

**Timeline for social workers undertaking an assessment:**

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| Within 7 days of notification | Complete a Liberi check of the proposed or actual private foster carer or any member of his household is/has been known to social services (and liaise with other local authorities if the proposed private foster carer has only been in the present local authority area for a short time). It is particularly important that the carers electronic file is checked in order to ascertain whether they have privately fostered children before and whether they have been prohibited from doing so in the past.  Visit private foster carers and complete [PF01b](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF01_B)%20Private_Foster_Carer_Notification_Form.docx) (Private Foster Carer Notification Form), [PF01d](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF01_D)%20Carer_Consent_to_Agency_Checks.doc) (Carers Consent to Agency Checks) and [PF07](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF07)%20Carers_Permission_For_Enquiries_with_GP.doc) (Carers permission for medical disclosure). Use one of the leaflets to explain your role and the purpose of the assessment.  Check suitability of accommodation using checklist [PF10](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF10)%20Private_Foster_Carer_Health_Safety_Checklist.doc) and suitability of anyone living in the home.  Notify appropriate agencies and apply for agency checks with:   * OFSTED using [PF06](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF06)%20Letter_to_Ofsted.doc) * PROBATION using [PF03](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF03)%20Foster_and_Agency_Check_Form.doc) * PRIVATE FOSTER CARERS GP using [PF08](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF08)%20Letter_to_GP_and_Medical_Check.doc) * LETTER TO PRIVATE FOSTER CARERS CHILD/REN’S EDUCATION/HEALTH PROVISION using [PF05](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF05_A)%20Letter_to_Health_Education_Advising_of_Placement.doc) * 2 PERSONAL REFERENCES using [PF11](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF11)%20Questionnaire_For_Completion_By_Referees.doc)   See child alone – use one of the leaflets to explain your role and explore the reasons why the plan is to/they are privately fostered. Explore any worries or questions.  Speak to or visit parents. [PF02b](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF02_B)%20Parent_Notification_Form.doc) (Parent Notification Form) and [PF02c](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF02_C)%20Parental_Medical_Consent.doc) (Parent Agreement to Medical Treatment) to be completed. Encourage parents to draw up a written agreement [PF02e](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF02_E)%20Written_Agreement%20unfinished.doc).  Escalate any initial concerns to Team Manager or Service Manager, if child subject to CP plan already, notify CP Chair. |
| Within 14 days | See child alone.  Apply for DBS checks.  Start PFAAR. C&F assessment should be started if it is considered that child could be in need or is already subject to CIN or CP plan.  Issues in relation to finances and contact with parents to be discussed and arranged between private foster carer and parent. |
| By day 35 | Assessment ideally should be completed ready for Team Manager to QA.  Assessment must include:  2 references and referees spoken to by Social Worker  DBS check  Agency checks of PF carer and their children (as above)  Analysis of PF carer’s ability to meet all the needs of the child, plus consideration of how these needs will be met in the future.  Parents and child’s views of PF arrangement.  Consideration as to whether PF arrangement is the correct arrangement for this child eg. Might a Child Arrangements Order be more suitable? |
| By day 42 | Assessment to be signed off by Service Manager. |
| Post day 42 | PF carer, parent, and child to be notified of outcome of PFAAR.  If approved, letter to PF carer, use [PF09a](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF09)%20A_Letter_to_PF_Carer_Regarding_Assessment.doc) (A letter to PF carer regarding assessment).  If certain requirements to be imposed on PF carer, use [PF21b](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF21_B)%20Letter_to_PF_carer_re_requirements.doc)/[PF21a](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF21_A)%20Request_To_Impose_Remove_or_Vary_a_Requirement.doc) (Letter to PF carer re requirements, Request to Impose, Remove or Vary a requirement).  If not approved to be a PF carer, a notice of prohibition letter should be sent [PF23](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF23)%20Notice_of_Prohibition.doc) (Notice of Prohibition).  Social worker and Team Manager would then need to consider next steps in terms of safeguarding the child. |
| Child subject to CIN or CP  before PF arrangement | All statutory requirements to continue in parallel to the PF arrangement. |
| Child just subject to PF arrangement. | Child to be seen alone in PF address every 6 weeks for first year and every 3 months thereafter. |
| Yearly | PFAAR to be updated and annual review meeting held (using [PF15](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF15)%20Annual_Review_of_Private_Fostering_Arrangement.doc)) between PF carer and parent(s). |
| End of placement | PF carer should be asked to complete [PF16](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Private%20Fostering%20(PF15)%20Annual_Review_of_Private_Fostering_Arrangement.doc) (Notice of End of PF placement) to confirm end of placement (and new address if appropriate). |