

# Handover and Matching document

To support foster carers in their first year  
of registration

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## About This Document

Title	<b>Handover and matching guidance to support foster carer in their first year of registration.</b>
Purpose	<b>This document describes how foster carers should be transferred from their Assessing SW to their Supervising SW and how work with CYPSS ensures best practice when placing the first child.</b>
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## Version Control

Date Issued	Version	Summary of Changes	Created by
<b>September 2020</b>	<b>0.1</b>	<b>First Draft</b>	<b>Corrie Castleman</b>
<b>November 2020</b>	<b>0.2</b>	<b>Second draft and agreed final document.</b>	<b>Corrie Castleman</b>

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## 1. Introduction

- 1.1 The transfer of foster carers at registration to a new social work team creates risk and means that they must develop relationships with a new social worker at the same time as making decisions about being matched with their first child.
- 1.2 There are examples of newly approved foster carers resigning within the first year of fostering. These resignations may have been avoided with better transition between the teams and improved matching between children and new foster carers.
- 1.3 This guidance aims to support best practice to mitigate risk, ensuring effective transfer of carers between teams whilst maintaining focus on appropriate matching to maximise the potential for placement stability.

## 2. Pre-Panel

- 2.1 Recruitment Team Managers to send their assessment spreadsheet weekly to Quadrant Team Managers, and Children and Young People's Placement Service Managers (CYPPS) to enable timely allocation of pending cases.
- 2.2 Supervising Social Work (SSW) to be identified 6 weeks before panel date. Assessing Social Worker (ASW) to inform the Recruitment Team Manager if no SSW has been identified.
- 2.3 The case summary to be shared by email with quadrant Team Manager and SSW 6 weeks before panel date. The case summary should include:
  - Composition of the household.
  - Recommended approval, detailing the specific reasons for this recommendation.
  - Strengths and vulnerabilities.
  - Pets.
  - Experience or skills of carer(s).
- 2.4 **"Introduction joint visit"** pre-panel with ASW and SSW to be arranged at least 2 weeks before panel date. The focus of this meeting should be responding to the needs of the applicant, providing them with an opportunity to ask the SSW questions. (Lead by ASW).
- 2.5 At the introduction visit the **"post panel joint handover"** visit should be booked. This must be scheduled within 21 days of panel date. *If the SSW is not available within 21 days of panel the quadrant Team Manager or duty*

*worker will attend. Contact details for the Team Manager and the team duty number must be shared with the applicant at the Introduction joint visit.*

### **3. Foster Carer ‘Buddy’**

- 3.1** Every applicant should have a foster carer ‘Buddy’ allocated to them after the 2nd or 3rd assessment visit. This buddy should be matched as far as possible to the profile or potential registration of the applicant. The buddy provides peer support during the assessment and throughout the first year of fostering. Contact between the applicant and their buddy will initially be facilitated by the ASW.

### **4. Documents Required**

- 4.1** There are a variety of documents that are required prior to panel by the Assessing Social Worker:
- Electronic Link to policies and procedures – Resource Hub on website
  - Safer Care book (given in assessment)
  - Equipment list
  - TSD standards checklist
  - PDP
  - Expectations of fostering list

### **5. Panel or Post Panel**

- 5.1** Panel should be attended by both the ASW and the SSW. *If the SSW is not available to attend panel the quadrant Team Manager or duty worker must attend.*
- 5.2** The fostering panel should routinely ask if the ‘pre-panel introductory visit has taken place and feed back to the Recruitment and Quadrant Team Managers if this has not happened.
- 5.3** Post panel Joint handover visit TEMPLATE.
- Both applicants / carers to be present.
  - Any outstanding health and safety recommendations to be discussed including any post panel recommendations / actions that need addressing.
  - Expectations of SSW role to be explained i.e. frequency of Supervisions, HHR, CYPPS team.

- Expectations of foster carer's as set out in the foster carer agreement to be discussed.
- Matching (case summary), what do the carers visualise for their first placement?
- Who is the carers current foster carer buddy? Does this need to change or is it working?
- Confirm all relevant contact details has been shared (Duty, SSW, TM etc).
- How to contact /refer to Mental Health Co-Ordinator's or Psychologists.
- Support Groups.
- Equipment needed.
- Agreed date set for 6-month review meeting.

## 6. Matching

- 6.1** The allocated SSW must read the full Form F and the Fostering panel minutes and recommendations as soon as possible and before matching any children to newly approved foster carers.
- 6.2** Quadrant Fostering Managers must confirm in a Management case supervision when the SSW has read the Form F and the panel recommendations.
- 6.3** The SSW should discuss potential children / matches with the ASW to support effective decision making for the foster carer's first placement.
- 6.4** Carers Profile and the Case Summary on Mosaic will be used for matching by Children and Young People's Placement Service – CYPPS, this should be updated by the SSW to include any information from the panel, recommendations and the handover visit between the ASW and the SSW.
- 6.5** The carers' profile and case summary must be checked regularly in supervision with the carer and update when necessary to ensure CYPPS have contemporary information about matching.
- 6.6** What should be included in the Case Summary:
- Basic info (Language, ethnicity religion etc)
  - Hometown
  - Specific matching consideration in the carer's own family (ages of birthchildren living at home, other commitments i.e. elderly parents, care of grandchildren and any after school clubs, activities of birth children that will affect their availability)
  - Do they drive and have access to a car?
  - Any limitation to their availability for school transportations

- Awareness of expectations around contact
- Any Pets and considerations around these?
- Skills and Experience (are they current parents, transferable skills, have they fostered before)?
- Specific behaviours that they are not willing to consider
- Type of fostering they are to be considered for ST, LT preferred age group etc.

**6.7** The team 'Availability list' must clearly indicate if they are new applicants or IFA transfer.

**6.8** CYPPS must never place, or approach a carer for discussion, children outside newly approved carers preferred age range in their first year of approval.

**6.9** ASW to speak to the relevant quadrant link worker in CYPPS to inform them of the strengths and vulnerabilities of the newly approved carer and to answer any questions the CYPPS worker may have from the information on Mosaic post approval.

**6.10** Quadrant Team Managers must contact every newly approved foster carer within 4-6 weeks of approval to ensure no carer feels isolated, that they have all contact details for TM, the team, EDS and to forge an early trusting personal relationship to ensure that they are receiving the support they need.

**6.11** A review meeting/ discussion between the Foster Carer, ASW and SSW 6 months after approval to review if any potential changes in approval after experience gained are still 'in mind' to inform the upcoming HHR.



## 7. Appendix 1 – Flowchart

