February 2022

PRIVATE FOSTERING PROCESS WORKFLOW

DAYS 1-2

Enquiry/notification into CADS. If identified as potential PF arrangement progress to referral

If open to CSC - allocated SW to progress, assessment. Referral to Permanence Team

Inform Lead Officer for Protocol (Hayley Copeman) and QA & Inspection Officer (Julie Molineux) of notification; trigger C&F Assessment

DAYS 3 – 9

SW to send out information guide and PF1 form to person (s) with parental responsibility and proposed carer (date for first visit to commence assessment included in letter)

DAY 10 (1st checkpoint)
This time period is to determine (via C&F) if this is a PF arrangement

Continue C&F Assessment process by 10 day checkpoint **(child to be seen alone within 7 days, visit to be completed with Permanence Team,)** permanence team will complete suitability ie immediate Police checks; completion of ID checks; DBS; and take up of references.

….decision to progress to Private Fostering Assessment

Continue C&F Assessment

YES

NO

Finalise the Child and Family Assessment Initiate PFAAR. Complete written agreement and medical consent. Permanence team allocation for SW to complete carer parts of the assessment

DAYS 11 -38
From the point of PFAAR all visits to be recorded via PF tab.

Convene planning meeting within 5 days of decision (include permanence SW) and draft a Child & Family Plan. Start the PFAAR, Permanence SW will have 4 weeks to complete carer part of the PFAAR)

Ensure that proposed PF carer is added to Protocol. **Fortnightly visits until arrangement agreed by Agency Decision Maker (ADM); Legal care planning meeting to be held at day 30 to discuss private law orders.**

DAYS 38-42

PFAAR and all checks completed; reviewed by team manager, reallocated to service lead, who then sends to Agency Decision Maker for final sign off and approval. To be aware that DBS may not have returned by the point and inform ADM of any delays. Letter to be sent out to Private Foster carer by ADM

Decision approved; ADM to inform CP Unit to trigger allocation to IRO.

Decision **not** approved – ADM to send appropriate letter PFL(e) – (g)