

Scope

This policy applies to all PCC Foster Care Agency's employees, including:

- The Registered Person
- Permanent staff
- Voluntary staff
- Placements and Work Experience
- Temporary staff

Purpose

To inform the aforementioned staff of the PCC Foster Care Agency requirements in relation to the monitoring of Schedule 6 matters and the Agency's Standards of Care.
To ensure that PCC Foster Care Agency complies with the relevant legislation and codes of practice.

Introduction

PCC Foster Care Agency is committed to fulfilling its duties and responsibilities in regard to the monitoring of the service. These are outlined in the:

- Foster Service Regulations 2011 (Section 35 and Schedule 6)
- Foster Services: National Minimum Standards 2011 (Standard 25)

Responsibilities

Registered Manager

PCC Foster Care Agency's Registered Person has a legal duty, as outlined in Schedule 6 of the above legislation, to monitor the following items:

1. **Compliance in relation to each child placed with foster parents, with the child's care plan.**

Care Plans are created by the responsible authority for every child or young person who is received into care. The Care plan must record:

- The long term plan for the child.
- The arrangements in place for health, education, and training. Emotional and behavioral development, identity, family and social relationships. Social presentation and self care skills.
- The name of the child's Independent Reviewing Officer.

All relevant documentation should accompany the child on placement and, if not forthcoming, is requested within five working days from the placing authority by the administrative worker assigned to the region in which the carer lives. The child's Care Plan, is monitored via the monthly file audit carried out by administrative staff and the quarterly statistics. Compliance is

monitored by the administrative staff through file audits and data sheets which are circulated to the management team.

2. All accidents, injuries and illnesses of children placed with foster parents.

All accidents, injuries and illnesses are logged by carers on the appropriate incident form and sent in to the administrative worker who will forward it to the registered person or team manager for signature. A copy of the incident report is forwarded to the child's social worker. Serious incidents will be brought to the manager's attention as soon as possible and a decision taken as to whether a Schedule 7 notification to Ofsted is required. The quarterly statistics will contain information from these files for monitoring and formal quality assurance purposes.

3. Complaints in relation to children placed with foster parents and their outcomes.

Complaints are dealt with under the Complaints procedure. Both the complaint and the outcome are recorded. The quarterly statistics contain information on complaints to ensure that they are dealt with promptly and effectively. Any lessons learned from complaints are used to inform or change agency processes and procedures. This is an integral part of the PCC Foster Care Agency's Quality Assurance process.

4. Any allegations or suspicions of abuse or neglect in respect of children placed with foster parents and the outcome of any investigation.

The agency has a procedure which is compliant with current legislation. PCC Foster Care Agency keeps a record of all allegations or suspicions of abuse and a record of the outcome of any investigation. Information on this matter is included in the Quarterly Statistics and Quality Assurance.

5. Recruitment records and the conduct of required checks of new workers.

Recruitment policies and procedures are clear and well understood within the agency and are easily accessible. PCC Foster Care Agency is compliant with Schedule 1 of the Fostering Services (England) Regulations 2011 before any member of staff or sessional worker is permitted to work for the agency.

This is then checked by the Registered Person when compiling quarterly returns.

6. Notifications of events listed in Schedule 7.

All events requiring notification under Schedule 7 are reported to the appropriate authorities and to Ofsted as specified and a folder of such notifications maintained by the Registered Person.

7. Any child missing from a foster parent's home without permission.

All unauthorised absences by the foster child from the foster home are logged by the carer through completion of the relevant incident form, kept in the appropriate file and monitored via the quarterly return. Persistent absences are managed jointly between PCC Foster Care Agency and the placing Local Authority and strategies are recorded in the young persons risk management plan.

8. Use of any measures of control, restraint or discipline in respect of children accommodated in a foster home.

All incidents of restraint are logged by the carer through completion of the relevant incident form, kept in the appropriate file and monitored via the quarterly return. Regular formal supervision and informal contact ensures that incidents of restraint, control or discipline are monitored daily.

9. Medication, medical treatment and first aid administered to any child placed with foster parents.

Carers must record all medication, medical treatment and first aid administered to the foster child on a monthly basis via the monthly placement report. Monthly placement reports are copied and sent to the child's social worker for information and the agency monitors health matters through the Health Liaison Officer and through the quarterly statistics.

10. Where applicable, the standard of any education provided by the fostering service.

The agency does not provide an education service. It does however monitor both educational achievement and the level of input by carers into the child's school life and homework.

11. Records of assessments.

Full Form F assessments are retained on carer's files. Where appropriate, these are updated to ensure relevant and current information is held by the agency. Carers are also reviewed annually.

12. Records of fostering panel meetings.

Records of foster panel meetings and discussions are kept both as panel records and specifically on carer's files.

13. Records of appraisals of employees.

Records of staff supervision are kept by the relevant line manager. The PCC Foster Care Agency has an appraisal system in place and all staff are appraised on an annual basis. These are monitored within the quarterly statistics.

14. Minutes of staff meetings.

a. Senior managers meet on a regular basis to discuss administrative and operational issues and this is the decision making body for the FCC. Quality of care and performance matters are dealt with in a specific quarterly QA meeting for the SMT and some administrative staff.

b. The Directors also meet to discuss operational issues as and when required.

c. All staff to meet monthly to consult and provide feedback on agency progress and to discuss key operational issues.

d. Foster carers meet regularly through support groups and training in all regions.

Quarterly statistics on matters under Schedule 6 are compiled and circulated to the Senior Management Team and discussed every three months at the SMT meeting. Where necessary, action is taken to address compliance issues and to improve the performance of the agency as a whole.

The Registered Person ensures that the work of all of its staff, all fostering activity and all policies and procedures are consistent with the Fostering Services (England) Regulations 2011 and the National Minimum Standards.

Additionally, the Registered Person has a duty to maintain a system for improving the quality of foster care provided by PCC Foster Care Agency as part of a continuing process of reviewing the quality of care. The Registered Person is to periodically commission a review of PCC foster Care Agency's Quality of Care, this is to be at least annually. This is to be carried out by them or an appointed and authorised member of staff. Adequate resources are to be allocated and access to information is to be given to enable them to carry out the review in a thorough and methodical manner.

Where this review is carried out by an appointed person it is to be submitted to the Registered Person to allow them to carry out their statutory duties.

The Registered Person has a duty to ensure that the review considers the views of both the Foster carers and the children and young people that are looked after.

The Registered Person must provide the Chief Inspector with a written report in respect of any review conducted for the purposes of the above and, on request, to any local authority.

Team Manager

The team manager has a duty to be aware of this policy and assist and co operate with the monitoring of the service and, where appropriate, the collection of the information to enable the Registered person, or their appointed representative, to carry out their duties.

This is to be recorded on the 'Matters to be monitored (Schedule 6) reporting form' (See Appendix A).

All members of staff

All staff members have a duty to be aware of this policy and assist and co operate with the monitoring of the service and, where appropriate, the collection of the information to enable the Registered person, or their appointed representative, to carry out their duties.

This is to be recorded on the 'Matters to be monitored (Schedule 6) reporting form' (See Appendix A).

Placement Incident Report – Matters to be monitored (Schedule 6)

Fostering Service Regulations 2011 (Section 35) require that certain matters are monitored (Schedule 6)

In order to comply with these requirements the fostering worker concerned must complete and forward this form to the Registered Person immediately any such event occurs. Where applicable the Incident Report form completed by the foster carer should be attached.

This process does not replace reporting and recording processes for foster carers and social workers/support workers, it is a specific addendum in relation to events that must be monitored or notified by PCC Foster Care Agency. There may be circumstances where this process also works in tandem with complaints and allegations procedures or child protection procedures.

Name of Child/Young Person if applicable:	
Child/Young Persons Date of Birth:	
Name of Foster Carer:	
Name of carer’s Fostering Worker	
Name of child’s social worker & team if applicable:	

Matters to be monitored		Check One
1	Any non-compliance with the placement agreement or the child’s care plan.	

2	<p>All accidents, injuries and illnesses of children placed with foster carers.</p> <p>See schedule 7 for events that must be notified.</p>	
3	<p>Complaints in relation to children placed with foster carers and their outcomes.</p>	
4	<p>Any allegation or suspicions of abuse in respect of children placed with foster carers and the outcome of any investigation.</p> <p>See below for events that must be notified.</p>	
5	<p>Any child missing from a foster home without permission.</p> <p>See below for events that must be notified.</p>	
6	<p>Use of any measures of control, restraint or discipline in respect of children in a foster home. All incidents of physical restraint must be reporting using this form.</p> <p>'Physical restraint' means stopping a child/young person from doing something they appear to want to do by physical means e.g. moving child or blocking their movements to stop them from hurting themselves or others or from seriously damaging property.</p>	
7	<p>Medication, medical treatment and first aid administered to any child placed with foster carers.</p> <p>To be recorded by carer using carer's diary sheet and discussed with child's social worker/fostering worker during visits and at supervision.</p>	

<p>Details of the incident:</p>
<p>Outcome of incident:</p>
<p>Actions to be taken as a result of this incident / actions to be taken to prevent further</p>

occurrence (by whom/when)

Signed:	
Name / job title:	
Date:	

N.B. If the outcome cannot be recorded at this stage, please inform the Responsible Person once the outcome is known.

Responsible persons comments and record of discussion and agreement with Team Manager – Children in Care regarding decision to notify:

Signed:	
Name / job title:	
Date:	