

Appeals Procedure (Recruitment & Assessment)

Fostering Solutions considers an **Appeal** as a process for requesting consideration to a formal change to an official decision.

Policy

If you are dissatisfied with the decision reached specific to the Fostering Assessment / Recruitment decision, you may access the Appeals Procedure.

Procedure

1. You may, after receiving written notification of the Agency's decision not to proceed with your assessment **and** after discussing the matter with the Service Manager (Panel), make representation to the Director of Operations at;

Fostering Solutions,
Head Office,
Burnden House,
Viking Street,
Bolton, BL3 2RR

2. You should do this, in writing, within 10 days from the date of any correspondence indicating the decision to close your assessment. You should outline your reason for dissatisfaction and any supporting evidence to contradict the agency's initial decision to close your assessment.
3. The Director of Operations will investigate the matter as appropriate.
4. The Director of Operations will aim to respond in writing to you, within 10 working days from receipt of your initial Appeal request, outlining the findings and conclusions.
5. If the Director of Operations does not uphold the Appeal, this decision is final and the closure of the assessment will be upheld.
6. If, in the event you remain dissatisfied with the outcome of the findings, you may refer your concerns to the appropriate regulatory body.