

**As from 1<sup>st</sup> April 2022 the Foster Care Annual Review (FCAR) will be recorded on CoramBAAF Annual Review Forms**

### **Fostering Annual Review Process**

#### **12 weeks before the Annual review is due:**

SSW arranges for foster carer contribution, CLA and child forms, and social worker feedback forms to be sent out by the Fostering Business Support Officer.

SSW arranges for the foster carer to complete the Annual Review paperwork and undertakes visits to children looked after and birth children.

#### **8 Weeks before the FCAR is due:**

SSW sends the report and bundle to their line manager for QA and sign off.

SSW uploads the bundle of documents to Mosaic sending a notification case note to the Independent Fostering Reviewing Officer (IFRO).

#### **Within 2 weeks of receipt of the bundle:**

(6 weeks before FCAR is due) – **Business Support at the request of IFRO** confirms the date of the Review to be held at the foster carer's home and invites the SSW who must be present. Confirmation letter to be sent to carer.

**NB** if the foster carers are approved as a couple then both carers must be present.

FCAR takes place.

#### **4 weeks before FCAR is due:**

IFRO sends their report to the foster carer(s) and SSW for comments to be returned to them within 5 days.

### **3 weeks before the FCAR is due for FCARs not going to Fostering Panel:**

IFRO sends completed report and 'bundle' to the Panel Advisor (direct to ADM if Panel Advisor not in post or absent from post) for ADM's consideration and decision.

ADM signs off and arranges for continued approval letter along with updated Foster Care Agreements if required, to be sent to the foster carer(s), also returning the ADM.

### **3 weeks before the FCAR is due for FCARs going to Fostering Panel:**

IFRO sends completed report and 'bundle' to the Panel Advisor who books FCAR into Fostering Panel.

The usual Foster Care Panel process applies. ADM signs off and arranges for re-approval letter with updated Foster Care Agreements, if required, to be sent to the foster carer(s), returning the ADM comments to the TM to ensure that all actions are understood and followed up in supervision with the relevant Advanced Practitioner and SSW.

Police approved 13.04.2022 by SLT