

SCREENING VISIT

- Undertake interview with applicant
- Complete screening pro-forma part 1 + part 2
- Complete CRB disclaimer form (Fostering Solutions internal policy)
- Complete report/documents and return to Panel Administrator Fostering Solutions
- Complete Assessment Progress Report and return

FEE = **£200.00** + travel expenses
invoice for screening and travel must be submitted with report

FORM F ASSESSMENT

It is Fostering Solutions policy that a minimum of 8 visits are undertaken as part of the recruitment of a foster carer. This is broken down as follows:

- a) Screening visit
- b) Minimum 6 assessment visits by Form F assessor (min 2 hours long)
- c) Visit by SSW who will take post approval responsibility

The Form F Assessor will be responsible for the following:-

- a) Completing the Assessment Progress Report following each visit with details as outlined (**must** be presented with completed Form F)
- b) Form F Part 1 giving particular attention to profile of the family
- c) A competency based Descriptive Report & completion of the relevant paperwork (Part 4b)
- d) Interview of ex-partners and children no longer living in the household, age appropriate (any concerns in relation to this should be discussed with Senior Practitioner, Panel).
- e) 2/3 personal referee visits and reports
- f) Support applicants in completion of their portfolio
- g) Presentation and support of applicants at Panel
- h) It is envisaged that assessment will be completed and presented to Panel within 4 months. If this time scale is not manageable discussion / agreement must be sought from a Fostering Solutions Senior Practitioner Panel Manager

FEE = **£1,500** for completed assessment presented and approved at Panel.

Please note: IF THERE ARE ANY ISSUES OR CONCERNS IDENTIFIED DURING THE ASSESSMENT THESE SHOULD BE BROUGHT TO THE ATTENTION OF THE SP/PANEL MANAGER IMMEDIATELY AND NO FURTHER VISIT UNDERTAKEN UNTIL A DISCUSSION HAS TAKEN PLACE (Failure to do so could impact on fees paid)

DISCONTINUED ASSESSMENTS:

Will be paid at the following rate:-

- **£200** per assessment visit – a report must be submitted outlining the reason why the assessment has been discontinued, in addition to all assessment notes pertaining to report. The assessment progress report must also be completed and returned.
- **£15** per hour for reference interviews undertaken (report must be submitted). Joint visits to end assessments.

TRAVEL EXPENSES

Mileage will be paid as follows: 40p per mile

Travel time is not paid; however, where Form F Assessors are travelling over 1 hour each way, the additional time will be paid at £15 per hour (pro rata). This should be negotiated prior to the commencement of Form F Assessment with a Fostering Solutions Senior Practitioner for Panel or Panel Manager

SUBMISSION OF INVOICES

Completed Assessments

- **Fee - £1500** + mileage / travel expenses.
Invoice must be submitted on day of panel.

Discontinued Assessment

- **£200** per assessment visit.
Invoice for work undertaken and mileage / travel expenses must be submitted with report.

(NB: Travel expenses / mileage should only be submitted as outlined)

Incorrect / incomplete invoices submitted by a Form F Assessor cannot be accepted and will be returned.

TRAINING AND PERSONAL DEVELOPMENT

Training sessions and development work undertaken outside of the Assessment will be paid at £15 per hour

NB:

- 1 Invoices must be submitted as directed to a Fostering Solutions Senior Practitioner for Panel for authorisation.
- 2 All work on computers must be saved on to disc, not computers hard drive. This is to comply with the Data Protection Act. Discs will be provided by Fostering Solutions and should be returned on completion of the assessment.