**Birmingham Children's Trust logo
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**Fostering Business Support Process for Court Directed Connected Persons Assessments**

**F&F ASSESSMENTS DUTY:**  
Arrange fostering panel date in liaison with the ISW within timeframe and send email to business support and Court to confirm Panel date.

**FOSTERING BUSINESS SUPPORT –** [**fostassessbss@birmimnghamchildrenstrust.co.uk**](fostassessbss@birmimnghamchildrenstrust.co.uk)  
Send email to ISW, to include Assessment Application & declaration form, financial statement adult household and non-household members consent form templates, DBS ID Verification form, medical pack and provide process instructions for which forms need to be completed and returned to business support to enable statutory references to be initiated, DBS online ID Verification completed. ISW to deliver all forms and Medicals Pack to applicants to include applicant instructions.

**A**dd case note to child’s eclipse record to note actions, ISW details and upload email sent to ISW

Send email to F&F Assessments Duty mailbox who will arrange Fostering Panel date within the Court timeframe   
(Duty mailbox: <zzzSGOandConnectedPersonsManagers@birminghamchildrenstrust.co.uk>)

**FOSTERING BUSINESS SUPPORT:**   
Send email to ISW to confirm details of Fostering Panel booking.  
Add case note to child’s eclipse record to note actions and Panel booking and upload email sent to ISW

**APPLICANT(S)**:   
Completes and signs Assessment Agreement Form, Part B on Adult AH Medical Report and medical consent form and books GP appointment for Adult AH Medical Report to be completed by their GP. Applicant to hand deliver relevant documents to GP during their appt i.e., Adult AH Medical Report, GP Letter, Consent Form.

**APPLICANTS’ GP:**   
Return applicant(s) completed and signed Adult AH Medical Report and GP Medical Fee Invoice to <fostassessbss@birminghamchildrenstrust.co.uk>. (Some GP surgeries will not send report until payment is received).

**Where a Part 25 application for connected persons assessment is directed by the Court**  
**LA LAWYER:**   
Send email to [fostassessbss@birminghamchildrenstrust.co.uk](fostassessbss@birminghamchildrenstrust.co.uk%20) business support mailbox and provide ISW name and contact details and relevant information using the agreed template email so business support can liaise with ISW to obtain information for initiating statutory references, complete DBS ID verification, progress applicant(s) Medical and arrange Panel date.

**FOSTERING BUSINESS SUPPORT – APPLICANTS MEDICAL REPORT RETURNED FROM GP**

1. Send copy of applicants returned GP Medical report to ISW
2. Send copy of applicants returned GP Medical Report to Fostering Medical Advisor for MA comments.
3. Update Connected Persons/Special Guardianship eclipse Checks form on childs record to show date GP Medical Report returned and date sent to MA and upload email sent to ISW and email sent to MA to eclipse form.
4. Add progress action on applicants CHARMS profile and upload returned Medical report and email sent to MA to progress.
5. Process Medical Fee invoice via one time vendor payment or if surgery has vendor via RFP oracle process. (Budget TBC).
6. Add case note to child’s eclipse to record date medical fee invoice processed.
7. Add progress action to applicants CHARMS record to record date medical fee invoice processed

**FOSTERING BUSNESS SUPPORT – RETURNED REFERENCES & DBS CLEARANCE MEMO**

1. On receipt of a returned references or DBS clearance Memo send copy to ISW.
2. Update Connected Persons/Special Guardianship Checks eclipse form on child’s record to show date reference/DBS returned and upload email sent to ISW with returned reference to eclipse form and remove the corresponding uploaded reference request from eclipse form.
3. Add progress actions on applicants CHARMS record and upload returned doc to progress.

**FOSTERING BUSINESS SUPPORT:**

1. Create carer eclipse profile for each applicant and add carer relationship to child’s eclipse record.
2. Create carer CHARMS profile for each applicant and add child to relationship network.
3. Initiate and send out all statutory reference requests (3 personal referees, current employment, previous employment/voluntary work if worked with children, landlord, school references for child, household members, OLA check request, Complete LA check upon request from ISW.
4. Complete Online ID Verification tbc. **(Verificator tbc)** **(Org ref and budget tbc)**
5. Add Connected Persons/Special Guardianship Checks Worklist/form to child’s eclipse record and   
   add all details of Medical sent to applicant, details of all references sent out, date ID verification   
   completed. Upload Assessment Agreement Form, adult household members consent forms, financial statement, email sent to applicants with Medical Pack to child eclipse checks form, upload all references sent out to checks eclipse form. Add progress actions to applicants CHARMS profile and upload all afore mentioned to progress actions.
6. Add applicants’ details to the reference tracker spreadsheet and date AA form received and diarise 4 staged chase dates onto fostassessbss calendar (wk. 2, wk4, wk5 update, wk6, wk8, wk9 update) to follow up all outstanding medicals, references, and DBS

**INDEPENDENT SOCIAL WORKER (ISW):**   
Returns completed and signed Assessment Application, Adult household members consent forms (where applicable) and DBS ID verification forms to business support Mailbox: <fostassessbss@birminghamchildrenstrust.co.uk>

**MEDICAL ADVISOR (MA):**   
Return applicants Adult AH Medical Report with their comments to **fostassessbss@birmimnghamchildrenstrust.co.uk**

**FOSTERING BUSINESS SUPPORT: RETURNED MA COMMENTS**

1. Send copy of applicants Medical Report with MA comments to ISW.
2. Update Connected Persons/Special Guardianship Checks form to show date Medical Advisor Comments returned and upload email sent to ISW to eclipse form.
3. Remove email sent to ISW with GP Medical Report attached and remove email sent to MA with Medical Report attached from eclipse form.

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**FOSTERING BUSINESS SUPPORT: OUTSTANDING REFS/CHECKS CHASES**

**WEEK 2,4,6,8 CHASES:** Check applicants CHARMS stat checks to confirm which references are outstanding and whether medicals and DBS are outstanding.

Contact referee by phone to establish if they received request and whether they have returned. If not received confirm their email address and send out a further reference request. Upload further request email to Connected Persons/Special Guardianship Checks eclipse form on child’s record.  
  
Contact Applicant(s) to establish whether they have received Medical Pack and whether they have attended GP appointment for medical Report to completed. If not received, confirm email address, and resend. Upload 2nd Medical Pack sent to applicants to Connected Persons/Special Guardianship Checks eclipse form on child’s record.  
  
If applicants have received Medical Pack and booked GP appointment, take a note of appointment details and add this information to Connected Persons/Special Guardianship Checks eclipse form on child’s record.

If applicant has attended GP appointment, contact their GP Surgery by phone and speak to Practice Manager to identify if/when medical report will be returned.  
  
Checked DBS ebulk report to confirm status of DBS application.

For each chase completed email outcome and actions to ISW.

Add case note for each chase completed and upload outcome email sent to ISW.

Add CHARMS progress to applicants record for each chase completed and upload outcome email sent to ISW.

**BUSINESS SUPPORT:**

1. Add case note and upload copy of ISW’s Final CP Form C Assessment Report to case note on child’s eclipse record and CHARMS profile, so that we have a copy on file.
2. Send copy of agreed Panel minutes to ISW
3. Send Panel letter to carers
4. Add case note and note Panel date/Ratification Date and AD Decision and Upload agreed Panel Mins and Panel Letter to case note on child’s eclipse profile
5. Add relevant progress action on applicants CHARMS profile.

**ISW– FINAL FORM C ASSESSMENT REPORT SUBMISSION:  
Send Final CP Assessment report & Panel checklist paperwork to Fostering Panel by Panel timeframe   
Mailbox:** [panel.shared@birminghamchildrenstrust.co.uk](mailto:panel.shared@birminghamchildrenstrust.co.uk)/<fostassessbss@birminghamchildrenstrust.co.uk> **Submit Final CP Assessment report to LA Lawyer within Court timeframe.**

**TEMPLATE EMAILS**

Email advising of Connected Persons Assessment Process:

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Email referring for support from fostering for Court Directed ISW assessment:

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