



**Nottingham City**  
**New Carers Guide to**  
**Fostering**

## New Carer Guide

- **Fostering Panel:** It's an independent panel which includes professionals from various walks of life. Panel can only make recommendation and the final decision will be made by the Agency Decision Maker (ADM) approximately 2 weeks from the panel date.
- **Post Approval Panel:** Foster carers will return to panel after their first year annual review and thereafter only when there is a significant changes in circumstances/concern/allegation. Carers are expected to attend the panel as panel members would like to hear the views.
- **Supervising Social Worker (SSW):** Every approved carer will be allocated with a Supervising Social Worker to support the carer and their family.
- **Matching Matrix:** Matching matrix will be completed on all placements made. This will be shared with a referral from the placement officer/child social worker and this has information about child coming into care. We try to place children within the approval range of foster carer.
- **Exemption:** Children can be placed on exemption on an exceptional circumstances but this needs authorisation from the Service Manager of area where foster carer lives in.
- **72 hour – Initial Placement Meeting:** This needs to be within 72 hours of child placed. Child social worker, Supervising social worker and foster carer will attend and plan for the placement. Risk assessment, delegation of authority and placement plan will be completed within this meeting. Child birth certificate, passport, copy of care plan and any orders will be shared with foster carers.
- **Delegation of Authority:** Delegated authority is the process that enables foster carers to make common sense, everyday decisions about the children and young people they care for, such as allowing them to go to friends' houses for sleepovers, signing consent forms for school trips and even arranging haircuts.
- **Statutory Reviews of the Care plan:** A 20 day Children in Care (CIC) review takes place followed by 3 monthly and 6 monthly Reviews. This is the meeting chaired by an Independent Reviewing Officer (IRO) from safeguarding board and attended by professionals around children including birth parents and foster carers. The meeting will be reviewing on how the child's care plan is achieved and the IRO will make recommendations to follow through.
- **Foster Carer Annual Review:** Foster carer review is a regulatory requirement that reviews will take place at least within every 12 months. An early review will be called if there has been a change in circumstances/concerns raised. Review will be chaired by the Independent Reviewing Officer (IRO). A report will be prepared by your SSW, child social worker of the child in your placement, you will be asked for a report and children in the family. Foster carers are expected to attend the meeting.
- **Foster Carer Agreement:** This is a document reviewed yearly basis, which sets out the expectation of a foster carer.
- **Home Safety/ Pet questionnaire/Safer caring/Fire plan/Personal Development Plan:** will be updated by your SSW annually.

- **Child's File – Daily Log:** Every child will have a child's file needs to be maintained by foster carer this includes daily logs. The file goes with child if the child moves from the foster placement. Your Supervising Social Worker will have a sight and sign the log when they come for a Supervision visit.
- **Foster Carer Buddy Scheme:** We do have list of experienced foster carers for informal support and advice. Please do contact Lynsey Archer – fostering recruitment project officer @ [Lynsey.archer@nottinghamcity.gov.uk](mailto:Lynsey.archer@nottinghamcity.gov.uk) mobile: 07526624305 for the contact list.
- **Weekly fostering allowance:** Foster cares are paid a weekly allowance on a remittance form. The allowance is in line with national fostering regulations and this will be reviewed annually. Allowance with effect from 1<sup>st</sup> April 2020.

**Basic Allowance:**

0 – 4 years	£135 / week
5 – 10 years	£149 / week
11 – 15 years	£170 / week
16+ years	£199 / week

**Supplementary allowance:**

Probationary Period - Level 1	£50 / week
Core – Level 2	£90 / week
Enhanced – Level 3	£175 / week
Complex – Level 4	Bespoke Package

- **Child's bedroom:** Ideally child over 2 years need to have their own bedroom. Only siblings of same sex can share a bedroom but still have their own bed.
- **Savings/pocket money:** Children in care are entitled for age related pocket money and savings of £5/week.
- **Contact with birth family:** Children in care will have regular contact with birth family which needs to be promoted by foster carers. There is an expectation for the carers to provide transport for contact. Carers are entitled to claim for the mileage they do for contact run.
- **Mileage:** Foster carer can claim for transportation for any fostering business - 0.45 pence per mile. SSW will provide you the claim form and this needs to be claimed monthly through their supervising social worker.
- **Equipment:** Foster carers are entitled for equipment's for children in care. You can buy the equipment and claim it back by producing the receipt with your SSW. Each item has a maximum amount to spend, this needs to be agreed with the SSW and claimed through your SSW. Please request your SSW for the list of Equipment.

- **Initial Clothing:** This is a one off payment when the child comes into care for first time, you need receipts to claim for it.

0 to 4	£211
5 to 10	£276
11 to 15	£319
16 to 17	£361

- **Children in Care Medical:** For children under 5 it's every 6 months, children over 5 years its yearly. Foster carer will take the child/children for the medical, this is usually at Children Development Centre in City Hospital, Nottingham.  
**Medical registration:** Children need to be registered with the **GP, Dentist and Optician** nearer to the placement. CSW and SSW needs to know the details of the surgery where child is registered. Dentist and Optician checks are yearly.
- **Personal Educational Plan (PEP):** A planning meeting for all school age children that are in the care of local authority. Foster cares are expected to attend and contribute in child's educational plan.
- **Education Health Care Plan (EHCP)** may also be required for children with additional educational and health needs.
- **Child and Adolescent Mental Health Services (CAMHS):** CAMHS provides a consultation with the foster carer, CSW and SSW when requested. This is mainly to support around managing children's emotional wellbeing.
- **Mandatory Training:** Foster carer needs to attend three training a year. In the first year of their approval they need to attend the mandatory trainings (Paediatric First Aid, Safeguarding Children, Safer Caring, Allegations, Medication handling)
- **Training Development Standards (TDS):** is a workbook needs to be completed and signed off by the SSW within 12 months of approval for a mainstream carer and 18 months for a connected/friends and family carer.
- **Support Group:** We do run a month support group meeting for carers on therapeutic parenting. You're most welcome to attend where you meet with other foster carers.
- **Foster Carer Support Meeting:** This is the meeting with senior managers within children in care. The meetings are twice a month alternate day and evening. Carers will get an invite from the fostering service.
- **Duty/Emergency Duty Team (EDT):** Foster carer will get support 24/7. They can contact for support from a SSW on 0115 876 2696 or [fostering.duty@nottinghamcity.gov.uk](mailto:fostering.duty@nottinghamcity.gov.uk) from 8.30 am to 5.00 pm Monday to Friday. EDT can be contacted out of office hours from 5 pm to 8 am during the week all time weekends and bank holidays. 0115 876 5600 or [edt@nottinghamcity.gov.uk](mailto:edt@nottinghamcity.gov.uk)
- **Local Authority Designated Officer (LADO):** If any concerns or allegations on foster carer, LADO will chair the meeting with the professional's network. Outcome of the meeting will be shared with the foster carers.
- **Fostering Network:** All approved foster carers are a member of a national agency called fostering network can have access independent support. Caron Heath - Tel: 01332 959 980; Mobile: 07918 708 945; Email: [Caron.Heath@Fostering.net](mailto:Caron.Heath@Fostering.net)

- **Two week's Respite:** All approved carer are entitled for two weeks respite annually in the financial year April to March. This is only when the child in placement, can be claimed pro-rotta. Carers can also claim the money if they take children on holiday instead of claiming their respite.
- **Lost/stolen Items:** Any loss or damage occur due to fostering, needs to be claimed through your own insurance provider.
- **DBS/Medical and LA check:** DBS to be completed for anyone over 16 years living in the property. These checks are updated three yearly. You will be sent a declaration of health and suitability forms by our business support for you to complete and send them back promptly. Carers too have responsibility to keep these checks up to date.

#### **Useful Contact Details:**

- Fostering Training: [Fostering.Training@nottinghamcity.gov.uk](mailto:Fostering.Training@nottinghamcity.gov.uk)
- General Business Support query: [FosteringBST@nottinghamcity.gov.uk](mailto:FosteringBST@nottinghamcity.gov.uk)
- **Childcare Payments:** Paul Wilkinson – Business Manager and Maureen Devlin – Senior Finance Officer [Childcare.Payments@nottinghamcity.gov.uk](mailto:Childcare.Payments@nottinghamcity.gov.uk)
- Fostering Management:

***Please refer to foster carer Handbook for more detailed information or speak to your allocated SSW.***