**Fostering Annual Review Process**

**12 weeks before the Annual review is due:**

SSW arranges for foster carer contribution/CLA and child forms and social worker feedback forms to be sent out by the Fostering Business Support Officer

SSW arranges for the foster carer to complete the Annual review paperwork and undertakes visits to CLA and birth children

**8 Weeks before the AR is due:**

SSW sends the report and bundle to their line manager for QA and sign off

SSW sends the bundle of documents to the Fostering Reviewing Officer.

**Within 2 weeks of receipt of the bundle:**

**(**6 weeks before AR is due**) – Business Support at the request of** FRO arranges AR at the foster carer’s home and invites the SSW who must be present. Confirmation letter to be sent to carer

**NB** if the foster carers are approved as a couple then both carers must be present

**4 weeks before AR is due:**

FRO sends report to the foster carer(s) and SSW for comments to be returned within 5 days

**3 weeks before the AR is due for ARs not going to Fostering Panel:**

FRO sends completed report and ‘bundle’ to the Panel Advisor (direct to ADM if Panel Advisor not in post) for ADM sign off.

ADM signs off and arranges for re-approval letter (with updated Foster Care Agreements) if required to be sent to the foster carer(s), returning the ADM comments to the TM to ensure that all actions are understood and followed up in supervision with the relevant ATM and SSW.

**3 weeks before the AR is due for ARs going to Fostering Panel:**

FRO sends completed report and ‘bundle’ to the Panel Advisor (or Panel Administrator (cc TM) if Panel Advisor not in post) who books AR into Fostering Panel.

The usual Foster Care Panel process applies. ADM signs off and arranges for re-approval letter with updated Foster Care Agreements, if required, to be sent to the foster carer(s), returning the ADM comments to the TM to ensure that all actions are understood and followed up in supervision with the relevant ATM and SSW.

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| **Abbreviation** | **Description** |
| **CLA** | **Children Looked After** |
| **AR** | **Annual Review** |
| **QA** | **Quality assurance** |
| **FRO** | **Fostering Review officer** |
| **SSW** | **Supervising Social Worker** |
| **ATM** | **Assistant Team manager** |
| **TM** | **Team Manager** |
| **ADM** | **Agency Decision Maker** |
| **8/5/18** | **Review date 8/5/20** |