

The Assessment, Training & Approval of Foster Carers Process Map

PHASE ONE

- FPS admin to upload signed application form & consent to checks to protocol **within 2 working days**
- FPS admin to make Fostering Team Leader (FTL) aware for allocation. FTL to allocate **within 5 working days**
- Allocated worker to make contact with applicants to inform them of their point of contact **within 2 working days of allocation**
- FPS admin to initiate checks, references and consent for MIM and ASI
- ASI/MIM/Sandtray Assessor to schedule face to face meeting to obtain **specific informed consent within 5 days of allocation**
- SSW to initiate MIM/Sandtray exercise **within 5 working days of receipt of application and consent to share details with MIM assessor**
- FTL to allocate ASI
- Allocated Worker to inform applicants by letter (*template FA3*) & upload to applicants file **within 5 working days**
- ASI & MIM reports to be sent to the FTL for approval, along with the Phase 1 report.
- Approval to be provided by FTL within 5 working days and shared with the allocated worker. **Phase 1 to be completed within 2 months of the Information Evening**

ASI & MIM Not Approved

- Allocated worker to set up a meeting to provide feedback with the applicants & author of ASI & MIM **within 10 working days**
 - Attendees to include ASI & MIM Assessor
 - FPS Assessor
 - Applicant(s)
- Letter to be sent to applicant(s) to close their enquiry & upload to protocol (*template FA1*)
- Allocated worker to update case summary, case notes, chronology & notify FTL that file is ready for closure
- FTL to undertake file closure audit & notify FPS admin to close file

Phase 1 Approved

PHASE TWO

- Allocated worker to make contact with the applicants & book in assessment sessions **within 2 working days of FTL approval of Phase 1 report**
- Allocated worker to confirm Education Session dates & send out confirmation letter (*template FA2*) **within 5 working days of booking in assessment visits**
- Allocated worker to book a panel date re approval **within 6 months from start of Phase One**

Good Practice Note 3 month checkpoint

- Allocated worker to meet with Admin to ensure
 - DBS & Medicals have been returned & follow up where necessary
 - booked the reference visits
 - applicant(s) have or are about to attend Education Sessions
 - panel date is on track & re-book in exceptional circumstances
 - Any concerns/second opinion visits to be considered & agreed with the FTL
- Applicants to begin to prepare Family Welcome Book & Safer Care Agreement

Recommendation NOT to proceed to Fostering panel

Recommendation to proceed to Fostering Panel

- Allocated worker to book early panel date
- Allocated worker to complete summary report
- FTL to authorise summary report & record decision on protocol
- Allocated worker to upload report & feedback to protocol, case note & update chronology
- Allocated worker to present report to Fostering Panel – see Panel Process map