**Documentation Priority**

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| Document Priority | Frequency | Turnaround Time | Shared with | Signed by | Recording/Charms guidance |
| Risk Assessment |  At least every 6 months or after incident/sig event taking place | 24 hours | Foster Carer and LA and supervisor  | Supervisor, SSW, Carer, LA | Word document, attached to CHARMS progress item  |
| Individual Safe Care  | At least every 6 months or after incident/sig event taking place | 24 hours | Foster Carer and LA and supervisor | Carer and SSW | Word document, attached to CHARMS progress item |
| Significant Event Report/Notifiable Event  | After sig event has taken place, update until closure of sig event report as you go along  | 24 hours | LA and Supervisor and Registered Manager, as well as Safeguarding Leads | Sig event: DM and SSWNotifiable: RM and SSW | CHARMS progress item (textbox on chamrs) |
| Physical Intervention and Positive Handling Record | After hold/restraint has taken place  | 24 hours | Carer, LA and Supervisor and Registered Manager, as well as Safeguarding Leads | SSW, Team Teach Instructor and Supervisor  | Word document, attached to CHARMS progress item |
| Part A and Part B | Monthly |  2 weeks | Carer via charms, Part B also shared with LA via charms | Carer (via Charms) | Saved directly into Textbox on CHARMS |
| Child seen alone  |  Every 3 month or when new placement commences every fortnight for 6 weeks | Within a week | LA | N/A | Saved directly into Textbox on CHARMS |
| CIC Review Report  | As and when in line with CIC Reviews (every 6 months usually) | To be sent to LA in the week of the review taking place, unless otherwise specified by LA | LA, IRO | N/A | Word document, attached to CHARMS progress item |
| Unannounced Visit  | Twice a year (unless otherwise specified)  | 1 week |  | SSW, Carer, Supervisor  | Saved directly into Textbox on CHARMS |
| Annual Review Report  | Annual | Completed by deadline givenTo be shared with Supervisor for QA process at least 5 working days before submission date | Foster Carer, Sarah Belsham | SSW (QA by Supervisor) | Word document, attached to CHARMS progress item |
| IDP  | Annual with Annual review report | Completed by deadline given | Foster Carer | SSW, Carer, Supervisor | Word document, attached to CHARMS progress item |
| End of Placement Report | As and when placement ends (or child moves placement) | Within 1 week of placement ending  | LA and Foster Carer | SSW, Carer, Supervisor  | Word document, attached to CHARMS progress item |
| Placement Plan and Delegated Authority and Matching form  | As and When placement commenced, meeting should take place within 1 week of placement starting  | Within 1 week after PPM took place  | LA, Foster Carer | SSW, LA, Carer (Assessor completing matching if not SSW -for Matching form) | Word document, attached to CHARMS progress item |
| Holiday Risk assessment form  | Prior to each holiday  | To be submitted at least 1 week prior to holiday | LA and Foster Carer | SSW, Carer, Supervisor  | Word document, attached to CHARMS progress item |
| RAG Rating  | Update on system if placement stability changes, review at least every 6 month  | As and when  |  | N/A | On Main Page on CHARMS |
| Supervision Agreement  | When new family is allocated  | During first supervision and add to system  | Foster Carer  | Carer, SSW | Word document, attached to CHARMS progress item |

**Other documents**

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| Document | Frequency | Signed by |
| Health & Safety  | Annual or after house move | Assessor completing document |
| DBS | Every 3 years | N/A |
| LA check | Every 3 years  | N/A |
| Medical  | Every 3 years | Medical Advisor  |
| Pet risk assessment | Annual (or when new pets come in) | Assessor completing document |
| MOT/Car Insurance/house Insurance  | Annual  | N/A |
| Family Safe Care Plan  | Annual at least  | SSW, Carer |
| Views of professionals such as school, therapy, LASW | Annual within annual review process | By individuals completing feedback |
| Childrens Meds, appointments visits | As and when- recorded by carer under Child’s progress on charms | Signed by SSW on CHARMS under children’s progress (on CHARMS front page) |
| Initial visit  | As and When  | Assessor completing visit |
| Incident Form  | As and When  | Carer/SSW  |
| Change of Approval Form | As and When  | SSW/RM  |
| TSDS | Once with completing of year 1 | SSW |