

Recruitment, Assessment and Approval of Foster Carers - Schedule of References & Checks

<i>Reference/Check</i>	<i>Notes</i>
DBS	Enhanced level including the government listings of individuals unsuitable to work with children (barred list). DBS's to be undertaken on all adult household members over 18. Skylark Fostering will initiate a DBS where a household member is 17 and a half years or over at the assessment's start. Where a criminal offence is recorded on a DBS, a DBS Risk Assessment must be undertaken by the Assessing Social Worker, considered by the Assessment Manager, and authorised by the Registered Manager.
Medical	The Prospective Foster Carer is sent a CoramBAAF AH form and letter to take to their GP to book their medical appointment; upon completion this will be returned to Skylark Fostering. The AH medical will be forwarded to the medical advisor for consideration in relation to the Prospective Foster Carers' suitability to foster on health grounds. The Medical Advisor's comments will be inserted word verbatim into the Form F.
Local Authorities	Home and previous Local Authority checks (to include child protection) will be undertaken on all adult household members to include where they live/have lived for the last ten years. Historical checks beyond this time can be requested where required. Checks to include Prospective Foster Carers' children within the home.
Ofsted	To be completed on applicants and household members, where applicants were involved in providing a registered activity (e.g. childminding)

Current or Previous Fostering and Adoption.	Reference where Prospective Foster Carers were in assessment, or approved for fostering or adoption. Assessing Social Worker to request and undertake file-read. Checks where enquiries only were made to clarify reason for non-progression.
Personal Referees	Minimum of 2 personal referees who should have known the Prospective Foster Carer(s) for a minimum of 5 years. Where a joint application the referee is required to know each PFC well, and be able to comment upon family life. Additional referees can be considered where considered beneficial in order to build a more comprehensive profile. The referee will be requested to complete a written reference; where this is not received, the Assessing Social Worker is able to progress to interview.
Ex-Partner	Written reference to be requested; the Assessing Social Worker will request and record the interview. Where the Assessment Manager determines not appropriate to progress or the Ex-Partner does not respond or no contact details available, third party corroboration of the information provided will be required. The Assessing Social Worker will be required to record consideration given to interviewing/attempts to contact Ex-Partners within the Form F.
Family Referee	In Joint applications where the family referee knows each Prospective Foster Carer sufficiently, one referee will suffice. Additional family referees can be obtained where required.
Landlord	Required for rental properties, including when rented from a family member.
Overseas	For periods of time over 6 months living overseas within the last ten years, or any time which included direct work/voluntary work with children and/or vulnerable adults. Historical checks beyond 10 years can be requested at the Assessment Manager's discretion.

Education	School, nursery or college reference to be obtained for Prospective Foster Carers' birth children.
Current employment /voluntary	All current employment/voluntary roles to be covered by reference.
Previous employment /voluntary	To be requested to cover 2 year period in the case of non-care-related employment; all history required where care-related.
Current self-employment	Accountant check and/or character reference for all current self-employment.
Previous Self-employment	All previous employment involving children and/or vulnerable adults. Character references can be considered in the absence of any checks, as well as evidence of closure of companies from Companies House.
Health Visitor	To be obtained for Prospective Foster Carers' children who are not in nursery or school.
Soldiers, Sailors, & Airmen's Families Association (SSAFA)	To be obtained for all Prospective Foster Carers who are serving or have previously served in the forces, or their partners who have lived on military bases.