**Manager Panel QA**

* Part 1 – Full Assessments
* Part 2 – Guidance for all other reports being presented to Panel

**PART 1**

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| **Name of Applicants/ Foster Carers:** | **LSC Number:** |
| **Applicants/Foster Carers Telephone Number** | **Applicants/Foster Carers Email Address:** |
| **Team Manager Name:** | **Name of Assessing/Supervising Social Worker:** |

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|  | **Dual Assessment Form C / SGO** |
|  | **Mainstream Assessment (Form F)** |
|  | **1st Annual Foster Home Review** |
|  | **Post Allegation Review** |
|  | **3rd Year Foster Home Review** |
|  | **Termination of Approval** |
|  | **Resignation / De-registration** |
|  | **Reg 24 – 8 Week Extension Document** |
|  | **Change of Approval** |
|  | **Variations – to be noted by Panel** |
|  | **Exemptions – to be noted by Panel** |

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| **Name of Child/Children** (if Connected Persons Assessment)  **Name of Child/Children Social Worker: (**Both Connected & Mainstream Carers) |

**PAPERWORK REQUIRED FOR MAINSTREAM AND CONNECTED PERSONS ASSESSMENTS**

1. Completed Form C along with Parts A & B by the CSW – (Connected Persons)
2. Completed Form F (Mainstream Assessments)

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| **PAPERWORK REQUIRED FOR MAINSTREAM AND CONNECTED PERSONS ASSESSMENTS – TEAM MANAGER CHECKLIST** | Manager LCS Checklist | MANAGER COMMENTS |
| Completed Form C – connected persons) | Panel |  |
| Completed Parts A and B (responsibility of CSW to complete) | Panel |  |
| Completed Form F (mainstream assessments) | Panel |  |
| Genogram | Panel |  |
| Ecomap | Panel |  |
| Chronology (if not addressed in the assessment) | Manager LCS |  |
| Financial Assessment (if not addressed in the assessment) | Manager LCS |  |
| Health and Safety Checklist | Manager LCS |  |
| Safer Caring Policy | Manager LCS |  |
| Bedroom Sharing Risk Assessment (if required) | Manager LCS |  |
| Up to date and completed DBS check | Manager LCS |  |
| DBS Risk assessment (if applicable) | Manager LCS |  |
| Pet Assessment (if required). Over 3 dogs is considered a pack and will require a specialist assessment  Personal References (3) | Manager LCS |  |
| Employment Reference (per applicant) | Manager LCS |  |
| Family Reference + 2 non-related | PANEL |  |
| Birth Children interviews | Manager LCS |  |
| Ex-Partner interview (if applicable) | Manager LCS |  |
| Initial Viability Assessment | Manager LCS |  |
| Confirmation of LA checks | Manager LCS |  |
| Medical information (back page) (per applicant) | Manager LCS |  |
| Signed and dated request for Reg.24 extension | Panel |  |
| SIGNATURE AND DATE OF TEAM MANAGER |  |  |
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***Send completed form to panel adviser as part of Panel QA process.***

**PART 2**

**1ST FOSTER HOME REVIEW and 3rd Review**

1. Supervising Social Worker Report
2. Child/young person feedback – annotated with who supported them to complete it (should not be the Foster Carer)
3. Feedback from other adults/children in placement
4. Carers feedback
5. Feedback from Child’s IRO and Child’s Social Worker
6. Previous Panel minutes
7. PDP for Carer (2 if a couple)

* ***Supervising social worker report should be fully completed, giving details on Health and Safety paperwork, vehicle details (mot and insurance), training; What training has been completed; what has been learnt; how have carers improved outcomes; how have carers safeguarding (This many be in PDP).***
* ***Panel will always ask if any actions arising from a FIRO meeting has been completed***

**POST ALLEGATION REVIEW – *Signed off by Team Manager***

1. Supervising Social Worker Report (to include investigation and outcome)
2. Feedback from Carers (if they provide)
3. Minutes from Original Panel Approval
4. Chronology of Trust’s Actions

The above paperwork will be expected to be on the carers file. Team Manager will sign off the Supervising Social Worker report.

**CHANGE OF APPROVAL**

a. **Supervising Social Worker Report, detailing date and terms of original approval (ADM approval, not Panel Meeting), dates and terms of any subsequent changes of terms of approval, type of change required, reasoning behind latest change and exploration of suitability, including views/impact on existing LAC & birth children, with recommendation**

b. Fostering IRO Report minutes

c. Feedback from Carers

d. PDP for Carer (2 if couple)

e. Minutes from most recent Panel Hearing

* Panel will always ask if any Actions arising from the FIRO Meeting have been completed
* Where the change of approval has been agreed by the RM as a result of a variation extending beyond 6 days. The information provided to the RM will be provided to panel for information.

**TERMINATION OF APPROVAL**

1. Supervising Social Worker Report
2. Notification to Panel form (as appropriate)
3. Minutes from most recent Panel recommendation for Approval
4. Previous Fostering IRO review (where applicable)

**RESIGNATION / DE-REGISTRATION**

1. Fully completed Notification to Panel form
2. Carers resignation letter/email (if received)
3. Minutes from most recent Panel recommendation for Approval

**Reg 24 – 8 Week Extension – should this say Regulation 25 request**

Brief report from assessor setting out reasons for the extension request signed by both the assessor and relevant Team Manager.

***PLEASE NOTE, AT THE END OF THE 24 WEEK ASSESSMENT PERIOD, ANY PLACEMENT WHERE AN ASSESSMENT HAS NOT BEEN COMPLETED AND PRESENTED TO PANEL BECOMES UNREGULATED. THE HEAD OF SERVICE WILL NEED TO BE ADVISED***

**SCT EXEMPTIONS**

An exemption is always required when more than thee unrelated children are placed in one fostering household. The usual fostering limit is 3 children, recognising that foster care is designed to provide quality care tailored to children’s individual needs in foster homes that provide a care experience as close to that of ‘family life’ as possible. In deciding to approve an exemption the designated officer must make an informed decision as to whether the welfare of the fostered children (and any other children who will be living in the accommodation) will be safeguarded and promoted.

**Other LA/Trust Exemptions** are agreed by the Children in Care Head of Service.

**VARIATIONS**

Where a foster placement is identified for a child and within the usual fostering limit but outside of the foster carer’s terms of approval a variation to their approval is required. Variations are time limited, lasting 6 days following which the foster carer’s terms of approval will need to be formally changed, should the placement end within 6 days, formal change is not required.

Variations are described as ‘a permission to place a child outside of a carer’s terms of approval in an emergency’.

**FORMAL NEED TO CHANGE OF APPROVAL OF FOSTER CARERS:** In order to change a foster carer’s approval the requirement is to carry out a review of the foster carer’s approval and for the Agency Decision Maker to issue a qualifying determination setting out the proposed change with or without a recommendation from Panel, it is good practice to seek panel recommendation. This allows for tracking/monitoring of carers approval changes.

**PLEASE SEND COMPLETED BOOKING FORMS TO**

[**FosterPanel\_Booking@sandwellchildrenstrust.org**](mailto:FosterPanel_Booking@sandwellchildrenstrust.org)

Updated – 22.08.2023