

Fostering – Newly Approved Foster Carers - Post Approval Transfer

This policy covers transfer tasks from the fostering recruitment and assessment team to the locality fostering team once a foster carer(s) has/have been approved at panel.

The Fostering Recruitment and Assessment Team Manager will liaise with the Locality Fostering Team manager for the fostering team to which the applicant is based after a positive panel. This is so that an identified worker supervising social worker (SSW) can be identified and allocated at the earliest opportunity.

The recruitment and assessment team supervising social worker, will complete the household profile within the ongoing supervision work step, as soon as possible after a positive panel. A transfer summary will also be completed by the recruitment and assessment team supervising social worker, following the agreed template.

Transfer Meeting

A transfer meeting should take place between the recruitment and assessment team, with the locality fostering team within 3 working days, after the conclusion of a positive fostering panel. The purpose of the transfer meeting is to discuss the fostering applicants, assessment, and matching issues. It is an expectation that the Form F and panel minutes (if available) should have been read by all attending the meeting to support discussions.

Handover Visit

A handover visit between the recruitment and assessment team supervising social worker (SSW) and locality team SSW will be booked with the applicants, after the ADM.

At the handover meeting with the applicants, the following should be discussed: -

- Matching considerations identified from the Form F, this is to ensure that the newly allocated supervising social worker has a good understanding of the carer's preferences/needs and that of their family. It is also to support a positive placement match being made in the future.
- Discussion are to take place around how placement requests are received within the team and how these are actioned, including what carers can expect. After return of positive ADM, the foster carer(s) will need to be added to the locality teams SharePoint, by the locality FSO, to show any vacancies for a duty worker,

to support placement matching and ongoing supervision work step updated to show any vacancies.

- Expectations around training including the completion of the Training Support and Development Standards (TSDS), learning plans should be revisited. This is to ensure that all parties are clear on expectations in respect of the carers meeting the expected training hours level for foster carers per year. Including support sessions around the completion of the TSDS.
- That foster carer(s) are to book on post approval training, with them supported to be setup on My Learning My Career.
- The foster carer(s) are to be given fostering recording folder/templates by the locality SSW and directed to <https://www.nottinghamshire.gov.uk/fanotts> and [Nottinghamshire Foster Carers Handbook \(fosteringhandbook.com\)](http://fosteringhandbook.com) for further information, training, policies and procedures etc
- The Max Card is to be discussed and how carers can obtain this.
- A discussion is to take place around the sons and daughters guide, groups, and any support via fostering family services (if applicable)
- The locality supervising social worker is to book their 1st monthly supervision with the applicants
- All contact details for the locality supervising social worker, out of hours, fostering duty and EDT are to be shared with the carers.

Initial Supervision Suggested Discussions

- At the initial supervision, expectations around supervision are to be discussed. A supervision agreement is to be completed/signed. This will need to be signed by all parties and uploaded to mosaic documents on the carer's file. Details of Fostering Network independent advice will also be shared, as part of the supervision agreement.
- As part of the initial supervision, the supervising social worker should revisit and explain legal differences regarding children coming into care and handout to be shared with carers. Alongside discussions around delegated authority and when/how this is obtained.

- All payments for foster carers should be revisited, with the NCC leaflet discussed and left with the applicants to support clarity. This is to include travel payments, basic fostering allowance and levels payments.
- The start-up allowance needs to be discussed in order to support carers in their new role of foster carers for the local authority. A list of equipment is to be shared with the fostering team manager that is applicable to the task and age range of children. An authorised service will need to be completed by the locality team FSO, up to £500 (start-up allowance) and tasked to the locality team fostering manager for agreement prior to payment.
- Foster Carer HUBS should be discussed and how these are currently running, with the carers linked to a HUB and linked up with a 'FC buddy' (experienced foster carer), to support them as appropriate.
- Emergency/ support carers, checks will need to be discussed and commenced. The supervising social worker is to ensure that details are added to mosaic, checks are undertaken (LA checks, DBS checks). The locality fostering support officer (FSO) will complete DBS checks and share the outcome with the locality manager and supervising social worker.
- Going forward, the household profile on the ongoing supervision workflow, will need to be kept up to date by the locality supervising social worker and if any placement is made, then the safer caring, health assessment, will need to be reviewed/updated. Any updated documents should be discussed with and signed by the foster carers. All signatures should be uploaded to documents.