Fostering- Foster Carer Review Process Map

Foster Panel
(Refer to Process Map for Panel Approval)

Foster Carer is Fostering Panel Approved

Allocation of IRO
- Alert received on LCS in IRO TM Group Worktray
- Timescales: 5 working days after ADM

(Resp: IRO TM)

IRO sends letter of introduction to Foster Carer
- Timescales: Within 2 weeks of allocation

(Resp: IRO)

Allocation of SSW (if not already allocated)
- Alert received in LCS in Fostering TM group worktray
- Timescales: 5 working days after ADM

(Resp: Fostering TM)

SSW visits inc. unannounced visits
- Unannounced visit once year minimum
- Timescales: Frequency 6 weekly

(Resp: SSW)

Auto alert on LCS that DBS/ Medical is due
- Auto alert to Fostering BSO and allocated SSW
- 4 months before the check is due

(Resp: Automatic LCS alert)

(See Fostering Applicant Foster Carer DBS Process Map)

(See Medical Checks Process Map)

Complete Foster Carer DBS/ Medical checks
- See DBS & Medical Checks Process Map
- Timescales: Must be completed 3 months prior to FCR

(Resp: SSW)

IRO BSO start FCR report on LCS
- Alert received on LCS 4 months before FCR
- IRO Admin adds Review Date information then reassigns form to Fostering BSO

(Resp: IRO BSO)

- Consultation form and invites sent to Foster Carer, Child, IRO & Child's SW via a standard letter.
- (See FCR Consultation Process Map)
- Timescale: 3 months prior FCR

(Resp: Fostering BSO)

Fostering BSO re-assigns Foster Carer Review form to SSW
- Timescale: 2.5months prior to FCR

Resp: Fostering BSO

SSW & IRO receive reminder of FCR
- 2 months prior to FCR

(Resp: LCS Alert)

Foster Carer IRO preparation meeting with SSW
- Discuss placements, DBS, Medical
- Timescales: 4 weeks prior to FCR

(Resp: FC IRO)

SSW completes
- Report on LCS
- Share and include Foster Carer comments and consultation documents
- Ensure correct invites are in place
- 4-8 weeks before FCR

(Resp: SSW)

SSW Report sent to Fostering TM for approval/ authorisation
- 2 weeks before FCR

(Resp: SSW)

SSW report authorised
- Within 1 week of FCR
- Workflow FCR Form to IRO

(Resp: Fostering TM)

FC IRO prepare for review
- 3 days prior to FCR
- Discuss DBS, medical and consultation documents

(Resp: FC IRO)

Foster Carer Review held
- Within 10 months of panel
- Consider consultation documents, DBS and medical

(Resp: Chair of FCR- IRO)

FCR Report & recommendations completed
- 10 working days after FCR
- Complete FCR Review Officers Report
- Finalise Foster Carer Review form

(Resp: FC IRO)

Minutes distributed and ratification letter sent out.
FOSTER CARER ONLY RECEIVES RATIFICATION LETTER & MINUTES
- Within 5 days of recommendations being completed
- Alert received on LCS for QAS to send letters
- *(Resp: QAS BSO)*

Decision Outcome from FCR

No change/ Request to schedule next annual review

Request to organise review panel meeting

Admin to schedule next review
- Within 10 months of FCR
- Alert received on LCS

(Resp: QAS BSO)

Fostering Panel date needed for:-
- Within 12 months of approval
- 1st Review
- Every 3 years
- Allegation/ Concerns
- Changes to circumstances
- Termination

(See Fostering Panel Review Approval Process Map)

Termination (See Termination Process Map)

Approval with change

Approval no change