

Timescales for Reviews

- All staff have access to the foster carer review calendar (RC Fostering Service).
- IRO will send a calendar invite to SSW and TM two months prior to the review date.
- This will alert SSW to start of the process by adding key dates/reminders into their electronic calendar to ensure compliance with timescales.



6 WEEKS PRIOR TO REVIEW DATE – START PLANNING – SSW Tasks:

- Inform carer of review date.
- Send details of meeting/invitees to admin who will set up a virtual meeting.
- Send out all requests for contributions – see appendix.
- Contributions to have a return date of two weeks to allow time to escalate to TM if needed. Information from these needs to be incorporated into the report and analysis to triangulate information to evidence that standards are being met.
- Record these actions on the carers file for tracking/audit purposes
- ***TM to monitor as a standing item on monthly supervisions.***



4 WEEKS PRIOR TO REVIEW - SSW TO START REPORT

- These need to be individualised with clear examples of how standards have been met and how carers have contributed to positive outcomes for children
- All boxes are completed – no gaps
- Clear evidenced based analysis linked to NMS
- Clear plan of how any vulnerabilities will be addressed
- Recommendation to include skills status and link this to training.
- Send to manager to QA.



2 WEEKS PRIOR TO REVIEW – SSW TO PROVIDE ALL REQUIRED PAPERWORK

- All paperwork including contributions to be provided to the carer –**Record on file**
This will enable time for the carers to provide a response to any issues raised.
- All paperwork including contributions to be sent to IRO.
- Review will not be able to proceed if any of the required paperwork has not been provided -IRO will escalate to HOS as a compliance issue.

Reviewing Officer will complete the review report within 15 working days and will send out to foster carers and add a case note to the file with a summary of actions, which will be tracked.

CHECKLIST FOR FOSTER CARER REVIEWS

Forms to be updated prior to review:

- Health and Safety
- Safe Care
- PDP
- Pet assessment

Paperwork/Contributions required for the review:

- SSW report
- CSW report
- IRO report
- End of placement report (for all endings in the review period)
- Child's contribution
- Sons and daughters contribution
- Foster carer contribution

Review is unable to proceed without any of the above – in the event of this happening IRO will escalate to HOS as this is a compliance issue.

Any additional professional contributions if felt relevant to inform the review can also be included such as health/education/advocate/YOS worker.