**Rest and Recuperation R&R Flowchart**

Foster parent to discuss R&R options with SSW.

Fostering Administrator to send child’s front sheet, pocket money arrangements, child risk assessments, delegated authority, child’s care plan, matching form and family book to R&R foster parent.

SSW to complete R&R matching form to find suitable R&R foster parents for Child/YP.

On day of R&R the foster parent to hand over child H&M diary and any medication or aids to R&R foster parent.

R&R request to be added onto fortnightly pay run and end of year spreadsheet by fostering administrator.

SSW sign and forward R&R request to fostering administrator. Fostering administrator then files the respite request in child’s file and finance file.

SSW to notify child/YP’s local authority social worker of R&R placement. – sending matching form and get agreement for this to take place.

The Foster parent then fills out a R&R request form and sends back to SSW.