**Foster Carer Annual Review Flowchart**

Fostering Supervising Social Worker to circulate consultation/feedback forms for completion and return from the following:

 • feedback report from the foster carer(s)

 • consultation with foster carers own children

• consultation from any other adult living within the fostering home

• consultation from all children placed with the carers during the review period

• Children’s social worker feedback report (if no response, this will be escalated to Service Manager, Regulated Services)

 • Where appropriate birth family consultation.

Fostering Supervising Social Worker to **begin work on annual review report now**. Update checks in line with policy.

One month (twenty working days) prior to Annual Review date

Team Manager, Fostering Support to have sight of SSW review report, which must include:

• Correct terms of approval

• Fostering review history i.e. previous review and Fostering Panel recommendations

• Summary of the fostering history including any previous concerns or identified patterns of behaviour such as allegations, complaints even where these are deemed unfounded or unsubstantiated, and times where notice has been served on placements. It may be appropriate to submit a chronology.

• All feedback gained

• Any changes to health of carers

• Any other significant changes e.g., employment, Birth children leaving or returning to the family home.

• Clear practice examples of how the carers are meeting the Fostering Standards

• Any proposed changes to approval and the information that supports this change.

Twenty working days prior to Annual Review date

Ten working days prior to Annual Review date

Team Manager, Fostering Support finalises the report and meets with HOS Safeguarding and Reviewing Service **at fortnightly meeting** to seek their view on the proposed recommendations.

**ANNUAL REVIEW MEETING TAKES PLACE (held five working days prior to Annual Review date)**

Within five working days of the meeting

ADM signs off the Review process.