 **Unannounced visit Flowchart**

Fostering administrator to save Unannounced visit report to Foster parents file.

Add the date Unannounced visit was completed and the date the Unannounced visit report was saved to file – on the Unannounced visit spreadsheet.

SSW to send signed copy of unannounced visit report to Fostering Administrator within 2 weeks of visit date.

SSW/FM to type up unannounced visit report within 1 week of visit date and send to foster parent to read, sign and return to SSW with another 1 week.

1-2 Unannounced visits per year to be completed by SSW + 1 visit completed by Fostering Manager