carer for completion;
  - **Children who Foster Consultation Form** - send/give to carer/child;
  - **Children in Foster Placement Consultation Form** – send to child's social worker or child/young person;

- **Birth Parent/Significant Others Consultation Paper** – send to child’s social worker;
- **Social Worker Report** Send to social worker for current placements;
- **Gather end of Placement Reports** – These are sent to child’s social workers by Fostering Administrative Officer at the end of each placement.

The FSW will compile a foster carer review report which must take into consideration information received, as well as foster carers skills and competencies as evidenced in their portfolio.

The FSW report must contain clear recommendations regarding the Carers Terms of Approval and Banding level

The Foster Care Agreement should be completed for current and proposed Banding level (Where appropriate).

Below is the suggested timescales for completion of the required documentation prior to the Foster Carer Review

**3 weeks prior to review**

FSW will share all completed review documentation with the Foster Carer/s for their comments and to allow for any amendments.

FSW will also ensure that Foster Carers’ are aware of any advice from the Medical Advisor (on the medical report) which may be discussed in the review..

**2 weeks prior to review**

FSW to give all the required review documentation to the Fostering TM/SP, who will quality assure the documents and will sign the signature page.

The TM/SP will also need to see the following

- Foster Carers Portfolio of Evidence which will assist in verifying the accuracy of the report and ensure there is appropriate evidence of carers’ capacity to meet the recommended Terms of Approval and Banding level.
- The portfolio must include the general and individual Safe Care Policies, Health and Safety Risk Assessment, fire policy, animal questionnaires and Foster Carer Competencies and Outcomes for children.
- The Fostering Panel Minutes/ Chairperson’s Review Report from approval Panel or last review.
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**10 days prior to review**

The FSW will give all completed review documentation paperwork to the PA.

The documentation must include:

- FSW’s Report with recommendations;
- Foster Carers Report;
- Social Workers Report;
- End of Placement reports for all placements ended during the previous year;
- Child/Young Persons consultation paper;
- Foster Carers Children’s consultation paper;
- Birth Parents/Significant Others’ consultation papers;

- Disruption Meeting Report from any disruption meetings held since the last review;
- Exemption/Variation to Current Terms of Approval;
- Banding level agreement for proposed level if a change to the level is recommended;
- Completed Signature Page with Team Manager (TM) /Senior Practitioners (SP) comments.

The PA will check the submitted documentation to ensure that all relevant reports/paperwork are available for the review and will inform the FSW and their Team Manager if there are any omissions.

### **1 week prior to review**

The PA will ensure that the completed review documentation is emailed to the QRT (the appropriate IRO must be identified in the documentation).

### **The Review**

The review will usually take place in the Foster Carer's home, although an alternative venue may occasionally be agreed. The review will be chaired by the IRO and attended by:

- All the approved foster carer/s;
- The FSW, Senior Practitioner or Team Manager, where appropriate.

The Chair (IRO) will make clear recommendations regarding:

- The Foster Carer/s suitability to act as Foster Carers and whether their household continues to be suitable;
- The foster carer/s Terms of Approval and Banding level.

At the end Review:

- The date of the next review will be agreed;
- The FSW and Foster Carer will agree supervision dates for the following year.

### **Reviews to be presented to Fostering Panel**

The following reviews will be presented to Panel for their consideration and recommendation after the review has taken place:

- First reviews
- Every third review
- Where there have been significant changes or incidents i.e. concerns, complaints, or allegations of abuse or neglect

The PA will arrange for reports, recommendations and reasons from these review to be reported to the next available Fostering Panel. Foster carers have the opportunity to attend Panel. FSW and their Team Manager/Senior Practitioner will attend Panel when required.

### **Within 20 working days after the review**

The Chair of Review (IRO) will produce a report based on the discussion during the review, including recommendations and reasons.

The Full Chairs Report will be emailed to the foster carers, PA, FSW, Fostering TM

### **7 days after the Chair's report has been sent out**

Any amendments to the IRO Chair's report must be made in writing to the IRO within 7 days of the date of the letter accompanying the report.

### **7 days before the monthly Agency Decision Meeting**

The PA will send the Chairperson reports and Agency Decision Record Sheet to ADM 7 days before the IRO & ADM's monthly meeting.

### **Monthly Agency Decision Meeting**

IRO & ADM will discuss at least once per month the recommendations from reviews. ADM to make a decision regarding the Foster Carers' suitability to foster and Terms of Approval and Banding level.

### **Within 2 working days of the Agency Decision Meeting**

ADM will inform the PA/FSW/Fostering TM of the decisions made regarding carers' Terms of Approval and Banding.

### **Within 5 working days after being informed of the Agency Decision**

The PA will:

- Enter review details on SSID;
- Inform the Duty Administrative Officer of any changes which affect payments;
- Send qualifying determination if appropriate and approval notification to carers;
- Provide new Foster Care Agreement to the FSW to take out to the carer to be read and signed. Return all completed paperwork to the FSW for the file.

## **5. APPEALS**

A Foster Carer has the right to appeal against any decision made. Any such appeal must be made in writing and be received within 28 days from the date of the qualifying determination decision. See Panel Notifications and Decisions.

## **RELATED DOCUMENTS**

Fostering Social Worker Report	Appendix 1
Foster Carer Report	Appendix 2
Child's Social Worker Report	Appendix 3
End of placement reports	Appendix 4
Parent/Connected Person Consultation Form	Appendix 5
Looked After Children Consultation Form	Appendix 6
Children Who Foster Consultation Form	Appendix 7
Signature Page – TM/SP comments	Appendix 8
Foster Carer review Checklist	Appendix 9
Foster Care Agreement	Appendix 10

**FOSTER CARER REVIEW  
FOSTERING SOCIAL WORKER'S REPORT**

<b>NAME OF FOSTER CARER</b>	
<b>DOB</b>	
<b>NAME OF FOSTER CARER</b>	
<b>DOB</b>	
<b>ADDRESS OF FOSTER CARER/S</b>	
<b>HOUSEHOLD COMPOSITION</b> Please list household members	
<b>PROPOSED SLEEPING ARRANGEMENTS FOR FOSTER CHILDREN</b>	
<b>FOSTERING SOCIAL WORKER AND TELEPHONE NUMBER</b>	
<b>IRO CHAIRING REVIEW AND TELEPHONE NUMBER</b>	

<b>Date of Initial Approval</b>	[*****]	<b>Date of last Foster Carer Agreement</b>	[*****]	<b>Date of last review</b>	[*****]	<b>Date of this review</b>	[*****]
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<b>CURRENT TERMS OF APPROVAL AND LEVEL AS PER RECOMMENDATION FROM LAST APPROVAL</b>			
	<b>Terms of Approval</b>		<b>Preference</b>
Type of Fostering			
Age of Children			
Number of Children			
Gender			
Level			
Ethnicity			
<b>Date and type of Last Medical Check ((For both carers if applicable)</b>		<b>Medical Advisors Comments</b>	

<b>Date of DBS check (For both carers if applicable)</b>		<b>Outcome of DBS's</b>	
<b>DBS checks for support network carers</b>		<b>Outcome of DBS's</b>	
<b>Date of Health &amp; Safety Assessment</b>		<b>Issues Arising</b>	
<b>Date of Fire Policy</b>		<b>Issues Arising</b>	
<b>Date of Safe Care Policy</b>		<b>Issues Arising</b>	
<b>Date of Animal Assessments</b>		<b>Issues Arising</b>	
<b>Dates of Fostering Social Workers visits to Foster Carer(s) since last Review</b>		<b>Issues Arising</b>	<b>Explain any gaps in visiting pattern</b>
<b>Dates of Unannounced Visits</b>		<b>Issues Arising</b>	
<b>Dates children bedrooms seen by Fostering Social Worker</b>		<b>Issues Arising</b>	
<b>Dates of check of social media</b>		<b>Issues Arising</b>	



**OVERVIEW OF FOSTERING HOUSEHOLD**

**Please comment on the current composition of the household and any changes eg re home, health, employment, family members etc and any implications for care of children.**

**Please comment on the impact of foster caring on the family and all family member's views of fostering including sons and daughters.**

## RECOMMENDATIONS FORM LAST REVIEW/APPROVAL

Please attach the Chair Person's report/Panel minutes and comment on how identified actions have been progressed.

## PLACEMENT BEGINNINGS & ENDINGS (including current placement)

Please attach placement history – print from SSID

- How did placements begin since last Review (planned/unplanned) (please describe the circumstances)
- Were there introductions between carer(s) & child/young person before the placement started? (If not, why not?)
- Did appropriate meetings take place? (If not, why not?)
- How/why did placements end since last review? (planned/unplanned) (please describe the circumstances)
- If any placement endings were unplanned was an end of placement/disruption meeting held? (please attach minutes)
- Has any End of Placement Reports been received and if so discussed with the Foster Carer? (Have these been discussed with foster carer?)
- Were any placements outside the terms of approval?

## CHILDREN IN PLACEMENT SINCE YOUR LAST REVIEW – (including children who are in placement at the time of the review and those children who have moved on from the placement since the last review)

Name	Date of Birth	Legal Status	Social Worker	Date Placement Started	Date Placement Ended	Reason for placement ending/where did the child/young person move to?

**ALTERNATIVE CARE ARRANGEMENTS FOR CHILD/REN IN PLACEMENT**

Name of Child	Dates of placement	Name of Alternative Carer(s)	Reason for Arrangement

**WHO IS IN YOUR SUPPORT NETWORK AND WHAT SUPPORT THEY HAVE OFFERED?****STANDARDS OF CARE ISSUES/ALLEGATIONS/COMPLAINTS/CONCERNS**

**Have there been any standards of care issues/allegations/complaints or concerns against the carer since their last review?**

**If so, please give details and outcome. (Also attach reports/minutes if available)**

**FOSTERING SOCIAL WORKER'S OVERALL SUMMARY AND ANALYSIS OF THE CARERS STRENGTHS, LIMITATIONS, SKILLS AND COMPETENCE UNDER THE EVERY CHILD MATTERS FIVE PRIORITY OUTCOMES AND IN WORKING AS PART OF A CARE TEAM**

**Please comment on each of the following areas:-**

**Be Healthy**

**Stay Safe**

**Make a positive contribution**

**Achieve Economic Well Being**

**Enjoy and Achieve**

**Working as part of a care team/ relationships with professionals and families**

**THE CARER(S)'S OWN PROFESSIONAL DEVELOPMENT**

<b>MANDATORY TRAINING</b>	<b>Date attended</b>	<b>Date proposed</b>	<b>Development plan for next year</b>
Basic Food Hygiene			
Care Planning			
First Aid			
Neglect			
Recording with Care			
Safe Care Practice			
<b>CORE TRAINING</b>			
Attachment 10 week			
Behaviour management (options)			
Child abuse and the internet			
Child Development			
Child protection			
<b>TSD STANDARDS</b>			
<b>DIPLOMA/CERTIFICATE</b>			
<b>ADDITIONAL TRAINING</b> (please list)			
<b>SUPPORT GROUPS</b>	<b>DATES ATTENDED</b>		

<b>CONSULTATIONS</b>	<b>DATES ATTENDED</b>

**Please comment on the training completed and the development plan of the second carer (if applicable).**

**Comment on the impact of the carer's training on the care provided to foster children.**

**ANALYSIS**

**Analysis of Foster Carer(s) overall performance over the year to include information concerning any issues which have arisen. Ensure Foster Carer Profile is updated and submitted as part of the review pack.**

**AREAS TO BE DISCUSSED AT THE REVIEW INCLUDING ANY AREAS OF DISAGREEMENT**

Please ensure that the carer(s) have had an opportunity to read and discuss all reports provided for the Review and record any disagreements so that these can be discussed openly at the Review. If Social Workers have highlighted any areas of concern in their report please ensure that they have given examples/reasons for the statements they have made

**FOSTERING SOCIAL WORKER'S RECOMMENDATIONS**

Please give clear recommendation regarding terms of approval and levels (include signed Foster Carer(s) and level agreements).

	<b>Terms of Approval</b>	<b>Preference</b>
Type of Fostering		
Age of Children		
Number of Children		
Gender		
Level		

**Is this a recommendation for a change of approval? YES/NO**

**If so please state the reasons and your assessment of the Carer's ability to fulfil the terms of approval.**



**Fostering Social Worker's**

**Signature:**.....

**Date:**.....

### FOSTER CARER REPORT FOR FOSTER CARER REVIEW

<b>NAME AND ADDRESS OF FOSTER CARER/S:</b>	
<b>FOSTERING SOCIAL WORKER:</b>	
<b>WHAT IS THE DATE OF YOUR LATEST FOSTER CARER AGREEMENT</b>	

<b>CURRENT TERMS OF APPROVAL AND LEVEL AS PER RECOMMENDATION FROM LAST APPROVAL</b>		
	Terms of Approval	Preference
Type of Fostering		
Age of Children		
Number of Children		
Gender		
Level		

<b>CHILDREN IN PLACEMENT SINCE YOUR LAST REVIEW – (Including children who are in placement at the time of the Review and those children who have moved on from the placement since the last review)</b>						
Name	Date of Birth	Legal Status	Social Worker	Date Placement Started	Date Placement Ended	Reason for placement ending/where did the child/ young person move to?

## HOME SITUATION

What have been the significant changes to your home and family during the last year?

How has fostering impacted on your family during the last year?

How have your children coped with fostering over the last year?

Have there been any changes to your support network during the year?

## WORKING WITH YOUR FOSTERING SOCIAL WORKER

Please list the dates of visits from your Fostering Social Worker since your last Review.

Do you feel the support offered by your Fostering Social Worker meets your needs?

Does your Fostering Social Worker talk to your child/ren?

## WORKING WITH OTHERS

Please list the dates of visits from the child/ren's Social Worker/s since your last Review?

Do you feel that they keep you up to date and involved in the plans for the child/ren? Please name each Worker.?

## CARING FOR CHILDREN

Please give an overview of your fostering experience this year.

Does the child/ren/young person(s) have a Children's Guide, and have you explained this to them?

What date/dates did the Fostering Social Worker and Child/ren's Social Worker(s) last see the child/ren's bedroom/s/review sleeping arrangements?

Does the child's Social Worker talk to the child/ren alone?

Do you think the child/ren are listened to?

Please give the dates of any unannounced visits?

Are you aware of anybody in your family or community that could pose a risk to children?

### PROFESSIONAL DEVELOPMENT

What have you found rewarding/challenging in relation to placement support and training?

### THE CARER(S)'S OWN PROFESSIONAL DEVELOPMENT

<b>MANDATORY TRAINING</b>	<b>Date attended</b>	<b>Date proposed</b>	<b>Development plan for next year</b>
Basic Food Hygiene			
Care Planning			
First Aid			
Neglect			
Recording with Care			
Safe Care Practice			
<b>CORE TRAINING</b>			

Attachment 10 week			
Behaviour management (options)			
Child abuse and the internet			
Child Development			
Child protection			
<b>TSD STANDARDS</b>			
<b>DIPLOMA/CERTIFICATE</b>			
<b>ADDITIONAL TRAINING</b> (please list)			
<b>SUPPORT GROUPS</b>	<b>DATES ATTENDED</b>		
<b>CONSULTATIONS</b>	<b>DATES ATTENDED</b>		

## **SPECIALIST KNOWLEDGE FOR LEVEL 4 CARER(S)**

**Give evidence of your specialised area where you have developed your skills and knowledge since your last review**

- 1. What is your Specialist Area**
- 2. Describe what you have done e.g. training course, reading, research, practical experience in your specialist area**
- 3. Describe what you have learnt and the impact this has had on your care of children.**





**TERMS OF APPROVAL & LEVEL**

Do you feel your current terms of approval remain appropriate?.....YES/NO

If not, why not?

Foster Carer Signature: .....

Foster Carer Signature:.....

Date: .....

**FOSTER CARER REVIEW  
VIEWS OF SOCIAL WORKER OF CHILD(REN) IN PLACEMENT**

<b>NAME OF FOSTER CARER(S)</b>	
<b>NAME/S OF CHILD/REN IN PLACEMENT</b>	
<b>NAME OF SOCIAL WORKER</b>	
<b>NAME OF TEAM MANAGER</b>	

A Review of the above Foster Carer(s) and their household is scheduled to take place shortly. This is a regulatory requirement and as such your views are legally required in the Agency's consideration of the Foster Carer(s) continued suitability as Foster Carer(s).

Please complete and return this form to Fostering Admin at [FandAAdmin@durham.gov.uk](mailto:FandAAdmin@durham.gov.uk) within 2 weeks of receiving it. The Carer(s) will receive a copy of your comments.

<b>Date of Placement</b>	
<b>Dates of Visits to Carer(s) Home</b> (record dates child seen alone)	

<b>CARE OF THE CHILD WHILST IN PLACEMENT</b>					
		N/A	Requires Development	Achieved Standard	Consistently goes beyond Standard
<b>Being Healthy</b> The child's physical and mental health is supported by the Carer. The Carer provides a healthy lifestyle.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staying Safe</b> The Carer's home and transport are safe and appropriate for the child. The Carer supports the child in keeping them safe. A Family Safer Caring Policy appropriate to the child is in place.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Enjoy and Achieve</b> The Carer supports the child in pre-school or an educational placement. The Carer actively encourages the child's participation in activities/interests.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Positive Contribution</b> The Carer supports the child's social and emotional development. The Carer supports the child through change, and listens to the child's views and represents the child's views in meetings. The Carer encourages positive behaviour.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Economic Wellbeing</b> The Carer supports the young person in identifying employment/further education and in developing life skills including the management of money.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>Please state the foster carers particular strengths or areas to develop.</b></p> <p>Please include reasons for your comments overleaf</p>
<p><b>In your view is the household environment suitable for the children in placement?</b></p> <p>Please give reasons i.e. bedroom arrangements, home conditions, play space etc.</p>
<p><b>How has the Carer(s) contributed to life story work?</b></p>
<p><b>Are there any areas you feel the Review should address?</b></p> <p>Please include reasons for your comments overleaf</p>
<p><b>Please give details of parent's/connected persons views of placement if they have not completed their own consultation document.</b></p>
<p><b>What is your view of the Carer(s) working relationship with birth parents/siblings and the contact arrangements?</b></p>
<p><b>What is your view of the stability of the placement?</b></p>
<p><b>Please give comments about the Carer(s) ability to work in partnership with professionals.</b></p>
<p><b>Please give details of the child's view of the placement</b></p>
<p><b>Please make any comments about the Foster Carer(s) and their household's suitability as Foster Carer(s)?</b></p>

Name of person completing the form: .....

Signed:..... Date: .....

**END OF PLACEMENT REPORT**  
**To be completed by the Child's Social Worker and Foster Carer**

<b>NAME OF FOSTER CARER(S)</b>	
<b>NAME/S OF CHILD/REN IN PLACEMENT</b>	
<b>NAME OF CHILD'S SOCIAL WORKER</b>	
<b>NAME OF TEAM MANAGER</b>	

A Review of the above Foster Carer(s) and their household is scheduled to take place shortly. This is a regulatory requirement and as such your views are legally required in the Agency's consideration of the Foster Carer(s) continued suitability as Foster Carer(s).

Please complete and return this form to Fostering Admin at [FandAAdmin@durham.gov.uk](mailto:FandAAdmin@durham.gov.uk) within 2 weeks of receiving it. The Carer(s) will receive a copy of your comments.

<b>Dates of Placement</b>	<b>Start</b>	<b>End</b>
<b>Dates of Visits to Carer(s) Home</b> (record dates child seen alone)		

<b>CARE OF THE CHILD WHILST IN PLACEMENT</b>					
		N/A	Requires Development	Achieved Standard	Consistently goes beyond Standard
<b>Being Healthy</b> The child's physical and mental health is supported by the Carer. The Carer provides a healthy lifestyle.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staying Safe</b> The Carer's home and transport are safe and appropriate for the child. The Carer supports the child in keeping them safe. A Family Safer Caring Policy appropriate to the child is in place.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Enjoy and Achieve</b> The Carer supports the child in pre-school or an educational placement. The Carer actively encourages the child's participation in activities/interests.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Positive Contribution</b> The Carer supports the child's social and emotional development. The Carer supports the child through change, and listens to the child's views and represents the child's views in meetings. The Carer encourages positive behaviour.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Economic Wellbeing</b> The Carer supports the young person in identifying employment/further education and in developing life skills including the management of money.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>Please state the foster carers particular strengths or areas to develop.</b></p> <p>Please include reasons for your comments overleaf</p>
<p><b>In your view is the household environment suitable for the children in placement?</b></p> <p>Please give reasons i.e. bedroom arrangements, home conditions, play space etc.</p>
<p><b>How has the Carer(s) contributed to life story work?</b></p>
<p><b>Are there any areas you feel the Review should address?</b></p> <p>Please include reasons for your comments overleaf</p>
<p><b>Please give details of parent's/connected persons views of placement if they have not completed their own consultation document.</b></p>
<p><b>What is your view of the Carer(s) working relationship with birth parents/siblings and the contact arrangements?</b></p>
<p><b>Please give comments about the Carer(s) ability to work in partnership with professionals.</b></p>
<p><b>Please give details of the child's view of the placement</b></p>
<p><b>Please make any comments about the Foster Carer(s) and their household's suitability as Foster Carer(s)?</b></p>

Name of person completing the form: .....

Signed:..... Date: .....

## CONSULTATION FOR FOSTER CARER ANNUAL REVIEW

### PARENTS / SIGNIFICANT OTHERS OF A CHILD/ CHILDREN IN A FOSTER PLACEMENT

Your child/ren's Foster Carer(s) are having a Review soon. Can you please fill in this form with your thoughts and views. This will help us make sure that they are getting well cared for in their foster placement.

**If you need any help completing this form please contact your child/ren's Social Worker**

<b>Name of Foster Carer(s)</b>	
<b>Name of Child/ren</b>	
<b>Your Name</b>	

**1. Are you happy with the standard of care provided to your child/ren by the Foster Carer(s)?**

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**2. Is there anything you are unhappy with?**

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**3. Do you think your child/ren are safe within the Foster Carer(s)' home. If you believe they are not can you tell us why?**

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**4. What communication do you have with the Foster Carer(s)?**

--

**5. Do you feel that this is positive?**

--

**6. If not what do you think could be done to improve communication?**

--

**7. Are there any other comments you would like to make?**

--

Signature.....Date.....

Signature.....Date.....

**Thank you for your views.**

**Please return this form to your child/ren's Social Worker**

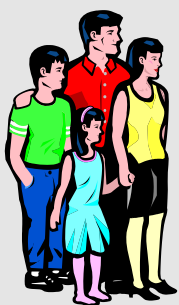



**CHILDREN UNDER 11 WHO ARE FOSTERED**

Your foster family will soon be having their annual Foster Care Review.

We want to know what you think?

<b>YOUR NAME</b>	
<b>YOUR AGE</b>	
<b>YOUR FOSTER FAMILY NAME</b>	

**BEING PART OF A FOSTERING FAMILY**

1.  What are the good things about living in your foster family?

2.  What pocket money do you get?

**3. Is there anything you don't like about being with your foster family?**



**4.                      Have you been able to talk to anyone about what you don't like?**



**5. Do you feel safe living with your foster carer?**

**Thank you for filling in this form**

**Date completed:.....**

## FEEDBACK FROM YOUNG PEOPLE WHO ARE FOSTERED AGED 11+ YEARS

Your foster family will soon be having their annual Foster Carer Review

We want to know what you think?

<b>YOUR NAME</b>	
<b>YOUR AGE</b>	
<b>YOUR FOSTER FAMILY NAME</b>	

**1. What do you enjoy about living with your Foster Carer(s)?**

--

**2. Please tell us about any parts of living with your Foster Carer(s) that you find difficult or upsetting?**

--

**3. Please describe any worries you have about being fostered?**

--

<b>4. Are you able to talk to someone if you have any concerns about being fostered?</b>
<b>5. Who is your Foster Carer(s) Fostering Social Worker? How often do you see them?</b>
<b>6. Does the Fostering Social Worker talk to you about how you feel about living with your Foster Carer(s)?</b>
<b>7. Do you know how to contact them and how often do you see them?</b>
<b>8. Is there anything else you would like to tell us about being fostered?</b>

**Thank you for filling in this form**

Date completed:.....

## CHILDREN WHO FOSTER – UNDER 11 YEARS

Your family will soon be having their annual Foster Carer Review.

We want to know what you think?

You can get help to fill out this form from your parent/s or your family's Fostering Social Worker.

<b>YOUR NAME</b>	
<b>YOUR AGE</b>	
<b>YOUR FOSTER FAMILY NAME</b>	
<b>YOUR ADDRESS</b>	



### BEING PART OF A FOSTERING FAMILY

1. Are you happy your family fosters?



2.



What have you enjoyed about fostering in the last year?



3. **Is there anything you don't like about fostering?**



4. **Have you been able to talk to anyone about this?**

**YES/NO**

5. **Have you found anything hard or upsetting?**

**YES/NO**



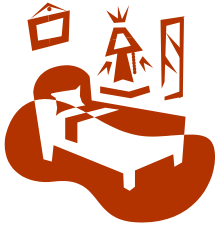
6. **Have you been able to talk to anyone about this?**

**YES/NO**

7. **What age child or young person do you like living with your family?**



8. **Why is this?**

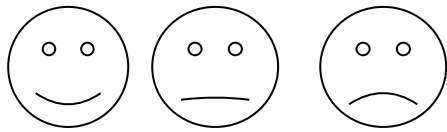


9. **Do you have your own bedroom?**

**YES/NO**

10. **If not who do you share with?**

11. **Do you mind sharing?**



12. **Do you feel safe around your foster child/ young person?**

**YES/NO**



13. **If not are you able to talk to someone about this?**

14. **Is there anything you would like to change about being a fostering family?**



**PEOPLE TO TALK TO**

15. Do you know your family's Fostering Social Worker?

YES/NO

16. Do you know how to get in touch with them?

YES/NO

17. How often do you see them?

18. Do they talk and listen to you?

YES/NO



19. If you are over 8 do you attend the M8s group which is a group for you?

YES/NO

20. If not would you like to?

YES/NO

Thank you for filling in this form

Date completed:.....



**CHILDREN WHO FOSTER 11 YEARS +**

**Your family will soon be having their annual Foster Care Review.**

**We want to know what you think?**

<b>YOUR NAME</b>	
<b>YOUR AGE</b>	
<b>YOUR FOSTER FAMILY NAME</b>	
<b>YOUR ADDRESS:</b>	

<b><u>Being Part of a Fostering Family</u></b>
<b>1. Are you happy your family fosters?.....YES/NO</b>
<b>2. What have you enjoyed about fostering in the last year?</b>
<b>3. Is there anything you don't like about fostering?</b>
<b>4. Have you been able to talk to anyone about this and what has happened?</b>

--

5. What age child or young person do you like living with your family and why?

--

6. Do you have your own bedroom?..... YES/NO

7. If not who do you share with and do you mind sharing?

--

8. Do you feel safe around your foster child/ young person? ..... YES/NO

9. If not are you able to talk to someone about this? ..... YES/NO

10. Is there anything you would like to change about being a fostering Family?

--

**People To Talk To**

1. Do you know your family's Fostering Social Worker.....YES/NO

2. Do they talk to you?.....YES/NO

3. Do you ever meet other children/ young people who foster? YES/NO

4. If No, would you like to? (Buddy).....YES/NO



**REVIEW SIGNATURE PAGE**

**Name of Foster Carer(s):**.....

<p><b>SIGNATURES:</b>                  Foster Carers must have an opportunity to read all reports before the Review takes place. Please sign this page after reading all of the reports provided for the Review.</p>	
<p><b>FOSTERING SOCIAL WORKER</b></p> <p>Fostering Social Worker's signature ..... Date:.....</p>	
<p><b>FOSTER CARER</b></p> <p>Date reports received from Fostering Social Worker.....</p> <p>Foster Carer's signature ..... Date:.....</p>	
<p><b>FOSTER CARER</b></p> <p>Date reports received from Fostering Social Worker.....</p> <p>Foster Carer's signature ..... Date:.....</p>	
<p><b>FOSTERING TEAM MANAGER</b></p> <p>Date reports received from Fostering Social Worker.....</p> <p>DBS Check: YES / NO</p> <p>Medical Checks: YES / NO</p> <p>Health &amp; Safety Check: YES / NO</p> <p>Fire Policy: YES / NO</p> <p>Animal Assessment Check: YES / NO</p> <p>Safe Care Policies General / Individual: YES / NO</p> <p>Foster Carer(s) evidence of Outcomes Document: YES / NO</p> <p>Specialist knowledge for level 4 carers YES / NO</p> <p>Fostering Team Manager's/Senior Practitioner's comments specifically in relation to portfolio of evidence and Fostering Social Worker's analysis. There should also be comments regarding banding levels.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><b>Fostering Team Manager's/Senior Practitioner's signature:</b></p> <p>..... Date.....</p>	

## FOSTER CARER REVIEW CHECKLIST

NAME OF FOSTER CARER(S):.....

<u>Paperwork required</u>	<u>Yes /No</u>	<u>Comments</u>
<u>Fostering Social Work Report</u>		
<u>Foster Carer Report</u>		
<u>Foster Carer Profile</u>		
<u>Social Work Report (for current placements)</u>		
<u>End of Placement Reports (for all placements ended since last Review)</u>		
<u>Consultation Document – children/young people who are fostered</u>		
<u>Consultation Document – children/young people who foster</u>		
<u>Consultation Document – birth parent/significant other</u>		
<u>Any other feedback received e.g. health, education, training</u>		
<u>Level Criteria</u>		
<u>Copy of extension/exemption to approval</u>		
<u>Disruption Meeting minutes/end of placement meeting minutes</u>		
<u>Any other relevant documents</u>		
<u>Signature Page</u>		

**FOSTER CARE AGREEMENT**

**THIS FOSTER CARE AGREEMENT IS A WRITTEN STATEMENT OF THE  
PARTNERSHIP BETWEEN YOURSELVES AS FOSTER CARERS AND  
DURHAM COUNTY COUNCIL  
CHILDREN AND ADULTS SERVICE  
IT IS IN ACCORDANCE WITH REGULATION 27(5) (b) AND SCHEDULE 5 OF  
THE FOSTERING SERVICE  
REGULATIONS 2011**

**This agreement details the terms and conditions of your approval as  
foster carers and this Service's responsibilities to you as  
foster carers. The contents apply to all children placed with you.**

**1. Terms and Conditions of Approval**

**Name of Carer** [\*\*\*\*\*]

Address [\*\*\*\*\*]

**Fostering Social Worker** [\*\*\*\*\*]

The Agency Decision Maker on (date) has agreed to your approval/continued approval as a foster carer.

The terms of approval agreed are:  
(.....)

As part of your terms of approval it is also agreed you are approved as a Level (\*) foster carer

(See terms and conditions of particular level attached to this agreement).

## **2. Support and Training**

### **2.1 Training**

Every foster carer will be offered preparation training prior to their approval.

Durham County Council Fostering Service is committed to providing foster carers with ongoing training to assist them with the fostering task and their personal development. The fostering service will provide carers with information about opportunities available to them.

As part of the assessment and review process of Durham County Council Foster Carers, individual personal training need and training opportunities will be discussed and agreed with you. This is particularly relevant in relation to progress within the current payment structure. Training is directly related to the individual levels.

### **2.2 (1) Individual Support**

Individual support will be provided by:

- Your Fostering Social Worker will visit you regularly to offer supervision and support. This will recognise your own as well as your family's needs and give guidance to you and your family in relation to the fostering task. This will include an unannounced visit and seeing your home including the foster child's bedroom.
- The child's social worker will support the child and liaise with you in respect of the individual needs of the child/children placed with you; Matters relating directly to the child should initially be discussed with the child's social worker whenever possible.
- The Emergency Duty Team outside of normal office hours.
- Other services and support are available from our partner agencies and the need to access these services should be discussed with your Fostering Social Worker and child's social worker

As an approved foster carer you must regularly read and acquaint yourself with the content of Durham County Council Foster Carer Handbook available via the fostering website.

### **2.2 (2) Group Support**

You are encouraged to participate in local foster carer support groups. It is important to attend these groups as it provides important links with other carers and opportunities to receive further training. Attendance of the groups is also directly related to the criteria requirements of the different levels. Information about Support Group activities is detailed on Durham County Council fostering website.

### **2.2 (3) Financial Support**

The basis of financial support to all carers is through the age related fostering allowance. This allowance is paid to foster carers when a child/young person is placed with a foster carer.

In addition to the age related fostering allowance Durham County Council fostering service also implement a fee paying scheme, this scheme recognises the tasks, achievements, skills and knowledge of the carers and rewards them through payments on different levels. Conditions in relation to fee payments of the scheme are included in the foster carers' handbook.

Foster carers are responsible for informing the appropriate person if they believe an incorrect payment has been made to them. Any monies owing to the Service must be paid back.

Incorrect or non-payment to foster carers will be corrected as soon as possible once the relevant personnel are aware of the situation.

Please refer to policy regarding under/over payments.

It is your responsibility to seek financial advice about how a Fee may affect any tax or benefits you receive. Advice can be obtained from your local benefits office.

### **3. Review and Termination of Approval of foster carers**

#### **3.1 Review**

Your approval as a foster carer for Durham County Council will be reviewed at intervals of not more than one year. The Fostering Service and Fostering Panels may stipulate an early review as part of the terms and conditions of your approval. The circumstances, which may call for an earlier review would be; following any significant incidents, standards of care issues, complaints or allegations of abuse or neglect.

As part of the review process statutory checks are updated and the fostering service may also undertake a check of social media websites or use internet search engines to establish what information about you, if any might be in the public domain.

The review documentation currently consists of:

- Current details of foster carers, including details of current approval and statutory checks.
- An evaluation of the carer and household in relation to the fostering task.
- Foster carer's evaluation of the service, support and their performance.
- Report from social workers who have supervised placements of children placed since approval/review.
- The views of the children fostered.
- Foster carers own children's contribution.
- Any issues raised by the review process.
- Fostering Social Worker's summary and recommendations in relation to approval details and banding.
- Birth Parents' views
- Evidence of outcomes and evidence of specialist area of knowledge and competencies.

Foster carers should be made aware of the content of the written reports and be allowed to comment. Carers comments should be noted and expanded upon in the summary of the review if necessary. The review will be chaired by an independent reviewing officer. First reviews, every third reviews and contentious reviews will be presented to the fostering panel as well as specific requests in certain circumstances.

#### **3.2 Termination of the Foster Carer Agreement**

This agreement can be terminated by:

- (1) The carer not wishing to continue their approval with Durham County Council and submitting a letter of resignation. This cannot be withdrawn and becomes effective 28 days from the receipt of the letter.



- (2) The Service's judgement that the carers are not meeting the standards in relation to their approval as foster carers and/or the criteria as laid out in this agreement (including levels criteria). (Regulation 27 (6-12) and Regulation 27 (7-15) of the Fostering Services Regulations 2011.

If the agency decides there are grounds for de-registration the carer will receive written notification within 7 working days of the Agency Decision Makers decision to propose to terminate the carers approval.

If a foster carer disagrees with the decision of the agency they can make a representation in writing within 28 days of the qualifying determination (change to terms of approval/proposed de-registration).

Carers have the option of the representation being considered by the Fostering Panel or by the Independent Review Mechanism. In either case the recommendation of the appeal Panel must be considered by the Agency and a decision made and communicated to the carer.

When a carer's approval has been terminated it is a requirement that all property which is held by the carers on behalf of Durham County Council should be returned as soon as possible following de-registration. (property includes:- equipment, , ID, information relating to a child or the Service, etc).

#### **4. Placement of Children**

Prior to, or on placement (in emergency situations) all carers should be provided with essential information in relation to the child Prior to, or within 72 hours of placement a placement plan should be drawn up and agreed in relation to individual placements. The placement plan includes:

- Basic details about the child
- The reasons for the placement and likely duration
- The child's cultural , language and religious needs
- The child's health needs including doctor, dentist, optician and specialist practitioners
- The child's education needs including transport
- Contact plan
- Agreement regarding overnight stays
- Child's routines, activities and diet
- Safe care arrangements
- Planned meetings and arrangements to visit
- Delegation of authority agreement
- Medical consent and treatment agreement
- Needs arising from disability
- Safety needs and equipment for the child
- Informing the child of how to make a complaint
- Compliance to the foster care agreement
- Cooperation by the foster carer with the local authority regarding any arrangements for the child.
- 

As a party to the foster placement plan you will comply with the terms included in the individual plan for each child/ young person placed with you.

## **5. Legal Liabilities of Foster Carers**

### **5.1 Parental Responsibilities**

Foster carers are responsible for safe guarding and promoting the child's physical, mental and emotional welfare.

Foster Carers have no legal "parental responsibility" in relation to the children they foster however, certain tasks can be delegated to carers by those individuals who have this responsibility and this will be detailed in the foster placement plan and regularly reviewed.. Any requirement regarding parental permission will need to be agreed prior to or during placement from either a Service representative responsible for the child and or the parent.

### **5.2 Insurance**

- It is recommended that all foster carers should have their own household insurance and that they have received confirmation from their insurer regarding their fostering status.
- Public liability insurance is provided by Durham County Council.

### **5.3 Motor Insurance**

It is the carer's responsibility to ensure that their car has an up to date MOT certificate and motor insurance which adequately covers them for transportation of foster children. The insurer may require you to have a **business use** on the policy.

\* All carers are responsible for their own arrangements regarding individual insurance cover.

## **6. Representation and complaints**

Foster carers have a right to make a complaint through the Service's complaints procedure in respect of -

- (a) A child or young person they are caring for on behalf of the Service.
- (b) On their own behalf in respect of the service they receive in relation to their role as foster carers.
- (c) Decisions made in relation to their approval/terms of approval.

(See Foster Carer Handbook )

## **7. Additional Responsibilities (Requiring written notification)**

Carers must give prompt written notification to the fostering agency in relation to:-

- Change or intended change of address.
- Change or intended change of composition of their household
- Any change in personal circumstances and or/events affecting their capacity either to care for a child in place or their suitability to be considered for a placement (including criminal offences, health issues).
- Any request by the carers to make an application to adopt, register for child minding or day care.

## **8. Behaviour Management and Absence from the foster home**

### **8.1 Corporal Punishment**

In accordance with the Fostering Services Regulations 2011 Regulation 13(2)(a)(b)(c) foster carers:-

- a. Must not administer any form of corporal punishment including slapping, punching, squeezing, shaking, throwing missiles or rough handling and all other humiliating forms of treatment or punishment.
- b. Must not use any form of control, restraint or discipline which is excessive or unreasonable.
- c. Use physical restraint on a child only where it is necessary to prevent likely injury to the child or other persons or likely serious damage to property.

Carers should be particularly aware of the vulnerability of foster children and their susceptibility to bullying and being bullied. This must be reported directly to the fostering service and the child's social worker.

### **8.2 Children/young person missing without permission**

Foster carers should know where a foster child is at all times.

If a carer is aware that a child is 'missing' if a child is absent from a foster carers home without permission or their whereabouts are unknown or 'not at their proper place', they are termed 'improperly absent'. In such cases the carer must:

- (a) Report the circumstances to Social work staff i.e. Childs Social Worker, Social Work Team manager or Locality Duty officer or Emergency Duty Team Staff.
- (b) If the carer believes the child/young person to be in immediate danger they should contact the police directly.

## **9. Confidentiality**

As carers you agree to ensure that any information relating to a child placed with you, to the child's family, or to any other person which, has been given to you in confidence in connection with a placement, is kept confidential and is not disclosed to any person without the written consent from the Service.

Any information given to you in relation to a placement (or potential placement) is to be returned when the child leaves (or placement is not made).

Any breach of confidentiality will be regarded as serious and could jeopardise your approval as a foster carer. This includes the sharing of any information in the public arena or on social networking sites.

Confidentiality is a two-way process and as a Service we undertake to keep confidential and secure the records we hold in respect of yourself (in accordance with the Fostering Services Regulation Sections 32 (5), This complies with the Data Protection Act 1998

Further information on confidentiality is included in the foster care handbook (See Section 6)

## **10. Caring for a child who is fostered**

Foster carers are tasked with providing stable and high quality care for children providing them with the opportunity to grow, develop and reach their potential. The stability of placements is fundamental to the well-being of children and young people.

As foster carers you agree to:

- care for any child placed with you as if they were a member of your family; This relates to all family activities including family holidays.
- promote his/her welfare in accordance with the plans for the child.
- ensure all placement endings are planned in accordance with the Care Plan. All measures must be taken to maintain placements and only in exceptional circumstances in agreement with the care team and relevant team managers will the ending of a placement be accepted. It is expected in every case where a placement must end and this has been agreed with all parties, 28 days notice must be effected.
- allow contact between the child/young person and other individuals agreed by the Local Authority.
- To work in partnership with the local authority birth parents and relevant others.
- ensure that the Local Authority (Child's Social Worker and Fostering Social Worker) are aware of the location of the child for all overnights and holidays when they are away from the placement.
- Adhere to the Foster Carers' Charter (see fostering handbook)

Foster carers should be adult role models and be a "pushy parent" in advocating for all aspects of the child's development, including educational attainment and physical and emotional health and well-being

## **12. Protection of children placed with foster carers**

- 12.1** An agreed up to date written safe care family policy must be in place in relation to foster children placed and everyone else in the household. This will be completed in conjunction with the foster carer and the child's social worker and must be clearly explained in an age appropriate way to the child.
- 12.2** Report any disclosure from a child in their care as soon as possible to the relevant individual i.e. social worker, locality team manager, duty officer, Fostering Social Worker or emergency duty team if out of hours.
- 12.3** Comply with Service policy and procedures in relation to child protection and behaviour management.

**Further details are contained in the foster carer handbook.**

## **13. Access to Foster Children in placement**

Agree to allow any person authorised by the local authority access to the child/young person in your care at any time.

## **14. Keeping the local authority informed**

To keep the relevant parties involved with the child/young person up to date with the child /young person's development and progress.

To contact the relevant parties immediately of any significant events affecting the child including serious illness, injury, disclosure of abuse, missing without permission (This is not an exhaustive list and conditions are subjective to the child / young person in placement).

A foster carer is expected to seek appropriate medical advice if a child is ill or has an injury.

To advise if you or a relative are involved with any other fostering agency either Local Authority or private or if you take any additional work after you have been approved as a foster carer to allow the Fostering Service to consider any conflict of interest which may arise.

## **15. Removal of the child**

As foster carers you have a legal duty to allow the child to be removed from your home by the Local Authority where you live.

## **16. Additional duties and criteria**

As a foster carer you agree to fulfil the conditions, duties and criteria as determined by your current level (See criteria attached). Non-compliance with these terms and conditions, relevant to individual level may not necessarily result in your deregistration however, it may result in a review and a subsequent change of approval.

## **17. Co-operating with Ofsted**

Ofsted is responsible for the inspection and monitoring of fostering services on a regular basis and as such this requires foster carers to co-operate as reasonably required with the commission and in particular to allow a person authorised by Ofsted to interview a foster carer and visit any carer in their home at any reasonable time.

## **18. Signatures**

### **CARERS(S)**

Name .....

Signature ..... Date .....

Name .....

Signature ..... Date .....

### **FOSTERING SOCIAL WORKER**

Name .....

Signature ..... Date .....

### **TEAM MANAGER**

Name .....

Signature ..... Date .....