**PRIVATE FOSTERING ARRANGEMENTS**

**NOTIFICATION CHECKLIST – TO BE COMPLETED AT HUB**

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|  | **Action** | **Completion date** |
| 1 | Name, gender, DOB, place of birth and address of the child |  |
| 2 | Racial origin, culture, linguistic background and religion of the child |  |
| 3 | Names and address of the person giving notice and any previous address within the last 5 years |  |
| 4 | Name and address of the child’s parents and any previous addresses within the last 5 years |  |
| 5 | If different, the name and address of the person from whom the child was or is to be received |  |
| 6 | Name and address of the Private Foster Carers and any previous addresses within the last 5 years. |  |
| 7 | Name and address of any other person who is involved in making the arrangement |  |
| 8 | Name and address of any siblings of the child, who are under 18, and the arrangements for their care. |  |
| 9 | Purpose and likely duration of the arrangement |  |
| 10 | The intended date when the child is to be placed with the Private Foster carers or the date that this began. |  |
| 11 | If the notification is made by Private Foster Carer or proposed Private Foster Carer, they must also provide:   * Any offence they or any other member of the household has been convicted of * Any disqualifications or prohibition placed on them or any other members of the household * Any actions taken or orders made in relation to the Private Foster Carers or any child who is or was a member of the same household |  |

**FOLLOWING NOTIFICATION / REFERRAL:**

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|  | **Action** | **Completion date** |
| 1 | Notification is recorded as Contact |  |
| 2 | ICS check to establish whether there is any information known regarding the private foster carers which would cause concern for the child. |  |
| 3 | Screening completed by MASH including multi-agency information and history of involvement |  |
| 4 | Contact is progressed to referral and outcome is Private Fostering Arrangement |  |
| 5 | Referral is sent out to locality teams to progress Private Fostering Assessment. |  |

**WEEK 1 CHECKLIST**

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|  | Action | Comments / Completed |
|  | Letter to be sent to Private Foster Carers upon notification identifying social worker completing assessment and containing PF leaflet and example of written agreement for their consideration prior to initial visit. |  |
|  | Visit the Private Foster Carers in the home where the child is to live and speak to them and all members of the household |  |
|  | Visit and speak to the child alone, unless it is deemed inappropriate to do so. Ascertain the wishes and feelings of the child regarding the arrangements. If the child is not spoken to alone, the reason should be clearly recorded within the case note. |  |
|  | Ensure that the parents are involved in planning for the child;   * Visit and speak to the parents, if possible. Record discussion on ICS. * Explore whether the child’s needs may be more appropriately met by providing services to the child and parents at home. |  |
|  | Obtain the written consent of the Private Foster Carer and all members of the household over 16 to checks being made with the Disclosure and Barring Service and explain other checks to be undertaken  Complete DBS check forms for all adult members of the private foster carer’s household over the age of 16 years and adult frequent visitors to the home. |  |
|  | Record case note to indicate the DBS check forms have been completed and the date they are submitted to Disclosure and Barring Service |  |
|  | Obtain names and contact details of personal referees and make arrangements for written reference and visit the people identified to check references. NB the written references must be uploaded to the PF documents tab |  |
|  | Identify the purpose and likely duration of the Private Fostering Arrangement is understood by and agreed between the parents and Private Foster Carers. |  |
|  | Check the suitability of the accommodation |  |
|  | Check the capacity of the Private Foster Carers to look after the child |  |
|  | Check the suitability of any other member of the household |  |
|  | Work with the parents and Private Foster Carers to draw up a written agreement as to their respective expectations and responsibilities in relation to the arrangements, including financial arrangements and the child’s family time arrangements with their parents and other significant family members. |  |
|  | Explore the child’s development in all aspects is satisfactory, that the standard of care to be given or being given to the child is appropriate and that the child’s needs arising from their religious persuasion, racial origin, culture and linguistic background are or will be met |  |
|  | Explore the financial arrangements in place to support the Private Foster carers care of the child |  |
|  | Explore the family time arrangements proposed or in place for the child with parents, siblings and extended family members, and if already placed whether these are working. |  |
|  | Notify the relevant health and education agencies or any other agency involved with the child of the new arrangements |  |
|  | Ensure that any necessary links are or will be established with other agencies for example because of the child’s disabilities and / or special needs. |  |
|  | Update the genogram for the child |  |
|  | Advise the Private Foster Carer of the need for notification to Children’s Social Care in the event of any change in circumstances and preparation of the child before any further move, and for continuity of information being passed to the next carer |  |
|  | **NB if any person refuses to co-operate with completing the necessary checks, the Social Worker should advise the Private Foster Carers that they cannot be recommended as suitable and advise the Parents of the reason why alternative arrangements will need to be made for the child.** |  |

**WHERE A CHILD IS ALREADY PLACED:**

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|  | **Action** | **Completed** |
| 7 | Ensure that the parents have fully informed the Private Foster Carer of the child’s medical history and any need for ongoing monitoring, appointments, medication and has handed the child’s personal health records to the Private Foster Carer |  |
| 8 | Ensure the child is registered with a GP, dentist, optician local to the Private Foster Carer’s home |  |
| 9 | Ensure that a school place has been arranged for the child, if of school age. Liaise with school accordingly. |  |
| 10 | Ensure that the parents provides written consent to cover any necessary medical treatment to the Private Foster Carer and that a copy of this is given to the GP, Dentist and Optician and retained on the child’s file. (contained within written agreement) |  |

**NB** the work completed within the first week including the initial visit to the Private Foster Carer must be recorded within Case Notes in ICS and the checklists either uploaded or referenced within the records.

**Private Fostering Assessment**

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|  | **Action** | **Completed** |
| 1 | Include all checks and outcome of checks undertaken- including DBS and references |  |
| 2 | Include history of involvement with child and any involvement with private foster carers and their family including extended family |  |
| 3 | Child’s needs should be detailed in respect of health and education and reference made to multi-agency information obtained. |  |
| 4 | Child’s identify must include any disability, additional needs, ethnicity, religion, gender or cultural issues |  |
| 5 | Family time arrangements to be clearly outlined |  |
| 6 | Each section of the assessment requires analysis of the private foster carers capacity to meet the child’s individual needs. This includes but is not limited to the private foster carer’s childcare experience, access to support and views and intentions regarding behaviour management of the child, the private foster carer’s understanding of the child’s culture, linguistic needs, race or religion. This needs to evidence discussion in respect of all issues and evidence how they are able to meet the child’s needs. |  |
| 7 | The analysis must consider all information collated within the assessment to consider the suitability of the private foster carer and all members of the household to meet the child’s needs and the suitability of the accommodation. |  |
| 8 | The assessment should consider whether any requirements should be imposed – (see [Section 7, Imposing Requirements on Private Foster Carers](https://sthelenschildcare.proceduresonline.com/p_private_fost.html?zoom_highlight=private+fostering#impose_req), [Section 8, Limit on Number of Children](https://sthelenschildcare.proceduresonline.com/p_private_fost.html?zoom_highlight=private+fostering#limit). |  |
| 9 | If at any stage within the assessment, information is obtained which suggests that a child already placed may be a child in need, the manager may authorise services under a child in need plan and / or an assessment to be carried out alongside the assessment of the private foster carers. |  |
| 10 | The completed Private Fostering Assessment must be approved by the team manager. Team Manager must confirm that all relevant checks including DBS and references have been seen prior to authorisation. |  |

**DECISION MAKING RE PF ARRANGEMENTS**

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|  | **Action** | **Completed** |
| 1 | If any information is identified during the course of the assessment e.g. from DBS or other checks, which may preclude the person from being a private foster carer, the social worker must discuss with team manager. |  |
| 2 | Where a decision is made to prohibit a private foster carer from caring for a child, reasons for the decision must be recorded. Written notice of the decision, together with the reasons, must be sent by hand or recorded delivery post to the private foster carer and to the parent by the Social Worker responsible for the assessment. The private foster carer will also be advised of the right to appeal.  Discussions should also take place with the parent as to the making of alternative arrangements for the child.  Where alternative arrangements are required for the child and the parents refuse or cannot be found, the social worker should consider what alternative action is required and consider Child Protection Procedures and legal advice. |  |
| 3 | Where the Social Worker considers that it would be appropriate to approve a private foster carer despite the fact that they or a person in the household is disqualified, a written report must be presented to the service manager for consideration. |  |
| 4 | Private Foster Carer and Parent notified of the assessment outcome. |  |

**VISITS TO THE CHILD / PRIVATE FOSTER CARERS**

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|  | **Action** | **Completed** |
| 1 | First visit within 1 week of the placement or the date when notification was received. |  |
| 2 | A maximum of 6 weekly visits in the first year however is subject to CIN plan alongside PF, guidance would direct that visits are at a maximum of four weekly and that any reduction is agreed with the child, private foster carers and parents during a CIN review. |  |
| 3 | Visits to be undertaken at a maximum of 12 weekly in subsequent years. |  |
| 4 | More frequent visits should be considered depending on the circumstances and the need to visit unannounced and / or to choose times when all members of the household are likely to be present. |  |
| 5 | Additional visits should be arranged where requested by the child or the private foster carer |  |
| 6 | The child must be seen alone by the social worker on each visit unless this is not appropriate due to the age of the child or if the child does not wish to see the social worker alone |  |
| 7 | The child’s bedroom should be seen during visits. |  |