

ACTION PLAN FOSTER CARE SERVICES INSPECTION 2011/12

<u>Action Under Review</u>	<u>Action Required</u>	<u>By Whom</u>	<u>Date of Completion</u>	<u>Outcome</u>
To have in place a robust monitoring system which ensures the fostering service is fully compliant with the regulations.	<p>Ensure that the tasks identified in this action plan are completed.</p> <p>Fully implement the Paris monitoring and reporting facilities.</p>	<p>Service Manager (Resources)</p> <p>Service Manager (Fieldwork)</p> <p>Family Placement Team Manager</p> <p>Family Placement Senior Practitioner</p> <p>Business Systems Team</p>	May 2012	All tasks were completed and embedded into relevant documents and agreements.
Protocol to be devised for dealing with requests from foster carers for a change of supervising social/support worker.	<p>Protocol to be established which sets out:</p> <ul style="list-style-type: none"> • Purpose • Rationale • Attempts at resolution • Procedure for transfer 	<p>Family Placement Team Manager</p> <p>Family Placement Senior Practitioner</p>	July 2012	This was integrated into the supervisory process, to enable any issues and subsequent actions to be taken (including transfer) if appropriate.

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Foster Carer Agreements to be completed promptly following approval.	Family Placement Team procedures to be updated to ensure compliance. Compliance to be monitored via supervision and file audits.	Family Placement Team Manager Family Placement Senior Practitioner	April 2012	This was taken up with immediate effect, with necessary procedural changes and the file auditing documentation being altered to capture this.
Foster Placement Agreements to be completed prior to placement or within seven days of placement.	Joint visit proposal to be implemented. Child Care Manual to be updated to reflect joint visits requirements.	Family Placement Team Manager Field work Team Managers Ian Maclaren	May 2012	This was addressed with immediacy. Fostering and Fieldwork colleagues were reminded of the due process and timeliness of completing said agreements.
Panel Minutes to consistently record the reasons for panel recommendations.	Review current recording practice and update accordingly to ensure panel minutes always reflect the reasons for the recommendations .	Family Placement Team Manager Panel Administrator Panel Chair	May 2012	Panel minute format and information have been amended to ensure compliance with good practice recommendation.

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All formal agreements and reports are signed, dated and completed in a timely manner.	<p>Viability assessments are to be signed and dated by the author and counter signed by a manager.</p> <p>Protocol to be put in place where unsigned documents are submitted to family placement.</p> <p>Parents signatures must be obtained when children are accommodated under Section 20 or the reasons why there is no signature is clearly recorded on the case file.</p> <p>Monitoring and auditing of case records to ensure compliance.</p>	<p>Family Placement Team Manager</p> <p>Field work Team Managers</p>	May 2012	<p>This was undertaken with immediacy. All Field and Foster Care Social Workers were informed and reminded of the signatory process and time requirements.</p> <p>Auditing of this activity is ongoing / timelines are recorded as meeting the requirement.</p>

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Where there are complexities in the management of a case, a clear strategy is put in place and timescales set to ensure difficulties are resolved in a timely manner.	Develop a strategy to deal with management of such cases.	Family Placement Team Manager Field work Team Managers	July 2012	Joint working protocol has been confirmed to ensure due processes are adhered to and timeframes are set to ensure clear outcomes.