

## FOSTER CARER ANNUAL REVIEW FLOWCHART

Pre-foster carer review planning flowchart	
30 working days before the review meeting	<p>SSW to circulate consultation/feedback forms for completion and return from the following.</p> <ul style="list-style-type: none"> <li>• feedback report from the foster carer(s)</li> <li>• consultation with foster carers own children</li> <li>• consultation from any other adult living within the fostering home</li> <li>• consultation from all children placed with the carers during the review period</li> <li>• Children’s social worker feedback report</li> <li>• Where appropriate birth family consultation.</li> </ul> <p>Begin work on SSW review report Update checks in line with Calderdale fostering service policy</p>
20 working days before the review meeting	<p>Practice Manager to have sight of SSW review report, which must include:-</p> <ul style="list-style-type: none"> <li>• Correct terms of approval</li> <li>• Fostering review history i.e. previous review and Fostering Panel recommendations</li> <li>• Summary of the fostering history including any previous concerns or identified patterns of behaviour such as allegations, complaints even where these are deemed unfounded or unsubstantiated, and times where notice has been served on placements. It may be appropriate to submit a chronology alongside the SSW report.</li> <li>• All feedback gained</li> <li>• Any changes to health of carers</li> <li>• Any other significant changes e.g., employment, Birth children leaving or returning to the family home.</li> <li>• Clear practice examples of how the carers are meeting the TSD Standards</li> <li>• Any proposed changes to approval and the information that supports this change.</li> </ul>
10 working days before the review meeting	<p>The SSW report is finalised and practice manager views are recorded. Once finalised CASS sends an alert to the Fostering IRO</p>
Review Meeting	
Within 10 working days of the review meeting	<p>Fostering IRO completes the IRO review report</p>

	and send to the carer for comments.
Within 5 working days	Comments returned from foster carer and report submitted to ADM on CASS
Within 20 working days of the review meeting	Agency Decision Maker completes the review process and signs off

Review Planning Flowchart where cases go Panel	
Where applicable	Papers are sent to fostering panel admin within the timescales set out by the fostering Service
Within 7 working days of having received the papers/minutes of the Foster Care Panel	The Agency Decision Maker completes the decision form on CASS.
Within 7 working days of the fostering team manager having received the ADM decision	Foster carers are provided with written notice of the decision or qualifying determination by the panel administrator .