Dorset Council

Fostering Team - 9. 5 months after the previous review or ADM decision – review process starts: activity Paperwork required = CORAM BAAF review forms including all consultation forms to be sent out

Key: ► Relates to Audit

4 Weeks before the review meeting :

Fostering Social Worker (FSW) should have completed the first draft of their form, FR-A and other completed forms and sends request to the **Fostering Team Manager** for consideration and comment
FSW requests panel date where they already know a panel slot will be required

2 Weeks before the review meeting:
Fostering Team Manager completes their annual review QA form and sends the request to **Fostering Reviewing Officer's Manager** to allocate to **Fostering Reviewing Officer (FRO)**
FRO Manager sends request to **FRO** to chair and complete annual review
FRO agrees a date to carry out the review with the **FSW**

Week 1
►**FRO** starts reading review paperwork in preparation for review and audit, seeking any clarifications in advance of the meeting where necessary
►**FRO** arranges a time with the **FSW** to complete audit together after the review has taken place
►**FRO** advises child's **IRO** for the oldest child in placement (**A**) who will contact the child and complete their section of the audit to return to the **FRO** within 2 weeks

Week 2
Review takes place in foster carer's home

Week 4
FRO writes up the review report within 2 weeks of the review
FRO sends request 'Fostering Admin to send FRO report to foster carers'
Fostering admin send out the **FRO's** report to the foster carers for comment allowing 2 weeks
Fostering admin receives comments and adds them to mosaic
►**IRO (A)** completes moderation of the audit and sends audit to QAPaudits email who will upload to mosaic, collate data and pass collated data to the Service Manager for Fostering and Resources to complete their highlight report.

Week 6
FRO checks mosaic for comments on the FRO report and amends any factual inaccuracies where appropriate
FRO sends request to **FRO Manager** to review and QA (irrespective if comments come back from the foster carer or not)
►Service Manager for Fostering and Resources completes quarterly highlight report for next quality monthly moderation meeting

Week 7
FRO Manager QAs the review report.
FRO Manager considers and authorises the review
FRO Manager sends 'request panel date for the review' (if required)
FRO Manager sends request 'delegated ADM to make decision regarding carers approval or refer on to foster panel'
FRO Manager sends request 'please send relevant information (see notes in this request)' to Fost TM '**FRO** process is complete'

Final Actions
a)   Service Manager Corporate Parenting and Permanence completes Delegated ADM process
OR
b)   Panel process. Review takes place. Panel admins send 'Recommendations' to ADM for decision making