**Appendix 1. Fostering Household Surveillance Risk Assessment and Written Agreement**

TO BE COMPLETED IN EXCEPTIONAL CIRCUMSTANCES IF THERE IS SURVEILLANCE IN OR AROUND THE FOSTER HOME. THE BELOW AGREEMENT MUST BE COMPLETED AND SIGNED OFF BY THE REGISTERED MANAGER AND CHILDREN’S SOCIAL WORKER(S) (if applicable). THE WISHES AND FEELINGS OF ANY CHILD LIVING WITH THE FOSTER FAMILY MUST BE CONSIDERED.

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| **Name of Prospective Foster Carer(s)/Foster Carer(s)** |  |
| **Date check undertaken** |  |

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| **Guidance** |
| Supervising Social Workers are responsible for the completion of this Risk Assessment and Written Agreement. Full and specific details **MUST BE** given providing a clear description of what safety measures are in place, what action is required by whom and within what timescales to ensure safe and full compliance in each of the areas identified below. The Supervising Social Worker is responsible for regular review and monitoring of foster carer(s) compliance with all aspects of their Health and Safety and Safer Caring Practice.  Foster carers are responsible for ensuring that any foster child living with them is aware of this risk/hazard prior to exposure/participation.  Caldecott Fostering would prefer that surveillance equipment is not used either in or around the foster home but may agree to its use in exceptional circumstances. Caldecott Fostering would prefer that any surveillance equipment is only installed in outside areas as a protective measure and not inside the foster home.  Surveillance equipment can pose risks in relation to children/young people’s privacy and confidentiality. Attention must be given by the Supervising Social Worker and foster carers to identify and robustly assess the potential risks, ensuring they can be effectively and safely managed, and the risk of harm minimised. Any requirements relating to this appendix **MUST BE** included in the Household Safer Caring Plan and the Individual Child Safety Plan for each child/young person.  Please note:   * If a video doorbell is fitted that records footage, the relevant sections of this form must be completed. * The Foster Carer Profile and Household Safer care Plan MUST note if the property is fitted with surveillance equipment and the relevant details. * Monitoring stations can dial in and view live footage if the surveillance equipment is linked to a home security system - for example ADT systems have live monitoring. * External viewing – if the capability of external viewing exists this MUST BE noted, including details of who can access this and how i.e. mobile phone/tablet/laptop etc. |

**General Issues** (please insert full details)

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| **1** | Describe the surveillance in use, whether it is external or internal, including the location of any cameras and monitors. |  | |
| **2** | Describe its purpose and use and why this is considered necessary – have alternative ways of protection the property been considered. |  | |
| **3** | Is the data captured and stored securely?  Provide details of who has access to recordings/tapes/live footage. |  | |
| **4** | Indicate the potential risks. | **Invasion of privacy** |  |
| **Breach of confidentiality** |  |
| **5** | What current arrangements are in place to address these risks? |  | |
| **6** | Age range of children/young people fostered in the household. |  | |
| **7** | Describe the potential risks for a foster child. |  | |

**M = Mandatory (regulation/legislation/agency policy)**

**BP = Best Practice (preferred practice/standard)**

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| M/BP | Issue/Item | | | Yes | No | | Include description and detail of action required – including date for compliance | | |
| M | All children and young people must be informed that surveillance is installed, shown the camera locations and any viewing monitors. (See form below) | | |  |  | |  | | |
| M | Surveillance cannot be installed in bedrooms, bathrooms, toilets or other areas where children and young people dress/undress or would expect privacy. | | |  |  | |  | | |
| M | Recordings cannot be shared with anyone other than the foster carers unless in a criminal/civil or child protection investigation.  In such cases the Registered Manager **MUST** be informed, and agreement of the child’s local authority or parents **must be sought in writing** prior to downloaded footage being passed on. | | |  |  | |  | | |
| M | Caldecott Fostering requires that recordings should be erased after 7 days unless they contain evidence required in a criminal/civil or child protection investigation.  During that period recordings must be stored securely and only accessed by the foster carer(s) named on this risk assessment. | | |  |  | |  | | |
| M | If footage is archived for use during an investigation for evidential purposes the recording **must** be deleted on conclusion of the matter. | | |  |  | |  | | |
| M | Any codes or keys relating to the surveillance equipment must be stored securely and only accessed by the foster carer(s) named on this risk assessment. | | |  |  | |  | | |
| M | The foster carer(s) must inform Caldecott Fostering of any changes to the surveillance in the foster home (areas covered, additional cameras etc). | | |  |  | |  | | |
| M | Signage noting surveillance is operational and recording footage **must** be prominently displayed i.e. on all access points to the home. | | |  |  | |  | | |
| M | The Foster Carer Profile and Household Safer Caring Plan must also note surveillance is operational. | | |  |  | |  | | |
| M | Individuals have a right to access images relating to them. When disclosing recordings to those that appear in them, the identity of any others that appear in those recordings must be protected. | | |  |  | |  | | |
| **Note:** Summarise discussion with Prospective Foster Carer(s)/Foster Carer(s), record actions required - anycompliance requirements must be followed up and noted as completed within supervision notes. | | | | | | | | | | | |
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| Designation of Staff member completing this form: | | | | | | | | | | | |
| Print name: | | |  | Signed: | | |  | | Date: |  | |
| Prospective Foster Carer/ Foster Carer 1 | | | | | | | | | | | |
| Print name: | | |  | Signed: | | |  | | Date: |  | |
| Prospective Foster Carer / Foster Carer 2 | | | | | | | | | | | |
| Print Name: | | |  | Signed: | | |  | | Date: |  | |
| REGISTERED MANAGER AUTHORISATION | | | | | | | | | | | |
| Registered Manager Comments: | | | | | | | | | | | |
| Print Name: | | |  | Signed: | | |  | | Date: |  | |

***For approved foster carer(s)– this document needs to be uploaded to Charms and digitally signed by the foster carer(s), supervising social worker and Registered Manager.***