

FOSTER CARE AGREEMENT
The Fostering Services Regulations 2011 and Schedule 5 Regulation 27 (5)(b)
(England)

Date of Agreement:	
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This is an agreement between:

Name(s) of foster carer(s) referred to as <i>the carer(s)</i>	
Address	
Tel No.	
Email	

and

Croydon Fostering Service

Address	
Tel No.	
Email	
Contact person	

Date of initial approval	
Terms of approval	
Subsequent re-approval date	
Subsequent Terms of Approval	

The Carer(s) agrees to the following:

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Care of the child

- Abide by any legislative requirements and in the spirit and intentions outlined in the Children Act 1989, National Minimum Standards and Fostering Services Regulations 2011(England) and any other legislation relevant to the child.
- Discuss the progress of a placement with Croydon Fostering Service and ask for any additional support they need to avoid a crisis in the placement.
- Care for any child placed with them as if they were a member of their own family and to promote the child's welfare having regard to the responsible local authority's short and long-term arrangements for the child, and to have regard for Croydon Fostering Service safe caring policy and that of the foster family.
- Participate fully in placement planning meetings and statutory CLA reviews. To comply fully with the terms of any placement plan.
- To comply with any expectations regarding 'delegated authority' which have been agreed with the local authority.
- Help the child to practise their religion, follow their cultural traditions, speak their first language and understand their family history.
- Accept that they will promote contact with the child's family and significant others where it is in accordance with the care plan and undertake reasonable transportation of the child to facilitate this. If there is concern about the negative effect of contact for the child to discuss this with the child's social worker.
- Take placed children on family holidays unless otherwise agreed or requested.
- Promote the emotional and physical health of any child in placement and ensure that all health appointments for the child are kept.
- Seek consent from the social worker or parent (in the event of a child needing a general anaesthetic or other medical treatment).
- Promote the educational opportunities for any child in placement. Attend any relevant educational meetings such as personal education planning meetings or consultation meetings.
- Not administer corporal or any other forms of unacceptable punishment to any child placed with them. Endeavour to promote acceptable behaviours by positive means.
- Comply with any behaviour management plan which has been agreed for the child in placement.
- Follow the local protocol in relation to the reporting of any child missing from the foster home without permission.

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- In the event of a child or young person being arrested by the Police, ensure that the responsible local authority is informed immediately, request that it provides an appropriate adult and a solicitor to attend before the young person is interviewed, in accordance with their rights under the Police and Criminal Evidence Act 1984.
- Not end any child's placement without first giving Croydon Fostering Service 28 days' notice of their intention to do so, except in discussion with Croydon Fostering Service and where there is good reason to do so.
- Encourage participation in events, activity days, residential weekends as appropriate for children in care and birth children organised by Croydon Fostering Service.

Safeguarding

- Work in accordance with Croydon Fostering Service safeguarding procedures.
- Not allow any unsupervised access to any child in placement by strangers to the household or to leave them in the sole charge of any visitor to the household without prior agreement of Croydon Fostering Service and the responsible local authority.

Support and Training

- Comply with the expectation of completing the Training, Support and Development Standards within the first year, or eighteen months if Connected Carers and then comply with them throughout their fostering career.
- Comply with Croydon Fostering Service expectation that carers will undertake all learning and development as outlined in their annual PDP, post approval, and attend all mandatory courses provided by Croydon Fostering Service.
- Use their best endeavours to attend support groups and other learning opportunities including on-line learning.
- To provide their email address to Croydon Fostering Service fostering administrator so that relevant materials / updates / information on learning and training be sent to them.

Foster Carer Reviews

- Participate in annual foster carer reviews including updating of health and safety checklist.
- Co-operate with three yearly DBS checks and ISA registration when required.
- Co-operate with three yearly medicals (or more often dependent on the advice of the GP or medical adviser).

Confidentiality and Data Protection

- Confidential information on computer and other records held by Croydon Fostering Service under data protection legislation, including foster carer assessments, reviews,

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reference and checks, being divulged to the responsible local authority to make decisions on suitable placements.

- Ensure that any information relating to a child placed with them, to the child's family or to any other person, which has been given to them in confidence in connection with a placement is kept strictly confidential and not disclosed to any person without the consent of the fostering service provider.
- Keep information on computer about children in care password protected. Send to Croydon Fostering Service when requested and delete when the child moves.
- Ensure that all written records concerning the child placed, are kept securely in a locked cabinet and return to Croydon Fostering Service when the child leaves.
- Give an undertaking not to discuss Croydon Fostering Service business, or matters concerning any child cared for or previously cared for by Croydon Fostering Service with any member of the press or media, and to refer any approach to the appropriate manager.

Finance

- Use the money provided for the child in line with the guidance provided in Croydon Fostering Service Financial Policy including:
 - a) Maintaining a savings account for the child and a record of its use.
 - b) Maintaining records of any DLA received for the child.
 - c) Keep a record of expenditure on a child's clothing & leisure activities.
- Take out adequate insurance protection, both for their home and all motor vehicles they use. Inform, in writing, their own insurance company that they are fostering with Croydon Fostering Service and request written confirmation from the company that the fostered children will be considered members of the household.
- Reimburse Croydon Fostering Service with any fees or allowances that have been overpaid in error.

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Complaints and Representations

- Ensure that children placed with them are made aware and have access to Croydon complaints procedures.
- Ensure that any complaints are logged via the Foster Carers Escalation Protocol or the complaints procedures portal.

Recording and Communications

- Provide access to a computer, with internet access for their and their foster children's use.
- Receive & send information electronically to Croydon Fostering Service where possible.
- Complete and maintain up to date recording as required.

Working in Partnership

- Work in accordance with Croydon Fostering Service fostering policies and practice guidance.
- Inform Croydon Fostering Service without delay orally and in writing as soon as possible thereafter of:
 - a) Any intention to change of address.
 - b) Any change in the composition of the household.
 - c) Any other change in the foster carers' personal circumstances and any other event affecting their capacity to care for any child placed or the suitability of the household.
 - d) Significant changes to the foster carers' health.
 - e) Any involvement with the police by anyone in the household and declare any charges or cautions made against any member of the fostering household immediately to Croydon Fostering Service.
 - f) Any adult who stays in the foster carers' home overnight preferably in advance.
 - g) Anyone else in the circle of foster carers friends and family who have regular and significant contact with children in placement.
 - h) Any request or application to adopt children, or for registration as an early year's provider or later years provider under Part 3 of the Childcare Act 2006

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- To co-operate as reasonably required with the Chief Inspector (Ofsted) and to allow a person authorised by the Chief Inspector to interview the foster carer and visit their home at any reasonable time and as agreed by Croydon Fostering Service.
- Notify the responsible local authority and Croydon Fostering Service immediately by telephone, of any illness, accidents or significant occurrence affecting the child placed with them, and complete relevant written notification immediately.
- Allow any child placed to be removed by a representative of the responsible local authority should the authority deem that the placement is no longer suitable. Use their best endeavours not to allow any person without authority to remove any child from their care.
- Abide by Croydon Fostering Service Conflict of Interest Policy and not to join another agency (either local authority or independent) whilst any foster children are in placement with Croydon Fostering Service, unless arrangements for the continuing management of such placements are made to the satisfaction of both the placing authority and Croydon Fostering Service.
- Inform Croydon Fostering Service in writing when considering a move to another agency (either local authority or independent) and not to commence any arrangements for assessment by another agency before such notice is given.
- The Form F assessment carried out by Croydon Fostering Service remaining the property of Croydon Fostering Service, and not passing it on to any other agency without the prior agreement of Croydon Fostering Service.

Croydon Fostering Service agrees to:

Care of the child

- Abide by any legislative requirements and in the spirit and intentions outlined in the Children Act 1989, National Minimum Standards and Fostering Services Regulations 2011(England) and any other legislation relevant to the child.
- Arrange a meeting to discuss the placement plan for each child to agree the arrangements and expectations in connection with each child placed with the carer and ensure that all relevant information about the child is provided to the foster carer including education and health information.
- Ensure that foster carers are informed of any concerns about the placement to try to prevent the placement from ending prematurely or in an unplanned way.
- Ensure that foster carers obtain consent from the social worker or parent (in the event of a child needing a general anaesthetic or other medical treatment).

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- Arrange participation events for young people and children who foster.

Safeguarding

- Work in accordance with its safeguarding procedures, which are designed to safeguard children placed with foster carers from abuse or neglect, and set out the procedure to be followed in the event of any allegation of abuse or neglect
- Provide a copy of the safeguarding procedures to the foster carer

Support and Training

- Support the carer(s) through provision of supervising social worker visits, telephone contacts, support groups and 24hr emergency support.
- Assist foster carers and young people where necessary to attend support groups and participation groups.
- Provide an annual learning & development programme and take steps to ensure that the arrangements are as flexible as possible.
- Complete an annual PDP with foster carers outlining their learning needs.
- Actively seek appropriate placements for foster carers and liaise with local authorities on their behalf.
- Pay membership fees for Foster Talk.

Foster Carer Reviews

- Conduct an annual review in conjunction with the carer(s), the first of which will be considered by Croydon Fostering Service fostering panel. The review will be chaired by a fostering reviewing officer. The review will include discussion on learning needs and attendance on training courses. Copies of the review will be made available to the carer(s) and they will be invited to make comments regarding the review; carer(s) will also be invited to attend any panel meeting.
- The foster carer review will also be considered by Croydon Fostering Service fostering panel every three years and more frequently in the event of a significant change in circumstances of a foster carer for example where there are concerns about the care provided by the foster carer as a result of a complaint or allegation.

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Confidentiality

- Undertake to protect confidential information and not share it inappropriately with external agencies.

Finance

- Pay the carer(s) a fostering allowance in accordance with Croydon Fostering Service Financial Policy, paid by BACS into a bank account nominated by the carer(s). The fostering allowance is intended to cover care for the child as outlined in the Croydon Fostering Service Financial Policy.
- Pay for membership of Foster Talk for each carer to cover initial legal advice for foster carer.
- Ensure foster carers are covered under our Employee Liability Cover, so if they injure themselves performing their duties they will be able to make a claim if they can evidence their loss.
- In regards to Public Liability if one of the children looked after were to cause damage etc. of property/goods (belonging to another party/ organisation) cover again would be in place if the evidence is provided.

Complaints and Representations

- Inform all carers of arrangements for making complaints or representations, concerning any area of Croydon Fostering Service, the organisation or services.

Recording and Communications

- Provide templates and guidance to assist recording for each child in placement.
- Provide professional information for each carer household.
- Provide training about recording.

Working in Partnership

- Work in accordance with its policies, and practice guidance and provide copies to the foster carers.
- Provide the carers with a written policy on acceptable measures of control, restraint and discipline.
- Provide the carers with a written procedure to be followed if a child is missing from the foster home without permission.

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Signed on behalf of Croydon Fostering Service:

Signature	
Print Name	
Position in Organisation	
Date	

Signed by Foster Carer(s)

Signature Carer 1	
Print Name Carer 1	
Signature Carer 2	
Print Name Carer 2	
Address	
Date	

Note: *This foster care agreement should be renewed at each annual review.*