**Referrals Flowchart**

If the placing authority, foster parents, fostering manager and SSW agree that it is a good match, matching risk assessments and Placement plans will be completed, as well as discussions to begin around placement start dates and fees.

The placing authority then respond to fostering manager asking for some more information on the foster parents or will respond saying that the foster parents are not a correct match. If the placing authority responds with more information fostering manger will send this over.

At this point the Fostering Manager will complete a placement matching considerations form to ensure the bets possible match is made.

The foster parent will then either consider or decline. If foster parent considers, the fostering manager sends the foster parent’s profile to the placing authority to be considered, along with any other relevant information required. If foster parent declines the referral subject heading gets changed to show foster parent declined and this is filed accordingly.

Where possible, referrals are to be responded to and put into relevant mailbox folders:

* No further action
* Residential requests
* Considered/declined
* Miscellaneous

Or kept in the inbox folder color coded to each SSW’s case load, if foster parent has been put forward. (SSW’s are to be a key part of matching)

The Fostering Manager screens all referrals in mailbox. Then forwards any good matches to SSW and/ or foster parents.