Appendix 1: Review Process Flowchart

8 weeks before the review	SSW circulates forms feedback forms for completion and return. Update checks in line with fostering policy Begin work on SSW review assessment report for Annual review.
3 weeks before the review	SSW review assessment report & all other documents to be attached/embedded in report and sent to their AP/TM for QA, consideration, and comment.
2 weeks before the review	Finalise SSW review assessment report, addressing any comments from fostering manager. Circulate SSW assessment report and agreed attachments to the foster carer. Send to FIRO Tray
REVIEW HELD 10 months Annual review meeting (via MS Teams, home visit or formal meeting), SSW & F.C to attend	FIRO; Review all documents submitted, request further information if required, send invites to foster carer and SSW to attend review meeting.
	FIRO will complete FIRO report; Send outcomes and recommended action to SSW/AP/TM? Within 48 hours
Within 2 weeks of the review	FIRO will complete **Reviewing Officer report** and send via email? to foster carers. (Feedback on A.R process form also sent)
Within 3 weeks of the review	Foster carer will provide written comment on their review via email with one week.
Within 5 weeks of the review	Upon receipt and consideration of any foster carer review comments or time elapse, fostering manager? to complete **fostering manager report** and respond to any feedback from foster carers
Within 7 weeks of the review	Fostering team Manager will send report to ADM. ADM will complete **Decision sheet**.
Within 8 weeks of the review (& 5 working days of receiving the recommendation)	ADM will return decision sheet to fostering service. Foster carers are provided with **written notice of the decision** or qualifying determination by fostering service.