

**Transition Process within the Fostering Resource.**

**Managers**

* FST and FRT Support Managers or Deputy Team Managers meet every 2 months and discuss the following:
	+ Carers Transferring to FST
	+ Expected Allocated worker in FST
	+ Any difficulties with carers or placement currently or need for a more specialised handover/senior worker to be allocated.
* Actions from this meeting include:
	+ Allocation emails to FST and FRT Workers clarifying the expectations (below).
	+ When handover visit takes place, checklist (appendix 1) signed by both workers and sent to Team Manager to reallocate on LL to receiving worker, checklist uploaded to LL.

**Transition 1. FRT to FST.**

1. FSW to ensure fostering household has current and updated one page profile, Liquid Logic profile, supervision agreement, and case note summary.
2. Receiving FSW to attend Annual Review Panel or chaired review meeting with foster carer and current FSW.
3. Receiving team to review the Annual Review paperwork, including Form F and previous panel minutes and ADM decision sheets.
4. Joint supervision handover visit with both FSW’s and foster carer to note Care Plans, foster carer PDP, Fostering Household risk assessment, Fostering risk assessment. Including any outstanding CAHMS 1-1 sessions.
5. Receiving FSW to note TSD status, complete new supervision agreement, and ensure training expectations for the upcoming year are discussed.
6. FSW from exiting team to notify line manager of handover visit completion so that case can be re-allocated on LL.

**Transition Process from Fostering Support Team to In House Placement Finding Team:**

When a carer wishes to transition to Band 3, they need to complete the relevant skills audit in line with their annual review with their current Fostering Social Worker. This is then followed by a chaired annual review. The report from the review chair will then be sent to the Agency Decision Maker for approval of increase in payments to Band 3. Please refer to the pathway in the link below.

When this has been completed, the above transition process is to be followed, using the checklist below.

Flow Chart [Here](file:///%5C%5Csvrshfp01%5CEDS_Shirehall%24%5CPracticeLearningTeam%5CGENERAL%5CTri%20X%5CTri-X%20Local%20Resources%5CLocal%20Resources%20Document%5CBand%20Progession%20FLOWCHART%20FINAL%20%282%29.docx).

**Appendix one:**

**Fostering Transfer Checklist**:

Carers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FRT/FST Fostering Social Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FST/IHPF Fostering Social Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Action: | Comment: |
| Case Note Summary up to date and in correct formatting |  |
| All supervisions and visits recorded and finalised |  |
| All case notes finalised |  |
| New Profile and 1 page profile completed |  |
| All documents from assessment/application profess uploaded to Liquid Logic |  |
| TSD Workbook Completed and Certificate Issued  |  |
| Recent Audit:All Actions Completed  |  |
| If transitioning to Band 3, Skills Audit completed with specifics to any additional training required. |  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_