Bolton Children Services Private Fostering Flowchart



Referral received at Integrated Front Door.



Within 24 hours screened to be completed – outcome very clear it is a private fostering arrangement.



Within 24 hours private fostering assessment to be triggered from referral record & C&F assessment to be triggered manually and completed in conjunction with private fostering assessment.



Within 2 working days of allocation collect private fostering pack from admin.



Within 5 working days of allocation all forms within private fostering pack to be completed with proposed private fostering carers and police checks to be requested and birth parents to be contacted to gain their views regarding proposed private fostering arrangement.



Within 20 working days private fostering and C&F assessment to be completed. Extended to 45 working days if required.

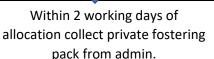
Within 2 working days of assessment authorisation, HOS to ratify private fostering recommendation.

N.B. During PF
assessment
statutory visit to see
the child must be
completed within 7
days of notification
and 1 further visit
during assessment
period. To be
recorded in PF
pathway

Within 24 hours screened and decision made that further assessment required to determine if this is a private fostering arrangement.



Within 24 hours C&F assessment to be triggered from referral record.





Within 5 working days of allocation all forms within private fostering pack to be completed with proposed private fostering carers and police checks to be requested and birth parents to be contacted to gain their views regarding proposed private fostering arrangement.



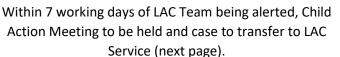
Within 20 working days C&F assessment to be completed and private fostering assessment to be triggered. Assessment to be extended to 45 working days if required.



Private fostering assessment to be completed within 5 working days from C&F assessment authorisation.



Within 2 working days of HOS ratification LAC Team to be notified of private fostering arrangement. Approval remains with HOS





Case management and Review of Private Fostering Arrangement

Visiting the child

Social Worker must visit the child in placement not less that every 6 weeks during the first year of placement and not less than every 12 weeks after the first year of placement.

Every visit signed off by Team Manager in ICS

Please review para
9. Supervision,
monitoring and
review of Private
Fostering
Arrangement
procedure on Tr-x
for the purpose of
the visit and what
should be covered.

safeguarding concerns arise – safeguarding procedures are initiated as appropriate – i.e., Strategy meeting and s47 investigation

If any

Child Action Meeting and an update to the Child's Plan – within 2 months

ICS alert received by Social Worker to hold Child Action Meeting and update PF plan (CIN Plan on ICS). to be completed within 2 months (then every 4 months for the first year described in further steps.)

IRO completes first review of the PF arrangement - within 3 months

ICS alert received by IRO to complete the review. Review process – IRO to review the PF assessment, the PF visits, Child Action Meeting minutes and the Child's plan. IRO visits the child and the private fostering carer and holds a meeting with the Social Worker within 3 months.

Child Action Meeting and update to the child's plan - within 6 months

ICS alert received by Social Worker to hold Child Action Meeting and update PF Plan (CIN plan on ICS) to be completed within 6 months.

Annual Review of PF arrangement notification – date / time for annual review meeting agreed prior to 12-month point. 10 months following PF assessment completed - Notification received by Social Worker, line manager, and IRO in ICS work tray to complete

Child action meeting and update to the child's plan -within 10 months

Alert to social worker in ICS to hold child action meeting and update the child's plan within 10 months.

IRO visit to the child and private fostering carer prior to the Annual review meeting

Child's views form also completed

Social Worker completes **Review of Private Foster Care Arrangement Report** and submits this to the IRO 7 days prior to the annual review meeting.

12 months following PF assessment completion – **Annual review of private fostering arrangements. F**orm completed for meeting minutes and chair's recommendations

Management oversight to be recorded by line manager following reviews of PF arrangement – to indicate the plan has been read and authorised.

If there are any events a child and family assessment should be completed to assess the impact on the child and inform future planning

Child's Private Fostering arrangement continues to be reviewed through update to child's plan (CIN plan on ICS) every 6 months and annual review by the Fostering Panel.

