

Identity Badges for Foster Carers

SCOPE OF THIS CHAPTER

This chapter describes the process for issuing identity (ID) badges to Foster Carers and the recalling of them when the Foster Carer ceases to be approved.

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2. Initial Request for an ID Badge
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1. Actions

A Foster Carers ID badge will display:

- A photograph;
- Foster carers name;
- ID number (from the electronic case recording system).

2. Initial Request for an ID Badge

Each foster carer will be asked to provide two passport photographs once their approval as foster carers has been confirmed by the Agency Decision Maker.

One photograph will be countersigned by their Fostering Social Worker – "I certify that this is a true likeness of", adding their own signature and date.

On receipt of the photographs the Administration Officer will arrange for the production of the ID badge using the unsigned photograph. This will then be issued to the Foster Carer by the Administration Officer.

A record will be kept on the electronic case file recording system of the date of issue.

The signed photograph will be attached to the ID form (Appendix 1) and the details completed by the Administration Officer. It will then be filed in the Foster Carer's File.

3. Loss, Damage or Destruction of an ID Badge

Foster Carers should report the loss, damage or destruction of an ID Badge to the Supervising Social Worker and Administration Officer.

The Supervising Social Worker will notify the Fostering Team Manager where there has been a loss of the ID badge. This will be recorded on the electronic case recording system and a Warning Indicator entered before a replacement is issued.

4. Recalling an ID Badge

When Foster Carers are de-registered it is their responsibility to return the ID badge to the Supervising Social Worker.

Wherever possible the Supervising Social Worker will retrieve the ID badge from the foster carer at the point at which it becomes known that they will no longer be taking foster placements.

If the ID Badge is not received within two weeks of de-registration the Supervising Social Worker must make enquiries and attempt to retrieve it, in liaison with the Administration Officer

When this is unsuccessful the Supervising Social Worker must discuss this position with the Fostering Team Manager and a Warning Indicator must be placed on the electronic case recording system.

If there is any suspicion that a person may misuse an ID card the Supervising Social Worker will discuss with the Fostering Team Manager and consider informing the police.

The Supervising Social Worker should give the returned ID Badges to the Administration Officer.

FOSTER CARERS IDENTITY CARD

Please place photograph here

Name of Fostering Officer certifying likeness:

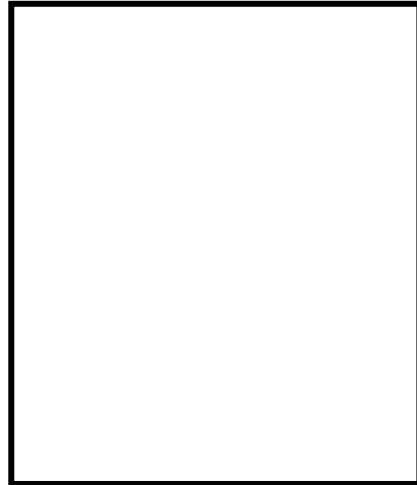
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Date of Issue:

SSID No:

Signature of Issuing Officer:

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Date of Expiry	Date of Re- issue	Photograph Supplied Yes/No	Issuing Officer

Comments/Warning Indicators

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