

APPENDIX C

GUIDE TO ADDITIONAL INFORMATION REQUIRED FOR THE DIFFERENT FAMILY ASSESSMENTS

1. Initial Screening for a Connected Person Assessment/ Family Assessment

| Report to be to be Completed | Information required/ Original documentation to be seen | Additional forms to be completed | By whom |
|---|--|--|---------|
| Initial Screening for a Connected Person/ Family Assessment | <p>Checks with local police child protection unit (PPIU)</p> <p>Local Authority Check (ICS)</p> <p>Former Local Authority checks (if recently moved into the area)</p> | Greater Manchester Police Child Protection Referral Form | CSW |

2. Family Assessment (Connected Person)

| Report to be Completed | Information required/ Original documentation to be seen | Additional forms to be completed | By whom |
|---|---|--|--|
| Family Assessment Report (Sections 1, 2, 3,4 and 8) | <p>If outstanding from Screening Tool:</p> <p>Checks with local police child protection unit (PPIU)</p> <p>Local Authority Check (ICS)</p> <p>Former Local Authority checks (if recently moved into the area)</p> <p>Key areas of assessment Connected person(s):</p> <ul style="list-style-type: none"> ▪ Accommodation neighbourhood and community ▪ Other adult members of their household ▪ Their relationship with the child/ren ▪ Physical , emotional and mental health ▪ Family history and relationships ▪ Capacity to care for children and the particular child ▪ Any criminal record <p>Child:</p> <ul style="list-style-type: none"> ▪ Family composition, including sibling relationships ▪ Social , cognitive, emotional and behavioural needs, and | Greater Manchester Police Child Protection Referral Form | <p>CSW</p> <p>Sections 1,2,3 & 8 (FSW)</p> <p>Sections 4 as far as can be achieved depending on level of prior knowledge of child/ timescale (CSW)</p> |

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| | <p>development, including their wishes and feelings</p> <ul style="list-style-type: none"> ▪ Educational needs and development ▪ Physical health needs and development ▪ Care History <p>Connected person(s) must not be offered Skills to Foster Training until the determination is made as to whether to progress assessment as Special Guardians or foster carers.</p> | | |
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3. Family Assessment (Special Guardianship)

| Sections to be completed | Information required/ Original documentation to be seen | Additional forms to be completed | By whom |
|---|--|--|---|
| <p>Family Assessment Report (Sections 1, 2,3,4,5,6 and 8)</p> | <p>As above and also</p> <p>and also re prospective Special Guardian(s):</p> <ul style="list-style-type: none"> ▪ ID Checks inc sight of original documentation including 1 photographic ID e.g. Passport or Driving Licence ▪ Probation Service Check ▪ NSPCC Check ▪ Adult Services Check ▪ Residency Status confirmation ▪ Medicals ▪ Family Finances <p>And where applicable:</p> <ul style="list-style-type: none"> ▪ Certificate of Good Conduct from the Embassy from relevant country (where applicable and applicants to progress) ▪ Employer checks ▪ School and Nursery ▪ Former Partner Checks ▪ SSAFA (Soldiers, Sailors, Airmen and Families Association) if current or ex forces ▪ OFSTED if currently/ previously registered e.g. a Child-minder ▪ Car Insurance/ MOT ▪ Gun Licence <p>Child:</p> | <p>Disclosure and Barring Service (DBS) Application Form re all in household 18 years and over</p> <p>Health & Safety Checklist</p> <p>Health Report on Prospective Applicant Form AH BAAF)</p> <p>And where applicable:</p> <ul style="list-style-type: none"> ▪ Questionnaire for Ex partners ▪ Employer Reference ▪ Pet Questionnaire <p>IHA or RHA re Cared</p> | <p>Sections 1,2,3,6 & 8 (FSW)</p> <p>Sections 4 and 5 (CSW)</p> |

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| | <ul style="list-style-type: none"> ▪ Initial Health Assessment or lasts Review Health Assessment (if application relates to a Cared For Child) <p>Also include:</p> <ul style="list-style-type: none"> ▪ Photograph of child ▪ Photographs of parents <p>Key areas of assessment All the above and matters as outlined in Schedule to the Regulations (Reg 21, Special Guardianship Regulations 2005).</p> | for Child | |
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4. Child Arrangement Order

| Sections to be completed | Information required/ Original documentation to be seen | Additional forms to be completed | By whom |
|---|---|----------------------------------|-----------------------------------|
| Family Assessment Report (Sections 1,2,3,4,5,6,and 8) | Seek advice from Legal Services | Seek advice from Legal Services | Sections 1,2,3,4,5, 6 and 8 (CSW) |

5. Family Assessment (Friends and Family Foster Carers)

| Sections to be completed | Information required/ Original documentation to be seen | Additional forms to be completed | By whom |
|---|---|----------------------------------|---------------------------------|
| Family Assessment Report (Sections 1,2,3,4,7 and 8) | <p>As Family Assessment (Special Guardianship) and also if relevant, Holiday Home Checklist</p> <p>Forward for Skills to Foster training</p> | Safer Caring Family Policy | Sections 1, 2,3,4,7 and 8 (FSW) |

Guidance Notes

1. Initial Screening for Connected Person(s) / Family Assessment

This is undertaken by the Child's Social Worker (CSW) to identify possible family and friends who could meet the needs of the child/ren.

If the recommendation is positive, and this is accepted/signed off by the Practice Manager for the CSW, then the CSW should make a referral to Fostering Duty Team via completing a Contact on Integrated Care System (ICS), attaching the scanned in signed of Initial Screening.

2. Family Assessment (Connected Person(s))

This is undertaken jointly by CSW and Fostering Social Worker (FSW) where the Local Authority is satisfied that the most appropriate placement for the child is with an identified friend, relative or other connected person, and it is necessary to place the child before that person could be approved as a Special Guardian or foster carer.

A Connected Persons assessment may take place prior to court proceedings or where directed by court.

The assessment must:

- **Take place before the Cared For child is placed with the proposed connected person(s)**
- **Involve at least one joint home visit by the CSW and FSW**

The Local Authority can approve that connected person as a foster carer for a temporary period not exceeding 16 weeks, **but only after:**

- Assessing their suitability (see Section 2 above)
- Considering whether in all the circumstances, including services to be provided, the arrangements will safeguard and promote the child's welfare and meet his/her needs
- Making immediate arrangements for the connected person to be further assessed temporary approval expires.

A Family Assessment Report (Sections 1, 2 3, 4, 5 and 8) will comply with the requirements of Care Planning, Placement and Case Review (England) Regulations 2010.

If the 16 week period is likely to expire before a full assessment has been completed, the Local Authority may, once only, extend the temporary approval for a further period of up to 8 weeks. In doing so the Local Authority is required to:

- Consider whether the placement is still the most appropriate placement available for the child
- Obtain written approval from Head of Services for Cared for Children
- Seek the views of the Fostering Panel and Independent Reviewing Officer (IRO) for the child.

3. Family Assessment (Special Guardianship)

Special Guardianship is an important permanency option. Through the care planning process, the Local Authority can, if considered to be in the child's best interests, enable a plan whereby Special Guardianship is the outcome.

The effect of an SGO is to give 'enhanced' parental responsibility for the child to the person(s) in whose favour the order was made until the child reaches 18 (see also Procedures Relating to Special Guardianship, Section 1).

This assessment undertaken jointly by CSW and FSW and in the case of a child Cared For by the Local Authority immediately prior to the making of an Special Guardianship Order (SGO), an SGO Support Plan, including possible financial support. Is required (see also Procedures Relating to Special Guardianship, Section 10).

A Family Assessment Report (Sections 1, 2, 3, 4, 5, 6, and 8) of will comply with the requirements of the Special Guardianship Regulations, 2005.

4. Child Arrangement Order (replaced Residence Orders in 22.4.2014)

A Child Arrangement Order (CAO) came into effect with the Children and family Act 2014 and can provide parental responsibility to the holder of the order for the lifetime of the order. A CAO can continue in force until the child reaches 18.

There is no similar right to an assessment for support for holders of CAO's but local authorities have the power to pay CAO allowances.

5. Family and Friends Assessment

Family members, friends and other connected people must have a full assessment under fostering regulations to continue to care for a Cared For child, even if they are initially approved on a temporary basis. Part five of the Fostering Service Regulations (England), 2011 sets out the legal requirements in relation to the assessment of Family and Friends foster carers.

A Family Assessment Report (Sections 1, 2, 3, 4, 5, 6, and 8) of will comply with statutory requirements including the Schedule 3 to the Regulations, Statutory Guidance for Family and Friends Care 2011 and Standard 30 of the National Minimum Standards 2011 (NMS).

There is no need to consider the suitability of a family and friends foster carer to care for children other than the specific child they are being assessed for.

The purpose of this assessment, therefore, is to promote the positives in the applicant, to enable them to evidence their skills and to highlight their strengths rather than the difficulties. They must, of course, meet regulatory requirements to become an approved foster carer, but the particular advantages of a child remaining with a family member may outweigh the issues that may otherwise be considered a barrier to the approval of an unrelated foster carer, for example, literacy issues.

If they or a member of their household who is related to the child have a criminal conviction which would, ordinarily, prevent them from becoming a foster carer, provided that the local authority is satisfied that the placement is in the child's best interest, a fostering service may still consider approval. The reasons for any such decisions will need to be fully explained and recorded (Statutory Guidance Family and Friends Care 2011).

When undertaking the assessment, a number of methods can be utilised, rather than over relying on 'question and answer' sessions which may be alienating, particularly if they have had problematic contact with social care services in the past. For example setting them 'homework' writing their past life story or their partners or encouraging the prospective carer to talk without prompts about the child and their relationship with the child. Developing a genogram with the family, identifying their level of involvement with the child, and whether there is, or has been, any child protection or criminal involvement is an important part of the assessment. Also, Observing the family interacting together, with and without the child (if already placed) will inform the assessment.

If assessing a person connected to the child through their work, observing them in their work situation (if possible) will inform the assessment.