**Private Fostering guidance support for forms (and Audit Document)**

Private Fostering forms are located within the [local resource section](https://www.proceduresonline.com/northumberlandcs/local_resources.html) of the procedures. Go to [children in particular circumstances](https://proceduresonline.com/trixcms2/northumberlandcs/doc-library/#collapse2) and then scroll right down for PF guidance docs for children or carers or parents or professionals.

**Private fostering forms**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Form** | **Name** | **Date sent** | **Date received** | **Completed date** | **Uploaded to ICS - date** | **Notes / Action** |
| PF5 | [Social Worker Checklist](https://proceduresonline.com/trixcms2/media/8939/pf-5-social-worker-checklist-sep-2019.docx) |  |  |  |  | Completed and added to assessment? |
| PF4 | [Letter to Parents Acknowledging Intention](https://proceduresonline.com/trixcms2/media/8938/pf-4-letter-to-parents-acknolwedging-intention-sep-2019.docx) |   |   |  |  | Send out to parent/s. Include in pack. (Team manager to sign)  |
| PF3 | [Notification of Proposed Private Fostering](https://proceduresonline.com/trixcms2/media/8937/pf-3-notification-of-proposed-private-fostering-sep-2019.docx) |   |   |  |  | To take out to parent for signing. Parents Pack.  |
| PF9 | [Healthcare Authorisation](https://proceduresonline.com/trixcms2/media/8943/pf-9-healthcare-authorisation-sep-2019.docx) |   |   |  |  | Complete form with parent on visit  |
| PFMED | [Child's Health Record](https://proceduresonline.com/trixcms2/media/8927/pf-med-childs-health-record-sep-2019.docx) |   |   |   |   | Complete form with parent on visit Check with GP/school health  |
| [DBS Disclosure Confirmation](https://proceduresonline.com/trixcms2/media/8931/private-fostering-dbs-disclosure-confirmation-updated.pdf) | There is a [Instructions for DBS Applications](https://proceduresonline.com/trixcms2/media/8933/instru-1.pdf) (which your admin support will send) |  |   |   |   | Have you had sight of docs as required? Examples - Birth certificate. DWP DLA letter.  Have you supported the PF to complete form?   |
| PF2 | [Letter to Private Fosterer's Acknowledging Intention](https://proceduresonline.com/trixcms2/media/8936/pf-2-letter-to-private-fosterers-acknowledging-intention-sep-2019.docx) |   |   |  |  | Has this been completed and added to assessment? |
| PF 14 | [Acceptance of Requirements](https://proceduresonline.com/trixcms2/media/8948/pf-14-acceptance-of-requirements-sep-2019.docx) |   |   |   |   | Carers to complete and sign Completed and added to assessment? |
| PF1 | [Information on Proposed Carer](https://proceduresonline.com/trixcms2/media/8935/pf-1-information-on-proposed-carer-sep-2019.docx) |   |   |   |   | Carers. To complete with PF. Completed and added to assessment?  |
| PF6 | [Declaration of Suitability](https://proceduresonline.com/trixcms2/media/8940/pf-6-declaration-of-suitability-sep-2019.docx) |   |   |   |   | Completed and added to assessment?  |
|  | Private fostering arrangements  |   |   |   |   | Team Manager to sign.  |
| PF8 | [Authorisation to Seek References](https://proceduresonline.com/trixcms2/media/8942/pf-8-authorisation-to-seek-references-sep-2019.docx) |   |  |   |   | Over 16, or frequent the house on a weekly basis. Needs to be completed if an adult.  |
| PF20 | [Record of Statutory Visit](https://proceduresonline.com/trixcms2/media/8923/pf-20-record-of-statutory-visit-sep-2019.docx) (first visit must be done within 1 week of placement |   |   |   |   | (Use in supervision) Visit completed and recorded?  |
| PF17 | [Letter to Parent Approving PF Arrangement](https://proceduresonline.com/trixcms2/media/8920/pf-17-letter-to-parents-approving-pf-arrangment-sep-2019.docx)/ Private fostering to go ahead.  |  |  |  |  |  |
| **Once confirmed child is PF** |
| PF 19 | [Letter to Professionals Advising of PF](https://proceduresonline.com/trixcms2/media/8922/pf-19-letter-to-professionals-advising-of-pf-sep-2019.docx)/Inform multi agency child is PF |   |   |   |   |   |

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| PF 7 | [Disqualification Letter](https://proceduresonline.com/trixcms2/media/8941/pf-7-disqualification-letter-sep-2019.docx) |  |
| PF 10 | [Letter Seeking References](https://proceduresonline.com/trixcms2/media/8944/pf-10-letter-seeking-references-sep-2019.docx) – signed by TM |  |
| PF 11 | [Letter to Education Health Probation](https://proceduresonline.com/trixcms2/media/8945/pf-11-letter-to-education-health-probation-sep-2019.docx)  | A Form [PF8](https://proceduresonline.com/trixcms2/media/8942/pf-8-authorisation-to-seek-references-sep-2019.docx), signed by the applicants authorising disclosure of information needs to be enclosed. |
| PF 12 | [Letter to OLA for Checks](https://proceduresonline.com/trixcms2/media/8946/pf-12-letter-to-ola-for-checks-sep-2019.docx) | A Form [PF8](https://proceduresonline.com/trixcms2/media/8942/pf-8-authorisation-to-seek-references-sep-2019.docx), signed by the applicants authorising disclosure of information needs to be enclosed. |
| PF 13 | [Letter to Inform of Requirements](https://proceduresonline.com/trixcms2/media/8947/pf-13-letter-to-inform-of-requirements-sep-2019.docx) | If specific requirements are imposed. Enclose a [PF14](https://proceduresonline.com/trixcms2/media/8948/pf-14-acceptance-of-requirements-sep-2019.docx) |
| PF 15 | [Notification of Exemption of Fostering Limit](https://proceduresonline.com/trixcms2/media/8949/pf-15-notification-of-exemption-of-fostering-limit-sep-2019.docx) - Signed by TM | If children (pf or otherwise) need to share a bedroom or amount of kids who can sleep in the same room.  |
| PF 16 | [Refusal of Consent to Foster](https://proceduresonline.com/trixcms2/media/8950/pf-16-refusal-of-consent-to-foster-sep-2019.docx)  | Following application - NCC refusing to agree to PF - Signed by TM |
| PF 18 | [Letter to Foster Carers re Approval to FP](https://proceduresonline.com/trixcms2/media/8921/pf-18-letter-to-foster-carers-re-approval-to-fp-sep-2019.docx)  | Application approved. Signed by TM. |
| **If PF ends** |
| PF21 | [Termination of PF Arrangements - Letter to Parents](https://proceduresonline.com/trixcms2/media/8924/pf-21-termination-of-pf-arrangements-letter-to-parents-sep-2019.docx).  | Acknowledgement letter from NCC  |
| PF22 | [Termination of PF Arrangements - Letter to Carers](https://proceduresonline.com/trixcms2/media/8925/pf-22-termination-of-pf-arrangements-letter-to-carers-sep-2019.docx).  | Acknowledgement letter from NCC  |
| PF23 | [Termination of PF Arrangements - Letter to Professionals](https://proceduresonline.com/trixcms2/media/8926/pf-23-termination-of-pf-arrangements-letter-to-professionals-sep-2019.docx).  | Acknowledgement letter from NCC  |

**FOR AUDIT PURPOSES ONLY**

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| --- | --- |
| **Number** |  |
| **Name**  |  |
| Child Unique ID |  |
| Racial origin/ethnicity  |  |
| Initial PF visit -  |  |
| Subsequent visits within timescale?  |  |
| Date of notification |  |
| PF assessment commenced |  |
| Initial Referrer or open case |  |
| Date and Reason for pf arrangements starting  |  |
| Was the PF assessment completed within timescale |  |
| Supervision |  |
| Care Team Meeting/s in timescale |  |
| CIN Plan?  |  |
| Have checks been completed on others (over 16) attending the house?  |  |

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| --- | --- |
| **Audit date:** |  |

|  |  |  |
| --- | --- | --- |
| **Audit actions** | **Date** | **Update** |
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