PRIVATE FOSTERING

PROCESS GUIDE

Contents

ADAM BROWN
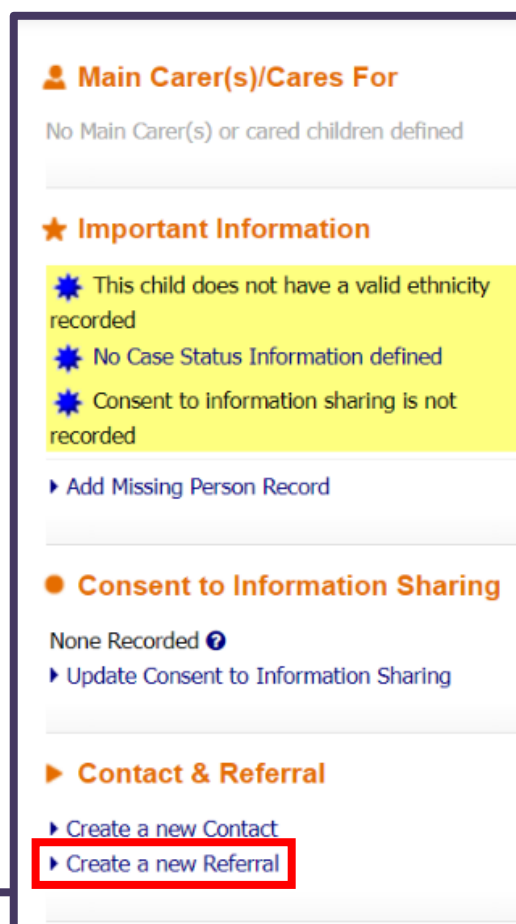
NORTH EAST LINCOLNSHIRE COUNCIL

Private Fostering Process

The Private Fostering process can be started from the following stages:

- A referral if there is not already an open referral and the child/young person is not already Privately Fostered.
- The process can be manually started at any point as long as there is a current open referral on the case.
- A Single Assessment if there is already an open referral and the child/young person is not already Privately Fostered.

From a Referral

Once you are at the young person's **Basic Demographics** page, click on the **Create a new Referral** link from the right-hand side.

Click **OK** on the pop-up that appears.

Click on **Start Referral**.

Click on **Start Blank.**

Go through each of the sections on the left-hand side.

In the **Analysis and Judgement** section, enter the decision date and place a tick next to **Private Fostering Agreement** in the **Suggested Outcomes**.

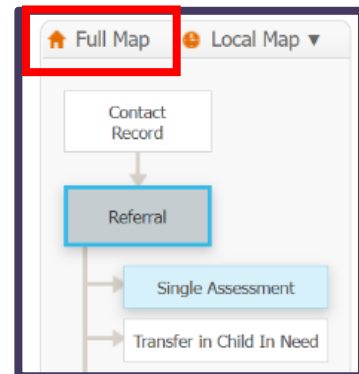Click on the **Finalise Record** button and then **OK** on the pop-up that appears.
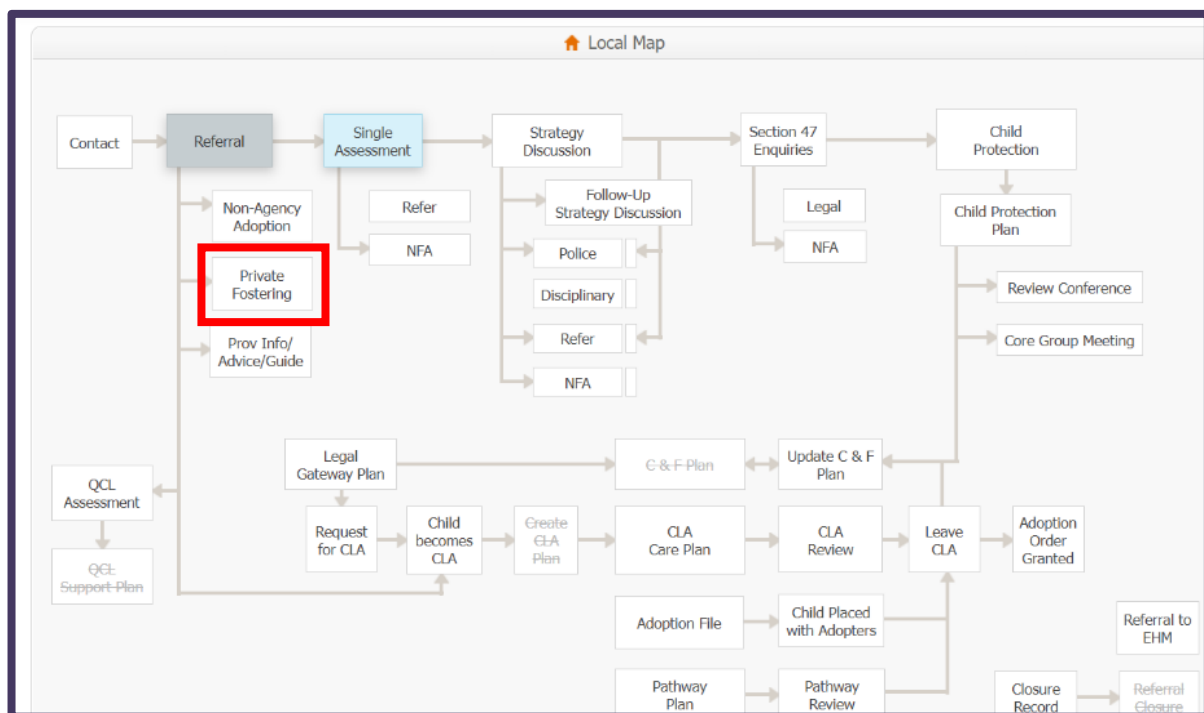
Authorisation goes to the IFD Management grouptray.

Once authorised and assigned to an allocated case worker, access your worktray and click on the task.

Manually Starting

Navigate to the Pathway for the child/young person and click on **Full Map**.

Click on **Private Fostering** to start the process.

You may need to click on **Private Fostering Agreement** on the map.

Enter the date of initiation alongside a reason for starting manually.

Select any siblings that the process is also relevant to (this should appear for you to select if applicable).

Click the **Start this Step** button

From a Single Assessment

Private Fostering Agreement can be selected as the outcome from a Single Assessment form.

Once authorised and assigned to an allocated case worker, access your worktray and click on the task.

Click the **Start** button next to **Private Fostering Agreement**.

Click **Confirm**.

Private Fostering Agreement

Complete the form ensuring that the Carer/s is added by clicking on the **Add Carer** link. Once complete, click on the **Create Record** button.
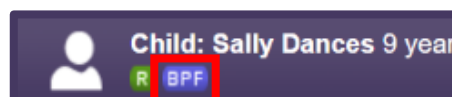

If you entered a Start Date, a new icon now appears under the person's name.
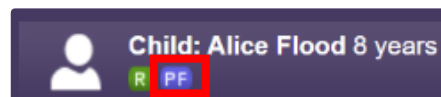
If you did not enter a Start Date, you will see the becoming private fostered icon instead and this will change to PF after the Private Fostering Arrangement Assessment Record (PFAAR) has been completed.

If we look in the **Private Fostering Agreement** tab, you will see various links.

You will not be able to add stat visit case notes in the **Visits** link until the PFAAR has been completed.

Click on the **Decisions** tab.

Click on the **Start** button next to **Private Fostering Arrangement Assessment**.

Enter in the date of initiation and reason for the decision and then click on the **Confirm** button.

You will be informed that the task is in your worktray.

Click on the **Private Fostering Assessment** task from within your tray.

Click on the **Start Assessment** button.

Copy Forward Selected.

Private Fostering Arrangement Assessment

Before completing the form, please read the information which says:

The Private Fostering Arrangement Assessment Record should be used to record key information following notification of an actual or proposed private fostering arrangement for a child as specified in The Children (Private Arrangements for Fostering) Regulations 2005.

Following a notification a referral should be taken using the Referral and Information Record of the Integrated Children's System. The Private Fostering Arrangement Assessment Record should then be completed. The record consists of information that should be held regarding the proposed/actual arrangement and an assessment of the suitability of the arrangement. Some of the information may have already been collated during the referral process. The assessment follows the dimensions and domains in the Framework for the Assessment of Children in Need and their Families (2000). The assessment is carried out under the Children Act 1989 as amended by section 44 of the Children Act 2004.

Within seven days of notification a visit should be made to the actual/proposed premises of the arrangement. The actual/proposed foster carer(s) and all members of the household should be spoken to. The child who is the subject of the notification should be seen. He or she should be spoken to alone (unless this is considered inappropriate). The parent(s) of the child, or any other person with parental responsibility should be spoken to and, if practical to do so, be visited.

A decision regarding the suitability of the arrangement should be made within 42 days of notification or as soon as the outcome of the CRB check(s) is known, whichever is sooner.

The local authority may also exercise any of its other functions under the Children Act 1989 where appropriate e.g. if there are concerns that the child may not be achieving a satisfactory level of health or development without the provision of services. In such circumstances, where the child is a child in need, the assessments, plans and reviews of the Integrated Children's System should be utilised as required.

Complete all the sections from the left-hand side.

In the **Assessment** section, under **Sources of Information**, there is a link so you can add a case note. This **must** be completed prior to this form being authorised. The case note will be available in case notes on a child/young person's basic demographics as well as embedded into this form.

After completing the case note, continue to complete the form. For this example, we have stated in the **Decisions** section that the arrangement is suitable.
Click **Finalise Assessment** button and then **OK** on the pop-up that appears.

The assessment goes to your manager to authorise.

Once authorised, you should have a task in your Task tray. Click on the task. In the **Private Fostering Agreement** tab, you can now add stat visit case notes from the **Visits** link.

In the **Forms** link, you can start a **Private Fostering Arrangement Record** form after you have completed a stat visit case note.

Demographics

When a child/young person is privately fostered, their address will change to the address of the carer.

The private foster carer will be automatically added as a relationship to the child/young person's record.

In the demographics for the foster carer, we can click on the **Carer/Adopter link** on the left-hand side of the screen. We can see that the adult is a private foster carer, and we can see the child/ren they are currently fostering. Click on the link to **See Private Foster Carer details**.

This area contains the basic carer's details which includes any linked carers as well as any Private Fostering Episodes.

The **Checks** link allows a worker to record any checks that have been undertaken on the adult for example, DBS, References. To create a new check, click on **Add Check**.

This brings up the screen where relevant information can be completed.

The **Equipment** link allows a worker to record any equipment that has been given to the Private Foster Carer. To create a new equipment record, click on **Add Equipment**.

The following screen then appears where the details can be recoded.

These will then be displayed as a table in the Private Foster Carer details.

Private Fostering End

Within the Private Fostering workflow, go to the **Decisions** tab and click the **Start** button next to **End PF Arrangement.**

A Single Assessment can be started from here.

A New PF Arrangement can be started from here and is to be used **if** the current PF arrangement is ending and a new one is starting.

Enter in the date of initiation and reason for the decision and then click on the **Confirm** button.

You can pick up the task from your task tray or click on **Private Fostering End** from the map.

Complete the record and then click on the **Update Record** button.

The private fostering icon now has a line through it.

At this point, it may be determined that we can close the referral. To do this, click on the closure record task from within your worktray.

Referral Closure

Click on **Create Closure Record**.

Copy Forward Selected.

Complete the form in detail and then click on the **Finalise Assessment** button. Click **OK** on the pop-up that appears.

The referral goes to your manager to authorise. Once authorised, you should have a task for the referral closure.