

PRIVATE FOSTERING CHECKLIST

The allocated Social Worker will carry out a visit to the Private Fostering household and complete an Initial Assessment within 7 working days to determine whether there are any safeguarding issues and the overall suitability of the arrangement. This assessment of need will be completed within a 10-day Child and Family Assessment.

An electronic file will be created for the Private Foster Carers for their own records which will be kept separately from the child's e.g. DBS checks, references

The allocated Social Worker will complete a Private Fostering Notification Form (PF1) and Private Fostering Agreement (PF2) and Consent to Medical Treatment Form (PF3) with the parents, young person, and carers.

If at any time during assessment process, or throughout the duration of a private fostering arrangement, concerns arise about the safety and wellbeing of the child(ren) these must be acted upon in accordance with Child Protection procedures.

During **Initial Assessment** the Social Worker will:

- Visit Private Fostering Household.
- Provide Private Foster Carer(s), parent(s) and child(ren) with appropriate advice and information e.g. regarding private fostering, available support and the responsibilities of Children's Social Care with regards to assessing, monitoring and reviewing.
- Commence gathering the initial essential information which will include:

PF1 Private Fostering Notification

PF2 Private Fostering Agreement

PF3 Consent to Medical Treatment

PF4a and PF4b 2 References to be obtained (not relatives of the carers)

Health and Safety Checklist

DBS for all person's over 16 years in the household to be completed as a priority

- Provide the child, private foster carer(s) and parent(s) with written information about the Directorate's Complaints Procedure.
- See and speak with the child(ren) alone to seek their wishes and views regarding the Private Fostering arrangement. Where it may not be appropriate to see child alone due to age, cultural or other reasons this needs to be noted.
- See child's passport and check immigration status.
- See and speak with as many members of household are as available. Make arrangements to meet with any household members not present during initial visit.

- Speak with parent or other people with Parental Responsibility and meet with them where practicable.
- Determine the proposed duration of private fostering arrangement.
- Determine what financial arrangements are in place.
- Ensure agencies working with the family, i.e. health, education, are aware the child/ young person is residing in a Private Fostering arrangement.
- Where child(ren), private foster carer(s) and or parent(s)/people with parental responsibility have been resident in the area for less than 5 years make checks with other Local Authorities.
- Determine what arrangements have been made for contact between child(ren) and parent(s)/other significant family members.
- Determine whether child is registered with GP and dentist.
- Determine whether appropriate arrangements are in place for education.
- Assess suitability of accommodation, including sleeping arrangements.
- See where child sleeps.
- Complete a Child & Family Assessment of suitability of Private Fostering Arrangement within 10 working days.
- Complete the DBS forms, mark the Private Foster Carer as a volunteer and send to Julie Scotland.
- If Private Fostering Arrangement is not considered suitable the Team Manager should be advised to determine what action is required to safeguard the child.
- If the arrangement is agreed to be suitable following the Initial Assessment a full **Private Fostering Assessment** will be undertaken.
- **Contact the IRO (Private Fostering) at CSSU to notify of Private Fostering arrangement and agree a date for review within 3 months of the Private Fostering arrangement being agreed.**

Approving Private Fostering Arrangements:

- The Social Worker will contact the administrator of the Community Arrangements Panel to arrange date for presentation of the assessment (panel is every other Tuesday, paperwork to be submitted 7 days before panel) ahead of 3-month review.
- **Private Fostering Arrangement Assessment Record to be completed within 42 working days.** Assessment to include specific recommendations as to any requirements, prohibition, and suitability.
- Ensure the Health and Safety Checklist has been completed.
- Ensure completed DBS checks received.

- Follow up references and ensure these are received.
- Make minimum 6 weekly visits to the Private Fostering household during first twelve months and complete a **Private Fostering Visit Record (Regulation 8)** after each Statutory Visit. Minimum 12 weekly visits are required after the first year. 4 weekly Care Team meetings to be held during period of assessment and 6 weekly Care Team meetings following assessment period.
- **Attend Community Arrangements Panel** – copies of Private Fostering Assessment Record, DBS disclosures, private foster carer(s) references, Health and Safety Checklist and written agreements between private foster carer(s) and parent(s) to be sent to Panel Administrator within 7 working days of Panel date.

Private Fostering Reviews

- Arrangements to be made with the IRO (Private Fostering) for first review to be held within 3 months of arrangement being agreed by the team manager. Subsequent reviews will be every 6 months.
- Social Worker will arrange for the child(ren), parent(s) and private foster carer(s) to prepare contributions for review.
- For the initial review the Social Worker will forward detail of the progress of the Private Fostering Arrangement Assessment Record, the Private Fostering Arrangement Record (visit under Regulation 8) and the Child Plan to IRO within 3 working days of review. Social Worker will also complete 'Review of Private Fostering Arrangement Social Work Report'.

Working Together

To ensure that information is shared and gathered from key agencies a Private Fostering Planning Meeting or Care Team should be convened following receipt of a notification of an arrangement. This meeting would be chaired by the allocated Social Worker.

The meeting would consist of the Care Team such as health, education, parents, private foster carers and the child or young person where appropriate.

When a child is considered to have complex needs, Care Team Meetings should be convened as set out in the Children's Social Care Procedures to share information, review the progress of the plan, and make any necessary amendments to meet the child/ young person's needs.

The lead IRO for private fostering is available to provide support or advice about any proposed and existing private fostering placement.