**Form F Flowchart**

1.

**Enquires received from LA via Fostering Administrators email.**

**Enquirer details to be added to the fostering drive and updated on the system.**

**Enquires to be booked onto a call for an initial call/visit.**

2.

**Enquirers that have met the fostering requirements should be made aware of the fostering process and an initial visit with the fostering advisor should be arranged within a two-week time frame.**

**During this visit an initial visit form should be completed and applicants given a welcome pack and an application form should be given.**

**(This can be via Zoom and email if Covid restrictions are in place)**

3.

**After a successful initial visit, applicants will be provided with the details of the next Skills to Foster training sessions. The training compromises of 2 sessions before the assessment stage.**

**On receipt of their application the fostering agency can begin to carry out the necessary stage 1 & 2 checks. This includes reference requests, DBS, Medicals, Local Authority check and internet and social media checks.**

**Where an applicant is or was a foster parent at a previous agency a previous agency check should be completed.**

4.

**Applicants to be allocated an Independent Social Worker to carry out their assessment. At least 1 visit should take place in the home (unless Covid restrictions are in place). Allocating and assessment can be arranged prior to their attendance at STF training. Panel dates to be agreed with ISW within a 2-4-month time frame.**

5.

**BAAF Form F Assessment template to be used. Feedback form for What Is Fostering to be sent to ISW along with SAY IT! Panel views.**

6.

**Form F to be submitted to RM 4 weeks (include the 2 weeks prior to panel date to allow for panel members to read the Assessment) before panel for QA process to be completed.**

**Final report to be sent to panel advisor 2 weeks before panel for inclusion in the panel members pack.**

7.

**Panel administrator to send out all completed paperwork to the registered manager/panel advisor to Q&A, 4 weeks before panel; they have 2 weeks to review, make changes etc. then send back to the panel administrator. The panel administrator then sends out all paperwork (by secure email) 2 weeks before panel to Panel chair and panel members.**

**PANEL MEMBERS TO ADVISE PANEL ADMINISTRATOR OF ANY CONFLICT OF INTEREST WITH 24 HOURS OF RECEIVEING PANEL DOCUMENTS**

**All reports must have a fire plan and health and safety plan.**

**1 week prior to panel date all panel members should return panel member notes to the panel administrator who will pass to panel chair and panel advisor immediately for review send to panel chair for review.**

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8.

**Day before Panel**

**Face to face - Panel Administrator to ensure that Panel Members profile folder is up to date and remove any members not sitting on panel.**

**All name tags and seating chart are complete, and a Dictaphone is fully charged and ready for use.**

**Virtual – Recording on Zoom will supplement the need for a Dictaphone.**

9.

**Panel Day**

**Panel administrator to ensure panel members profiles, main panel folder, seating arrangements, Dictaphone and name tags have been organised. All office staff and SSW’s to have a copy of panel timetable.**

**Panel paper folder will be available at all panels including virtual for reference.**

**All foster parents/ applicants, SSW’s ISW’s and panel members to be given panel feedback forms. To be completed after panel and handed in to the panel administer.**

**For all foster parents/ applicants will receive details of what will happen next**

10.

**Minutes (And After Panel)**

**Panel Administrator/minute taker to type up all minutes within 48 hours of panel and send to panel chair. Panel chair to agree and send to panel administrator within 48 hours of receiving.**

**PANEL ADMINISTRATOR TO DISTRIBUTE SECURELY TO ALL PANEL MEMBERS IMMEDIATELY**

**Panel members should inform the panel chair of their agreement of the minutes within a further 48 hours, at this point panel members can send in their invoices to the registered manager /Panel administrator. Invoices are sent to finance within 2 weeks and paid by BACS within 1 week.**

**Panel chair to sign off the minutes and send to panel administrator who then sends to the ADM immediately. ADM has 7 Working days to approve/decline recommendations. Once completed ADM sends back to the panel administrator.**

**Panel Administrator calls applicant to confirm the decision from the ADM. Follow up with congratulations card, foster parent agreement and other administration task.**

**Within the panel minutes there will be a panel action section which will need sending to all staff members to be actioned before the next scheduled panel. Panel actions to be sent to panel administrator 1 week before the next panel.**

**Minutes to be added to the panel folder in the fostering drive and the section relating to each Foster parent to be added to their section on the fostering drive.**