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**Kent Fostering Service**

**Foster Carers Holiday Request Form**

* **To be completed by the child’s main Foster Carer/s at least four weeks prior to holiday leave commencing or as soon as possible once the need for the break is identified.**
* **To be used where holiday will be taken using a relief care arrangement or carer to carer respite placement.**
* **Separate form to be completed for each child.**
* **Completed form to be emailed securely by foster carer/s to the area Fostering Support Team DUTY mailbox copying in their Fostering Social Worker**

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| **Date of Request:** |  | | |
| **Main Carers Details:** |  | | |
| **Fostering Social Worker:** |  | | |
| **Break requirement** | | | |
| **Start Date:** |  | **Start Time:** |  |
| **Return Date:** |  | **End Time:** |  |
| *Break start and finish times must be the same otherwise day care payments will need to be agreed.* | | | |
| **Number of Nights:** |  | | |
| **Type of break requested**  *Please tick which type of break is required.* | | | |
| **Main Carer Holiday Allowance:** Y/N |  | **Break additional to Holiday Allowance to support placement stability:** Y/N |  |
| **Funding where break is in addition to holiday allowance (Carer to Carer respite only)** | | | |
| **Funding Agreed and Date:** |  | **Any Enhanced Payments?** |  |
| **Who will provide the break** | | | |
| **Relief Carer** Y/N |  | **Foster Carer** Y/N |  |
| **Child’s Name:** |  | | |
| **Age and DOB:** |  | | |
| **Child’s Social Worker & contact details** (inc mobile telephone number)**:** |  | | |
| **Child’s Team Manager & contact details:** |  | | |
| **Placement with siblings of other children?** |  | **Can siblings share a bedroom?** |  |
| **Previous Foster Carers used or who have a positive relationship with the child?** |  | **Have any preliminary discussions been had with these Foster Carers about providing break & outcome:** |  |

**FOR USE BY THE FOSTERING SUPPORT TEAM**

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| **Name(s) of Relief Carers or Foster Carers providing break:** |  |
| **Address and contact numbers of Relief Carer/s or Foster Carers providing break:** |  |
| **Respite Foster Carers Allocated Fostering Social Worker:** |  |
| **Record of main Foster Carers Holiday Leave by Business Support:** |  |