

PRIVATE FOSTERING

PROCESS GUIDE

Contents

From a Referral	1
Manually Starting	4
From a Single Assessment	5
Private Fostering Agreement.....	6
Private Fostering Arrangement Assessment.....	8
Demographics	11
Private Fostering End	13
Referral Closure.....	15

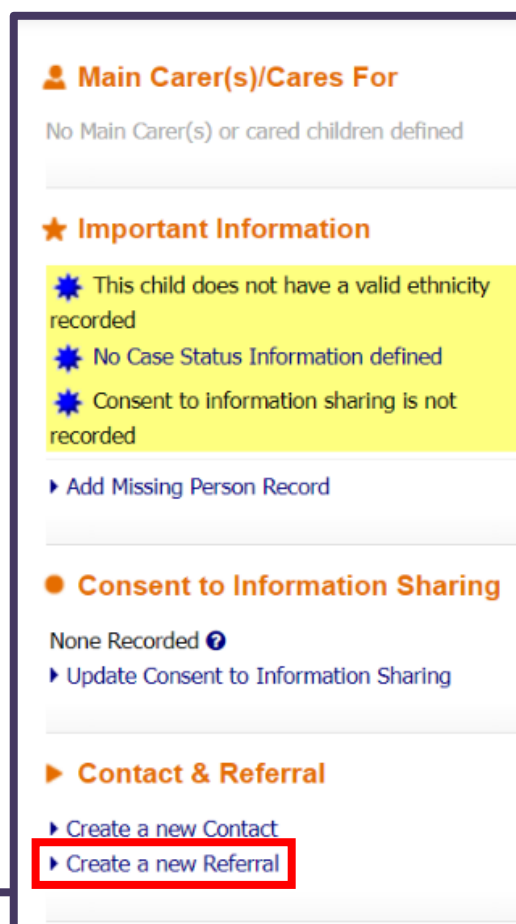
Private Fostering Process

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.



Main Carer(s)/Cares For
No Main Carer(s) or cared children defined

★ Important Information

- ✱ This child does not have a valid ethnicity recorded
- ✱ No Case Status Information defined
- ✱ Consent to information sharing is not recorded

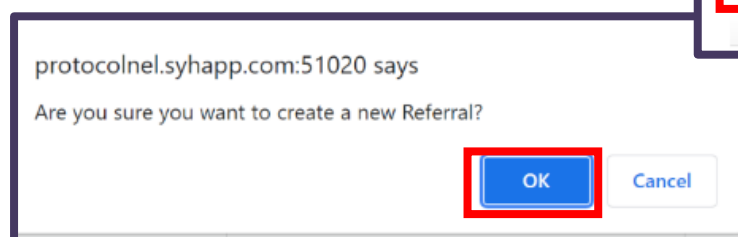
▶ Add Missing Person Record

● Consent to Information Sharing
None Recorded ⓘ
▶ Update Consent to Information Sharing

▶ Contact & Referral

- ▶ Create a new Contact
- ▶ **Create a new Referral**

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



protocolnel.syhapp.com:51020 says
Are you sure you want to create a new Referral?

OK Cancel

Referral & Information Record

Active Task: Adam Brown (Reassign) **Started:** 14-May-2021

Contact/Referral Task Details No Other Children ▼

The Referral Record has not been started.

Start Referral

Single Pathway - A new referral will start for the following person.

Relationship	Name	Age	Info
Self	Stanley Stan R	10 years	Single Pathway

Click on **Start Referral**.

Information **Record** Feedback Consolidation Revisions

Copy Forward - There are no previous Records for Flood, Alice (8 years), so you do not Click 'Start Blank' to start the new Record.

Start Blank

Click on **Start Blank**.

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

Information **Record** Feedback Consolidation Delegate Revisions

Print

Referral and Information Record

signs OF safety®

Referral Date

Date of Referral 10-May-2021

Contact Details

Who has made contact? Any other Person ▼

Complete the details of the Person

Person Name Dave

Address

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

The screenshot shows the 'Record' tab in the system. The 'Secondary Referral Issue' is 'Emotional Abuse'. The 'Manager's Analysis and Judgement of this Referral' section contains text about the child's situation. The 'Outcomes' section shows a decision date of '29-Nov-2021' and a list of suggested outcomes. The 'Private Fostering Agreement' option is highlighted with a red box.

Click on the **Finalise Record** button and then **OK** on the pop-up that appears.

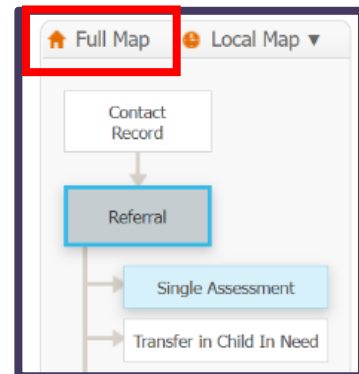
Authorisation goes to the IFD Management group tray.

The screenshot shows the 'Referral & Information Record' page. The 'Active Task' is 'IFD Management'. The 'Started' date is '16-Dec-2021' and the 'Due' date is '30-Nov-2021'. The 'Contact/Referral' tab is selected. A message states: 'This Record has been sent to Group IFD Management for authorisation.' The 'Referral Record Details' section shows the record is assigned to IFD Management.

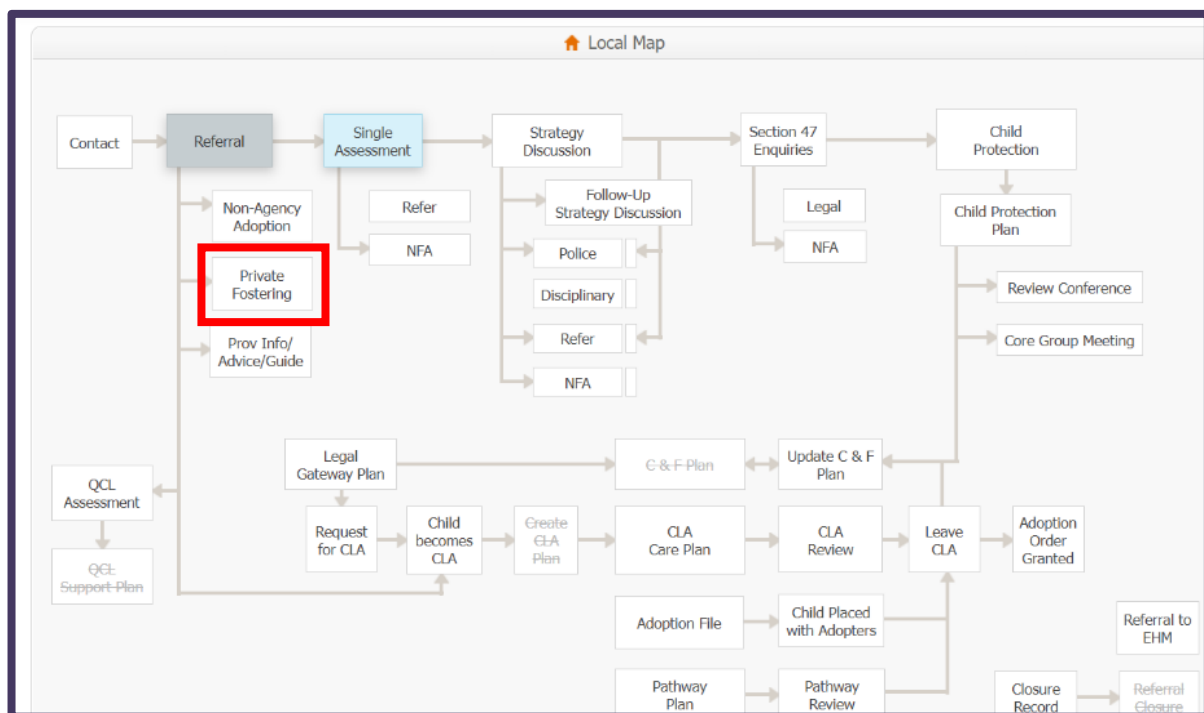
Once authorised and assigned to an allocated case worker, access your worktray and click on the task.

Manually Starting

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



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



A screenshot of the 'Private Fostering Agreement' form. The form has a title 'Private Fostering Agreement' and a subtitle 'This step has not been initiated.' Below the subtitle is a button labeled 'Start this Step', which is highlighted with a red rectangular box. The form also includes sections for 'Please provide date of initiation:' with a date picker, and 'Please provide reason for starting manually:' with a text area. At the bottom, there is a link 'Go to Referral & Information Record...'. On the left side of the form, there is a sidebar with a map showing the 'Private Fostering Agreement' step highlighted with a red rectangular box.

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.

The screenshot shows the 'Assessment Outcomes' section of a web application. The 'Assessment' tab is selected. On the left, a sidebar lists various assessment sections, with 'Assessment Outcomes' highlighted. The main area displays 'Suggested Outcomes' with several checkboxes. The 'Private Fostering Agreement' checkbox is highlighted with a red box.

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**.

The screenshot shows the 'Referral & Information Record' page. The 'Decisions' tab is active. Under the heading 'Decisions relating to Referral', there is a task 'Private Fostering Agreement' with a 'Start' button highlighted by a red box.

The screenshot shows the 'Referral & Information Record' page with a confirmation dialog. The 'Confirm' button is highlighted with a red box. Below the buttons, a yellow banner reads 'Private Fostering Agreement - You must confirm the follow...'. Below the banner, the task 'Private Fostering Agreement (Assigned to Yourself)' is listed.

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.

Private Fostering Agreement

Active Task: Adam Brown (Reassign) Started: 14-May-2021 Due: unspecified

Private Fostering Agreement Task Details No Other Children ▼

Create Record Reset Cancel

New Fostering: Stanley Stan

Dates

Private Fostering Notification Date

Proposed Start Date

Start Date

Carers

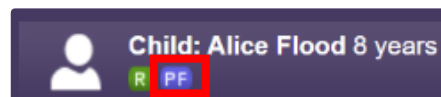
Carer None recorded

Add carer

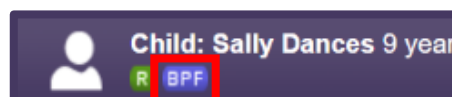
Address

Address

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.



Private Fostering Agreement

Active Task: ICS Administrator 1 (Reassign) Started: 18-May-2022 Due: unspecified

Private Fostering Agreement Decisions Task Details No Other Children ▼

Private Fostering Details

Visits

Forms

Documents

Panel

Private Foster Carers

Forename	Surname	Gender	Age	Date of Birth	Address
Dottie	Charl	Female	42 years	29-Nov-1979	23 Little

Address

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.

Private Fostering Agreement

Active Task: Adam Brown (Reassign) Started: 14-May-2021

Private Fostering Agreement **Decisions** Task Details

● Outcomes

- ☒ Private Fostering Arrangement Assessment **Start** (Assigned to Yourself)
- ☒ Single Assessment **Start** (Assigned to Yourself)
- ☒ End PF Arrangement **Start** (Assigned to Yourself)
- ☒ New PF Arrangement **Start** (Assigned to Yourself)

Click on the **Decisions** tab.

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

Private Fostering Agreement

Active Task: Adam Brown (Reassign) Started: 14-May-2021

Private Fostering Agreement **Decisions** Task Details

Confirm **Cancel**

Private Fostering Arrangement Assessment - You must complete this task

☒ Stanley Stan Private Fostering Arrangement Assessment

Date of Initiation or Completion:

☐ Today's Date

☒ **Other Date:** 10-May-2021 (reset)

Reason for Decision: (reset)

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.

Private Fostering Agreement

Active Task: Adam Brown (Reassign) Started: 14-May-2021 Due: unspecified

Private Fostering Agreement **Decisions** Task Details No Other Tasks

● Outcomes

- ☒ Private Fostering Arrangement Assessment Thank you, this task is in your worktray.
- ☒ Single Assessment **Start** (Assigned to Yourself)
- ☒ End PF Arrangement
- ☒ New PF Arrangement

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

Private Fostering Arrangement Assessment

Reason: test

Active Task: Adam Brown (Reassign) Started: 14-May-2021

Private Fostering Arrangement Assessment

The Private Fostering Assessment has not been started.

Start Assessment

Reason for Assessment/Record

Click on the **Start Assessment** button.

Copy Forward Selected.

Copy Forward - Before starting the Assessment you have the option to copy forward the answers from the listed previous Assessments. Select each alternatively (If you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Assessment afresh.

Copy Forward Selected Start Blank No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

Created	Assessment	Started By
<input checked="" type="checkbox"/> Stan, Stanley (10 years)		
<input checked="" type="checkbox"/> 4 days ago	Referral Record (Monday, 10 May 2021)	Adam Brown

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.

Private Fostering Arrangement Assessment Record

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.

Assessment Dates

Date Referral Received	10-May-2021
Private Foster Arrangement Assessment Record Commenced	10-May-2021
Private Foster Arrangement Assessment Record Completed	11-May-2021
Date of notification	10-May-2021
Initial 7 Day visit will be calculated from this date	
Date arrangement will/has commenced	12-May-2021
Intended duration of the arrangement	

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.

Sources of Information for the assessment

Parental permission to contact should be obtained if an agency is consulted as part of the assessment.

Date(s) child/young person, family member, proposed/actual foster carer and members of his/her household have been seen/interviewed: *List is empty*

[Add New Case Note](#)

Agencies contributing to assessment: Please ensure that the agency's address and parental consent to contact are recorded in the Referral and Information Record.

No Key Agencies defined

[Add a new Key Agency](#)

Please record the reason for the actual/proposed private fostering arrangement including views of child/young person, proposed/actual private foster carer and parent/any other person with parental responsibility.

If the arrangement has not yet begun/has only recently begun, please indicate details of the process of introduction.

Who will give consent for any medical examination or treatment (which the child is not capable of giving). Please note that although a person may not abdicate parental responsibility they may arrange for some or all of it to be undertaken on their behalf.

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.

Private Fostering Agreement

Active Task: **ICS Administrator 1** (Reassign) Started: 18-May-2022 Due: unspecified

Private Fostering Agreement | Decisions | Task Details | No Other Children ▼

Private Fostering Details

Visits

Forms

Documents

Panel

Finalised?	Significant Event	Contact Date	Seen	Type of Contact
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	02-May-2022	<input checked="" type="checkbox"/> Yes	Initial Visit (Private)
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	02-May-2022	<input checked="" type="checkbox"/> Yes	Initial Visit (Private)

▶ Case Note Report

▶ Add Statutory Visit Case Note

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

Private Fostering Agreement

Active Task: **ICS Administrator 1** (Reassign) Started: 18-May-2022 Due: unspecified

Private Fostering Agreement | Decisions | Task Details | No Other Children

Private Fostering Details

Visits

Forms

Documents

Start New Form

Form Date: 18-May-2022 16:30 Form Type: Private Fostering Arrangement Record (Visit Under Regulation 8)

Draft Forms

Completed Forms

Any documents attached within forms will be accessible from the **Documents** link.

Private Fostering Arrangement Record (Visit Under Regulation 8)

The Private Fostering Arrangement Record (Visit Under Regulation 8) is utilised to record the outcome of any visits to a private fostering arrangement as specified in The Children (Private Arrangements for Fostering) Regulations 2005. These should take place at intervals of not more than six weeks during the first year of the placement and in any second or subsequent year at intervals of not more than twelve weeks.

At each visit under Regulation 8 the local authority should ensure that the needs of the child are being met and that the arrangement is suitable. The record should be completed as required following each visit. 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.

Record Dates

Date Referral Received: 29-Nov-2021

Private Fostering Arrangement Record (Visit Under Regulation 8) Commenced: [Date]

Private Fostering Arrangement Record (Visit Under Regulation 8) Completed: [Date]

Date of notification: 30-May-2022

Date arrangement has commenced: 30-May-2022

Intended duration of the arrangement: [Duration]

Place of birth (by geographical region): UK

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.

Name	Notification Date	Start Date	De-notification Date	End Date	End Reason
Sally Dances	02-May-2022	02-May-2022			
Alice Flood	01-Dec-2021	06-Dec-2021	15-Dec-2021	15-Dec-2021	

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**.

Outcomes	Action	Assigned to
Private Fostering Arrangement Assessment	Completed	
Single Assessment	Start	(Assigned to Yourself)
End PF Arrangement	Start	(Assigned to Yourself)
New PF Arrangement	Start	(Assigned to Yourself)

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.

Outcomes	Action	Assigned to
Private Fostering Arrangement Assessment	Completed	
Single Assessment	Start	(Assigned to Yourself)
End PF Arrangement	Start	(Assigned to Yourself)
New PF Arrangement	Start	(Assigned to Yourself)

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

End PF Arrangement

Reason: test

Active Task: Adam Brown (Reassign) **Started:** 14-May-2021 **Due:** unspecified

End PF Arrangement Task Details No Other Children ▼

Update Record Reset Cancel

Update Fostering: Stanley Stan

● **Dates**

Private Fostering Notification Date	10-May-2021
Proposed Start Date	12-May-2021
Start Date	12-May-2021
Private Fostering De-notification Date	
End Date	

● **End Reason**

End Reason

Reason

Full Map Local Map ▼

End PF Arrangement

Reason: test

Initiator: Adam Brown (Systems Trainer) **Started:** 11-May-2021

End PF Arrangement History No Other Children ▼

Fostering: Stanley Stan

● **Dates**

Private Fostering Notification Date	10-May-2021
Proposed Start Date	12-May-2021
Start Date	12-May-2021
Private Fostering De-notification Date	14-May-2021
End Date	14-May-2021

● **End Reason**

End Reason Return to parent or person with parental responsibility

Reason test

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.

Created	Assessment	Started By
Star, Stanley (10 years)		
4 - 6 years	Referral Record (Monday, 10 May 2021)	Adam Brown

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.