Private Fostering (PF) Process

Notification received via MASH via, Telephone, Email or other visit.

BSO will check LCS and EHM to see if child is known.

Private Fostering Arrangement Guidance can be found on Tri-x

Child known

- BSO to create contact and workflow to duty manager.

Resp: BSO
Timescale: 1 working day

Child not know

- BSO to create record in LCS.
- BSO to create contact and workflow to duty manager.

Resp: BSO
Timescale: 1 working day

Duty manager reviews contact to establish that the child is in a Private Fostering arrangement.

Decision to commence a Private Fostering Arrangement.

- Duty Manager to record a Management Decision Case Note outlining decision.
- Duty Manager to update contact with decision.
- Duty Manager to record referral with outcome of Private Fostering.
- Duty Manager to start Private Fostering Single Assessment and forward to SAAT.

Responsible: Duty Manager
Timescale:1 working day

Practice Note

It is important to remember that PF can run as a dual process with CIN.
On completion of Private Fostering Single Assessment worker to recommend suitable outcome. This could be a range of outcomes including CIN, CP, NFA. For full list please refer to assessment outcomes within the form. When outcome is selected LCS will workflow an associated plan to workers tray. This should be completed and preparations made for professionals handover meeting.

- SAAT Duty Worker to complete Private Fostering Single Assessment. Ensuring that where appropriate the outcome Private Fostering Arrangement Assessment is selected.
- On completion finalise and send to TM.

Resp: Duty SW
Timescale: 7 working days

- TM to authorise assessment or request further information.
- Duty Sw to complete any plan and meeting tasks.
- TM to initiate Case Transfer on LCS.

Resp: TM
Timescale: 2 working days

- Duty SW to complete plan
- Duty SW to organise professionals handover meeting.

Resp: Duty SW
Timescale:10 working days.

- Professionals handover meeting held.
- Receiving TM completes LCS case transfer.
- Case is allocated to SW in Care Management.

Resp: Duty SW
Timescale: 1 working day

Practice Note

All children subject to a private fostering arrangement should have their circumstances reviewed annually through the completion of a Private Fostering Arrangement Single Assessment. Where a privately fostered child is subject to a Child in Need plan, an updating Single Assessment will be required after 6 months of the Private Fostering Assessment being completed.

- Allocated SW to complete Regulation 8 visit assessment:
- Initial 12 months – every six weeks.
- After initial 12 months – every 12 weeks.
- Every 12 months – SW to review Single Assessment Private Fostering Arrangement Assessment.
- For each visit that is carried out the relevant case note should be added to LCS.

Resp: Allocated SW

Not Private Fostering Arrangement

No concerns or involvement required

Not Private Fostering, but does meet threshold for social care support.

- Duty Manager to record a Management Decision Case Note outlining decision.
- Duty Manager to update contact with decision.
- Duty Manager to start Single Assessment and forward to SAAT.

Responsible: Duty Manager
Timescale:1 working day

Practice Note

Once Single Assessment Private Arrangement Assessment is added to LCS an automatic notification is sent to 'Designated Manager for Private Fostering'. Further guidance can be sought from them if clarity or guidance is required.