



Prospective Foster Carers

This guide will take you through the steps of the Foster Carer Process.

See Appendix 1 for the Prospective Foster Carer Workflow Map.

The aim of this guide is to ensure the process is followed and to offer additional guidance where useful.

Before using this guidance please ensure you know how to create a Carer Group. Please refer to the Carer Groups Guidance

Prospective foster carer – Enquiry (CSSW)

The first step will be to create a Prospective foster carer – Enquiry (CSSW). This will either be started from the Person Summary Screen for a n individual prospective Foster Carer, or from the prospective Foster Carer Group summary screen if it is a joint enquiry/application.

Start work

On the group summary screen click the Start new work icon.

From the box that opens, select both the prospective carers for whom the new work will apply to.

Then choose the Prospective foster carer – Enquiry (CSSW) Work Item.

Complete Prospective foster carer – Enquiry (CSSW) by completing the form ensuring all mandatory fields are completed and sending the Team Manager Authorisation Request to your manager.

It is the managers responsibility to; complete the request, select the appropriate next action and finish the work item.

It is worth noting that when you have sent a Request the work will appear in your Incomplete work folder and will be highlighted in yellow. The Yellow indicates that a Request has been sent and not yet complete.

Once a manager has completed the Request it will no longer be highlighted in yellow.

In most cases the manager will reaffirm where a next action has been inputted or will select the appropriate next action, assign it to a worker and finish the work item



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From the FPS – Contact the Next Action can be;

- **NFA – Prospective foster carer process to end:** this outcome will end the process, an appropriate reason will need to be selected
- **Prospective foster carer – Initial visit (CSSW):** This work item will be assigned directly to the allocated social worker to undertake the initial visit

Prospective foster carer - Initial visit (CSSW)

Find this in your incoming work folder, click on the icon and select Start.

Group Summary - Carer - Foster Carer Carers (187652)

Summary | Personal relationships | Professional relationships | Case notes | Documents

Carer

ID	Name	Pronouns	Date of birth	Start date
2214232	Female Carer Test		4 Aug 1971 (53 years old)	6 Aug 2024
2214233	Male Carer Test		10 Apr 1968 (56 years old)	6 Aug 2024

Showing 1 to 2 of 2 entries

Address

Female Carer & Male Carer Test

London Borough Of Camden
5 Pancras Square
London
N1C 4AG
Cluster team(s): No teams serve this address
(View map)

Current work

Start

Start

Summary

Current work

Start

Start

Summary

Alternatively, this can also be started from the Current Work pane on the group summary screen by using the blue arrow icon next to the work title and selecting Start

Tip: If you click on the group icon it will show you the members of the group this work is for.

Complete the Prospective foster carer - Initial Visit (CSSW) form, ensuring the mandatory fields have been completed.

Send the Team Manager Authorisation Request to the manager for authorisation.

Commented [GP1]: Not set as mandatory?

From the Prospective foster carer – Initial Visit the Next actions can be;

- **Preparation Group.** : The Prospective foster carer - Application and Preparation Group Training (CSSW) work item can be assigned directly to the Preparation Group Worker Fostering Recruitment Assess virtual worker. Note that this outcome can be sent early.
- **Carer case closure (Children's)(CSSW):** This work item can be assigned to the worker to complete the Carer case closure (Children's) (CSSW) work item, this will end the workflow.

Prospective foster carer – Application and Preparation Group Training (CSSW)

The Prospective foster carer – Application and Preparation Group Training (CSSW) work item can be started from the incoming work folder of the Preparation Group Worker Fostering Recruitment Assess virtual worker or when acting for the worker, it can be started from the group summary screen using the blue arrow icon next to the work title and selecting Start.



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This opens on the Prospective foster carer - Application and Preparation Group Training (CSSW) work item.

The **CoramBAAF Form F – Application form (CSSW)** will be available for completion on the initial form tab and the Preparation Group Feedback Interview Agenda will be available for completion on the second form tab. Ensure that the mandatory fields are completed.

- Date application received (FP2)
- Is the application to proceed?
- Is this to be fast tracked to Stage 2?
- The date the Preparation Group Feedback was uploaded



Click on the view documents icon to upload any additional forms into the work item such as the Preparation Group Feedback.



Use the Forms and letters icon to create optional forms

- **CoramBAAF Form F – Preparation training record**
- **Foster Carer Chronology**





Send the Team Manager Authorisation Request to the manager for authorisation

On completion of the work item send the Request **Team Manager Authorisation** to the Team Manager to authorise the work, add the next action and finish the work item.

From the Prospective foster carer - Application and Preparation Group Training (CSSW) work item the next actions can be selected. Note that multiple next actions can be added as required;

- **Carer case closure (Children's) (CSSW):** This work item can be assigned to the worker to complete the Carer case closure (Children's) (CSSW) work item, this will end the workflow.
- **DBS Checks (CSSW):** This will need to be assigned to the Virtual Fostering Recruitment Assess Admin virtual worker or Virtual Family Friends and Fos Admin Worker for completion if the application is to proceed.
- **Start Local Authority Checks:** This will need to be assigned to the Virtual Fostering Recruitment Assess Admin virtual worker or Virtual Family Friends and Fos Admin Worker for completion if the application is to proceed.
- **Start medical checks:** This will need to be assigned to the Virtual Fostering Recruitment Assess Admin virtual worker or Virtual Family Friends and Fos Admin Worker for completion if the application is to proceed.
- **Fast track to stage two:**
- **Proceed to stage one:**

Prospective foster carer – Stage one assessment (CSSW)

The Prospective foster carer – Stage one assessment (CSSW) work item can be started from your incoming work folder using the  icon next to the work title and selecting Start work or started from the group summary screen under the Current work heading and using the same  icon





This opens on the Prospective foster carer – Stage one assessment (CSSW) work item. Complete the **CoramBAAF Form F – Stage 1 decision form (CSSW)**



Use the Forms and letters icon to create the optional forms

- **CoramBAAF (C&R) – Dog assessment from (CSSW)**
- **CoramBAAF (C&R) – Pet assessment form (CSSW)**
- **Form F – Preparation training record**
- **Foster Carer Chronology**



Click on the view documents icon to upload any additional forms into the work item such as the Preparation Group Feedback.





Send the Team Manager Authorisation Request to the manager for authorisation

On completion of the work item send the Request **Team Manager Authorisation** to the Team Manager to authorise the work, add the next action and finish the work item.

From the Prospective foster carer – Stage one assessment (CSSW) work item the next actions can be selected;

- **Carer case closure (Children's) (CSSW):** This work item can be assigned to the worker to complete the Carer case closure (Children's) (CSSW) work item, this will end the workflow.
- **Prospective foster carer – Stage two assessment (CSSW):** This work will be assigned to the allocated social worker

Prospective foster carer – Stage two assessment (CSSW)

The Prospective foster carer – Stage two assessment (CSSW) work item can be started from your incoming work folder using the  icon next to the work title and selecting Start work or started from the group summary screen under the Current work heading and using the same  icon

This opens on the Prospective foster carer – Stage two assessment (CSSW) work item. Complete the following forms:

- **CoramBAAF Form F – Prospective foster carer report**
- **CoramBAAF (C&R) – Financial statement & checklist**
- **CoramBAAF Form F – Assessment agreement (CSSW)**
- **CoramBAAF (C&R) – Home safety check (CSSW)**
- **CoramBAAF (C&R) – Interview record and analysis**



Use the Forms and letters icon to create the following optional forms

- **CoramBAAF (C&R) – Dog assessment from (CSSW)**



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- **CoramBAAF (C&R) – Pet assessment form (CSSW)**
- **CoramBAAF Form F – Guidance notes (CSSW)**
- **CoramBAAF Form F – Parent and child report (CSSW)**
- **CoramBAAF Form F – Permanent fostering report**
- **CoramBAAF Form F – Second opinion report (CSSW)**



Click on the view documents icon to upload any additional forms into the work item such as the Preparation Group Feedback.





Send the Team Manager Authorisation Request to the manager for authorisation

On completion of the work item send the Request **Team Manager Authorisation** to the Team Manager to authorise the work, add the next action and finish the work item.

From the Prospective foster carer – Stage two assessment (CSSW) work item the next actions can be selected; Note that multiple next actions can be added as required;

- **Employer / voluntary activity reference (CSSW)**
- **Former partner reference (CSSW)**
- **Personal reference (CSSW)**
- **Prospective carer - Case closure (Children's) (CSSW):** This work item can be assigned to the worker to complete the Carer case closure (Children's) (CSSW) work item, this will end the workflow.
- **Prospective carer – Stage two determination (CSSW)**
- **Refer to fostering panel:** This work is assigned to the Virtual Fostering Recruitment Assess Admin
- **School and nursery reference (CSSW)**

Fostering Panel (CSSW)

The Fostering Panel (CSSW) work item can be started from the incoming work folder of the Virtual Fostering Recruitment Assess Admin worker using the  icon next to the work title and selecting Start work or started from the group summary screen under the Current work heading and using the same  icon

This opens on the Fostering Panel (CSSW) work item. Complete the following forms:

- **Meeting segment**
- **Comments Segment**



Use the Forms and letters icon to create the following optional forms

- **CoramBAAF Form F – Stage 2 decision form (CSSW)**
- **Fostering panel minute (CSSW)**
- **CoramBAAF Form C – Panel member notes (CSSW)**
- **CoramBAAF Form F – Panel member notes (CSSW)**
- **CoramBAAF FR-I: Decision sheet (CSSW)**



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- **Fostering/Adoption Panel Statistics**
- **Foster Carer Chronology**



Click on the view documents icon to upload any additional forms into the work item such as the Preparation Group Feedback.



There are a number of Requests available to send.

On completion of the work item send the Request **Pass to AD for Approval** to the appropriate manager to authorise the work.

The manager will then send the Request **Admin – Update Family & Friends Carer Register** or **Admin – Update Fostering Register** to the appropriate worker. Once the Request has been completed, they will add the next action and finish the work item.

From the Fostering Panel (CSSW) work item the next actions can be selected; Note that multiple next actions can be added as required;

- **Prospective foster carer approved - Foster Carer Induction**
- **Variation approved - Foster Carer Induction**
- **Carer case closure (Children's) (CSSW):** This work item can be assigned to the worker to complete the Carer case closure (Children's) (CSSW) work item, this will end the workflow.
- **Defer and re-convene Fostering Panel**
- **Approved foster carer review (CSSW)**
- **Prospective foster carer further assessment required**
- **Prospective foster carer not approved**
- **Special guardianship assessment**

Approved foster carer review (CSSW)

When the Carer's have been approved the Approved foster carer review (CSSW) will be set up by the Panel Administrator.

Appendix 1: Prospective Foster Carer Workflow

