

Prospective Foster Carer(s) Report (Form F) (Wales)

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Guidelines for Prospective Foster Carers Report (Form F)

Introduction

These notes provide guidance about completing the Prospective Foster Carer/s Report (Form F) for fostering. This form has been designed for use in Wales and references the Fostering Services Regulations (Wales) 2003 and the Fostering Services National Minimum Standards.

The Regulations and Guidance refer mainly to the provision of a fostering service rather than to the requirements to be made of foster carers. However, over the years a consensus about good practice has developed and this is included in this guidance.

The assessment report is a method of capturing the work that has been done with applicants to prepare them for the task of fostering and to convey to the fostering panel the essence of the applicants and their family. The assessment report is a means to an end and not an end in itself.

The structure of this form

The structure of this form is modular. It has been designed in this way so that this structure can be used for different types of family placement by varying the questions and focus of Section B.

- There is a **table of contents**
- There is a **front sheet** for use at panel, so that panel members know why the application is before them and what they are being asked to consider. This front sheet provides space for the individual panel member to record the strengths of an application; any issues or questions that need to be addressed; and any agency issues that remain unresolved or unclear, e.g. completion of statutory references.
- **Section A**
Contains the factual information about the applicants and their household.
- **Section B**
Pulls together information about what has made each applicant into the person they are and looks at the applicant's ability to become a foster carer. There is a margin on the right hand side of this module to allow the assessor to identify when the text evidences a required competency (see Section E).
- **Section C**
This section collates supplementary information to support the application. The portfolio contains the reports, references and statements or any evidence that have been collated during the assessment, such as the medical adviser's comments or references from a previous fostering agency or a personal referee interview.
- **Section D**
The R.I.S.C. list is a checklist of **R**eferences **I**ncluding **S**tatutory **C**hecks that are required or highly recommended, with dates of their receipt and any outcomes. This is a list that can be used in any assessment. Some agencies may choose to use all references suggested, whilst others may want to exclude some.
- **Section E**
The competency table summarises at a glance the competencies that the prospective carers have satisfied and highlights areas for future development.

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Evidence

It is important that statements made about the prospective foster carer's ability or competence are evidenced by drawing upon similar or comparable experiences they might have had or by statements from referees and people in their support network who can bear testament on their behalf.

Personal references are a rich source of third party evidence and for this reason interviews are usefully undertaken towards the end of the assessment when the assessing worker has an understanding of the application and is clear about what evidence remains outstanding. References can also provide good evidence of, for example, working co-operatively, seeking advice and guidance.

In many fostering agencies, the fostering task has been broken down into competencies or component parts, but even if a competency assessment method is not used, there should still be an emphasis on **evidencing** that prospective foster carers have enough of the required skills and abilities to be approved as foster carers for the agency.

Any areas for future development should be highlighted. In the supervision and support function undertaken by the supervising social worker, any progress against these points should be monitored and successes reported at the first annual review of the foster carers.

The framework for assessment

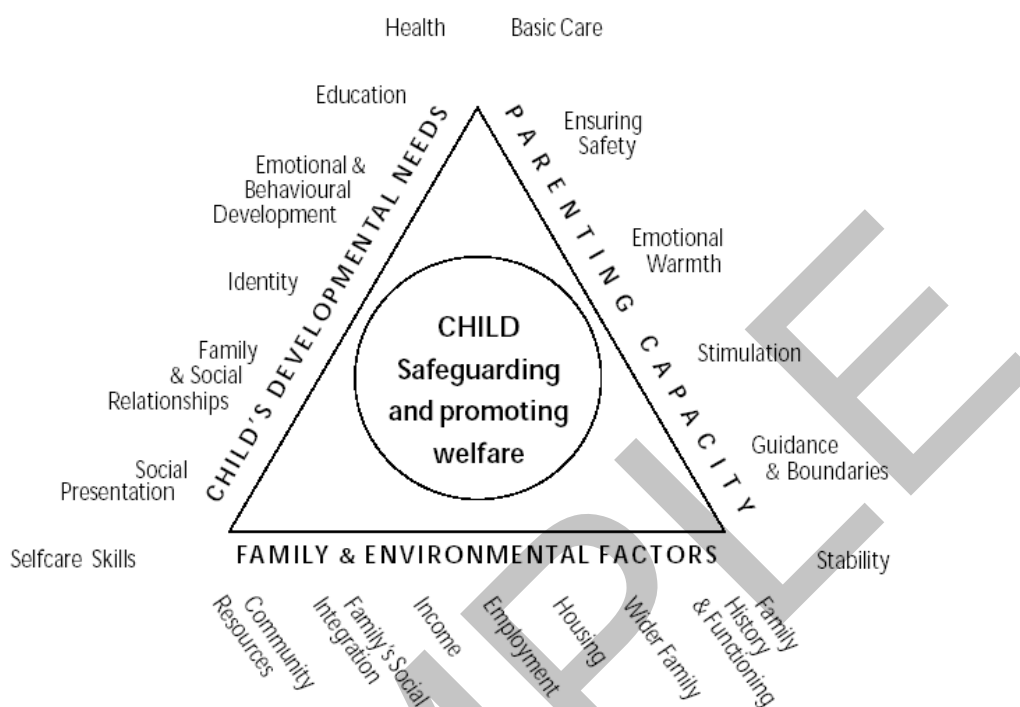
Many of the concepts and principles relied upon in foster carer assessments are present in the *Framework for the Assessment of Children in Need and their Families* (produced by the Department of Health in 2000) from which the diagram on the next page is drawn.

While this framework is fundamental to the provision of children's services that are the responsibility of social workers, it has probably had less exposure in family placement and is less well integrated into practice than in other areas of service provision. There are many reasons for this but there is one that may be key. The framework was developed to highlight the key dimensions for social workers working with birth families with children already present. The interaction between the child's developmental needs and the capacity of the parents to meet those needs within the context of the family and environmental factors creates a map of issues that social workers might focus on in their assessment and any subsequent work. Social workers are presented with the reality and immediacy of this in their contact with the family and their work arises directly out of it.

In family placement, where the assessment is focused on the suitability of the applicant/s to foster, the child's developmental needs dimension will become a reality only in the future, following the placement of a child, and the parenting capacity dimension *may* be informed by any previous experience the applicant/s have of parenting *other* children.

For applicants at the point of application and assessment, their current reality operates along the dimension of family and environmental factors. Even then, there needs to be some modification of the components of this dimension in the original framework. For instance, the family's social integration needs to be reframed as the individual and/or couple's social integration. It is also essential to add the health and education of the applicant/s to this dimension.

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Arnon Bentovim suggests that in family placement practice, rather than the framework being presented as a triangle, it might more helpfully be reformulated as a process.

For most people, the development of family life starts with the individual and couple embedded and functioning in their family and environment. Their past history will be important as the basis of who they are and what they have become and this will be critical to creating the emotional, social and psychological space and resources into which a child is born. Through the conception and birth of a child, parenting capacity emerges and this both reflects and also develops as a result of prior experience and capacity. However, it is the reality and immediacy of the child's needs that evokes and develops parenting capacity.

Neither the child's needs nor the adult's parenting capacity is static and both evolve as a result of interaction between the child, the parent/s and their wider family and environment over time. The core processes in family placement are no different. Parenting capacity develops in relation to the child's needs and each will determine as well as be influenced by the wider family and environment. The problem for applicants and assessing social workers is predicting the likely core elements of parenting capacity on the basis of current and past evidence from the family and environment dimension. However imaginatively this might be done, there is likely to be some significant difference in what actually happens when a real child meets real foster carers.

In addition, the framework does not reflect the importance of the pathway that the applicants will have taken to applying to foster. While this may be placed in the context of the individual or couple's history and functioning, the importance of this issue suggests that it should be identified as something in its own right.

The last issue that needs to be raised is the importance of the diversity of applicants. Family placement has led the way in opening up the contribution that adults from all backgrounds can make to the lives of children. Single applicants and married, civil partnerships and cohabiting couples, gay, lesbian and heterosexual applicants and applicants from a diverse

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range of ethnic, cultural and religious backgrounds as well as disabled applicants have all contributed to fostering's diverse reality. It is a rich mix and the process of assessing suitability must reflect that.

The Prospective Foster Carers Report (Form F) is only one part of what is available to social workers in the assessment and approval process. It does not and cannot replace training or experience. Its use will also need to reflect local guidance and procedure. It has been developed to provide uniformity of practice across agencies and the family placement community.

SAMPLE

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Notes

Section A	
Note 1	Describe the applicants and their family in no more than 300 words. This section is often better written by the applicant/s themselves. The purpose of this section is to paint a word picture of the applicant/s and to provide a context for those reading their assessment form.
Note 2	Permanent fostering means that the intention is that a child will remain within the family at least until s/he attains adulthood and hopefully longer. Long-term fostering indicates that the carer can offer long terms of fostering but not necessarily permanently.
Note 3	This section could refer to foster carers who might be fostering a child short-term and who are being re-assessed as permanent foster carers for that child.
Note 4	The Commission for Racial Equality, now replaced by the Equality and Human Rights Commission, provided a framework to standardise the identification of an individual's ethnic background. It is recommended that this framework be used as a starting point for identifying ethnicity with more detailed information and discussion of this given in Section B (see Page 10 of these notes).
Note 5	All current employers should be contacted to confirm the information given by the applicant/s about their employment. Any previous employers should be contacted if the applicant/s was working with children or vulnerable adults to ensure that there were no safety or protection concerns.
Note 6	Please indicate which of these people have been interviewed. All children of the fostering household should be interviewed if they are of sufficient age to understand the fostering task.
Note 7	<p>Details about the adults and children in the fostering household are required by Schedule 3 [Regulation 27] of the Fostering Services (Wales) Regulations 2003.</p> <p>Any persons over the age of 18 in the fostering household require an enhanced CRB reference (<i>required by Schedule 3 [Regulation 27] of the Fostering Services (Wales) Regulations 2003</i>).</p> <p>Adult children living at or away from home are a rich source of evidence about parenting skills and it is good practice to interview all adult children if this is possible. If they are abroad or unavailable for good reason, then an explanation about this should be given and they should be invited to supply a written reference.</p>
Note 8	Recent guidance has been issued regarding who, outside of the fostering household, should be subject to a CRB disclosure. This will normally be people who have a close and continuing supportive relationship with the carers and who are going to offer substantial and unsupervised care for the placed children. The assessing fostering agency will need to meet with these people and enter into an agreement with them about their role and the need for a disclosure.
Note 9	The assessing social worker should satisfy themselves that the applicant/s have a responsible attitude towards finance generally and are unlikely to cause a placement to disrupt due to non-payment of rent or mortgage

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	<p>payments. There is no requirement that applicants have a minimum standard of income or maintain a certain level of living. Foster carers must understand that placements do end prematurely sometimes and they cannot rely on the maintenance payments as a steady source of income.</p>
Section B	
Note 1	<p>This part of the form should be completed separately by/for each applicant. As the heading implies, this cluster of questions seeks to describe who the applicant is and what experiences have contributed to making them the person they are.</p> <p>Much of this information is specified as required by Schedule 3 in the Fostering Services (Wales) Regulations 2003. Information can be sourced by the applicant writing about themselves.</p> <p>The information collected in Section B will produce a detailed social history and description of the applicant/s as a person and their current circumstances. It will also provide information about the decision to apply to foster and the potential capacity to become foster carers. It is essential that the panel is provided with an analysis and evaluation of this information to support the recommendation or otherwise of the applicant's suitability to foster.</p> <p>In order to help with this analysis, it is suggested that, during the assessment, the social worker should ask for specific descriptions and pay particular attention to the applicant's quality of their relationship with their mother and father. Supplementary questions should ask for the applicant's memories of specific events that back up any global descriptions if these are not given spontaneously. These should be followed by specific questions about any experiences of rejection, upset, illness or hurt as well as loss, any abuse or separation experienced by the applicant and their memories of the way that their parent/s responded to this.</p> <p>In addition, the applicant should be asked for their own explanations of why their parents behaved in the way that they did. They should also be asked for their views on the influence of their childhood experiences on the formation of their adult personality.</p> <p>Social workers should pay attention during these interviews not only to the information provided by the applicant but the quality of the response – the coherence, economy and specificity of the applicant's account, and the extent to which they continue to be preoccupied with the past, to dismiss its significance or are confused or significantly uncertain about its meaning to them. This should enable the assessing social worker to come to a view of the extent to which the applicant has the capacity:</p> <ul style="list-style-type: none"> • to make and sustain close relationships; • for emotional openness; • for reflectiveness or psychological mindedness; • to make sense of, in a helpful and open way, earlier losses or traumatic experiences. <p>These qualities can be expected to be demonstrated, for couples, in the stability and permanence of their relationship and for individual applicants in relationships that form part of their social network. For both individual and couple applicants, this should also be reflected in tolerant social attitudes and the depth and quality of their social networks.</p> <p>Forming a judgement about these issues is a highly skilled task and requires</p>

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	training, ongoing supervision and constant updating from relevant literature and research findings.
Note 2	This margin allows the assessing social worker to indicate which competency is evidenced by the adjacent text. At the end of the assessment report there is an opportunity to collate these entries and identify gaps in the applicant's experience and training, which will in turn inform their development for the coming year.
Note 3	An ecomap, with explanatory tags against each entry, showing who in their support network supports them and who they support, is also useful and can be included in Section C2 of this form. Similarly, the genogram or family tree for each applicant should be presented in Section C1. See note C1.
Note 4	See note A9.
Note 5	Each agency will have their own particular way of completing assessments of prospective carers. Some will be convinced of the competency route whilst others will have specific exercises and methods for helping applicants understand the fostering task and which encourage applicants to supply key information. It is not the purpose of this form to prescribe an assessment method but rather to assist in the presentation of a comprehensive checklist of necessary information and analysis. Having provided basic information about each applicant, this section is the assessing social worker's opportunity to evidence that the applicant/s is/are sufficiently equipped to undertake the task of fostering and to identify areas for future support and development.
Note 6	Asking questions such as 'Why now?' and 'Who within this family will be most affected by fostering?' is a good method of finding out about motivation. Asking these questions of different members of the family might reveal more depth to these answers.
Note 7	This question is important as a check against any failed applications that should be adequately explained and referenced. Positive answers to this question can provide good evidence of parenting skills/awareness of child development/abilities to multitask, etc.
Note 8	This question about parenting experience is a rich source of evidence about the applicant's potential to be a foster carer. Interviews with their children – both those in the home and those who have moved away – will be excellent evidence of their parenting style and whether they are secure enough about themselves to have a relaxed, inclusive and flexible approach to parenting.
Note 9	There is ample information about the children needing foster care and the behaviours they are likely to present, particularly when they are scared and feeling vulnerable. Can these applicants step into a child's shoes and see the world from a child's perspective? Information gathered here about the number of children to be fostered and their competing and sometimes mutually exclusive needs will influence the recommendation made to the panel about the terms of their approval. If the approval is for long-term or permanent fostering, then particular attention should be paid to the ages of children already in the family, as research shows that children placed too close in age to children already in the family can contribute to a higher disruption rate.

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Note 10	Diversity covers more than issues of “race”. Issues of sexuality, gender, disability and religion additionally all contribute to our diverse communities and foster carers should be able to demonstrate a flexible, inclusive and open perspective. At different stages in a child’s life, they will need to advocate on behalf of children and at times challenge discrimination.
Note 11	Different children and types of fostering will often require different levels of contact with birth parents. Do the applicants understand the importance of contact with birth relatives for the child? How will they manage contact in such a way as to try and meet the needs as specified in the care plan while not imposing unrealistic demands on themselves and their family?
Note 12	This task of analysing and evaluating the application is the primary responsibility of the assessing social worker. It is not sufficient to lay information in front of panels; rather, a judgement must be made as to the applicant’s suitability to foster. This will be easier if the assessor has noted what competencies and/or standards have been evidenced throughout the descriptive report in Section B.
Section C	
Note 1	<p>Family trees provide a readily accessible picture of current family relationships and significant members of the family over three or more generations. They also provide an important focus for understanding the impact of the past on the present and the way that separations, losses, transitions and trauma have been a part of the applicant’s life experience.</p> <p>The completion of a family tree is a well established part of a home study assessment, not just for the information it contains, but for the opportunity it provides for applicants to discuss the significance of people and events in their lives. Although there is no research base for the use of family trees, the applicant’s readiness to engage in the task in an open and reflective manner without either becoming dismissive or preoccupied may be helpful and indicative of the applicant’s emotional well being and state of mind.</p>
Note 2	The chronologies have been separated into three tables so that it is clear what information is added to each.
Note 3	Please note that CRB disclosures will not cover any periods of living abroad. Efforts should be made to find alternative ways of demonstrating the good character of applicants during these periods and these efforts should be described explicitly in the report.
Note 4	It is good practice for the trainers to meet with the applicant(s) and their assessing social worker at the end of the preparation course and to discuss their view of the applicant’s principal areas of learning during preparation and any further areas that should be addressed.
Note 5	Seeking these references reflects good practice and applies when applicants have children in nursery, school or college. They can evidence a positive working relationship with the school or college and may alert the agency to any concerns they may have.
Note 6	Agencies will have their own formats for these health and safety assessments. A summary of the health and safety assessment and any outstanding issues or requirements can be entered here.

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Note 7	If either of the applicants has had a significant previous relationship and especially if they have co-parented children in these relationships, references should be sought from ex-partners. The focus is to confirm that there are no child protection concerns and not to get the ex-partner's view on the applicant or their terminated relationship. Judgement will need to be used about cases where contacting the ex-partner might put an applicant at risk. If these references are not sought, then an explanation should be given in the report.
Notes 8 and 9	These reports will have been given in confidence and should not be shared with the applicant. They must be detached along with Section D (RISC list) from the report before it is shared with the applicants.
Note 10	Agencies will have differing supplementary reports they might want to present. However, Section C14–16 might be used, e.g. for a previous foster care agency's reference for carers who are transferring or re-applying to a new agency, or for a copy of an assessment agreement drawn up between your agency and the applicant(s).
Section D This confidential list should be available to panel members and agency staff only.	
Note 1	<p>This is a comprehensive list of references and statutory checks that can be used in any family placement assessment. Agencies can choose which of the non-statutory references they might choose to require of the foster carer applicant/s. The non-statutory references reflect good practice.</p> <p>The completed list should give an at-a-glance list of references and statutory checks and help identify any gaps that need to be addressed.</p>
Note 2	<p>For full details of the new vetting and barring arrangements see the Disclosure and Barring Service website.</p> <p>https://www.gov.uk/government/organisations/disclosure-and-barring-service/about</p>
Section E	
Note 1	The competency matrix puts all the competencies into a table and allows the assessor to indicate which of these have been met in the application.

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Identifying an individual's ethnic group

These categories are adapted from the Commission for Racial Equality's recommended template for identifying an individual's ethnic group. In completing the Prospective Foster Carer/s Report, it is recommended that these categories be used for any individual subject to the report where their ethnic identity needs to be stated.

To use these categories, first choose one section from A to E, and then choose the most appropriate term from within that section to identify the individual's ethnic group. If the applicant/s cannot identify themselves from the five groups below, use their own preferred way of identifying their ethnic group.

Although these categories allow for some standardisation to be established in completing the report, they have the disadvantage of conflating what are often very specific issues about ethnic identity and origin. Where this is relevant, these issues should be identified and explored in Section B of the report.

A White

British English Scottish Welsh Other British (please specify)

Irish Any other white background (please specify)

B Mixed

White and Black Caribbean White and Black African White and Asian

Any other mixed background (please specify)

C Asian

Asian British Asian English Asian Scottish Asian Welsh

Indian Pakistani Bangladeshi Chinese

Any other Asian background (please specify)

D Black

Black British Black English Black Scottish Black Welsh

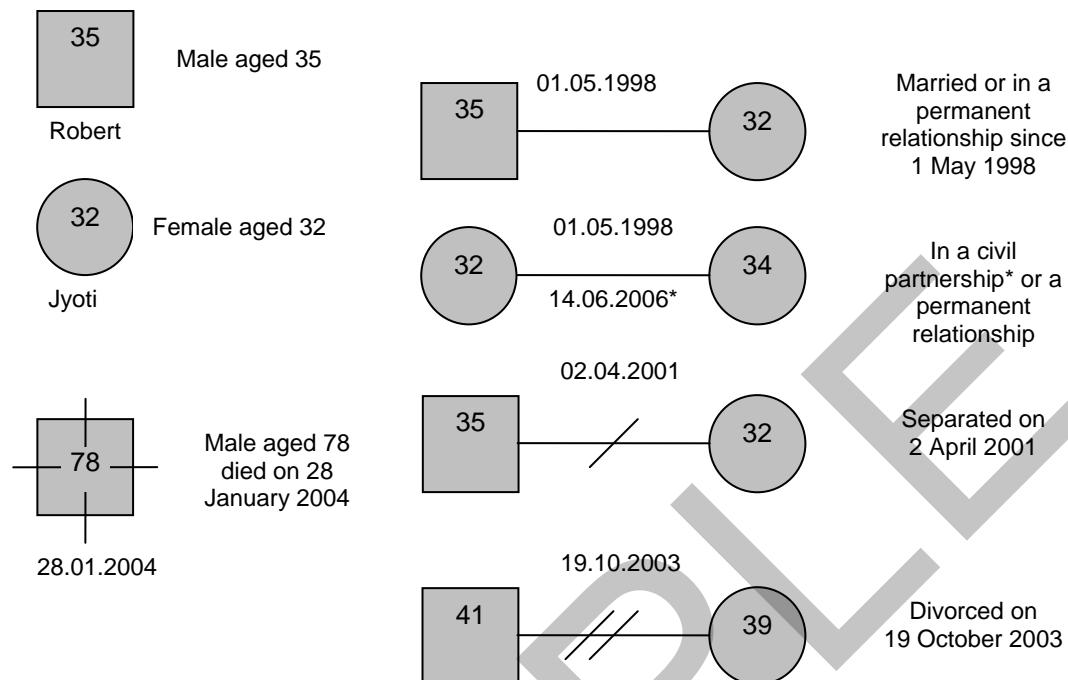
Caribbean African Any other Black background (please specify)

E Other

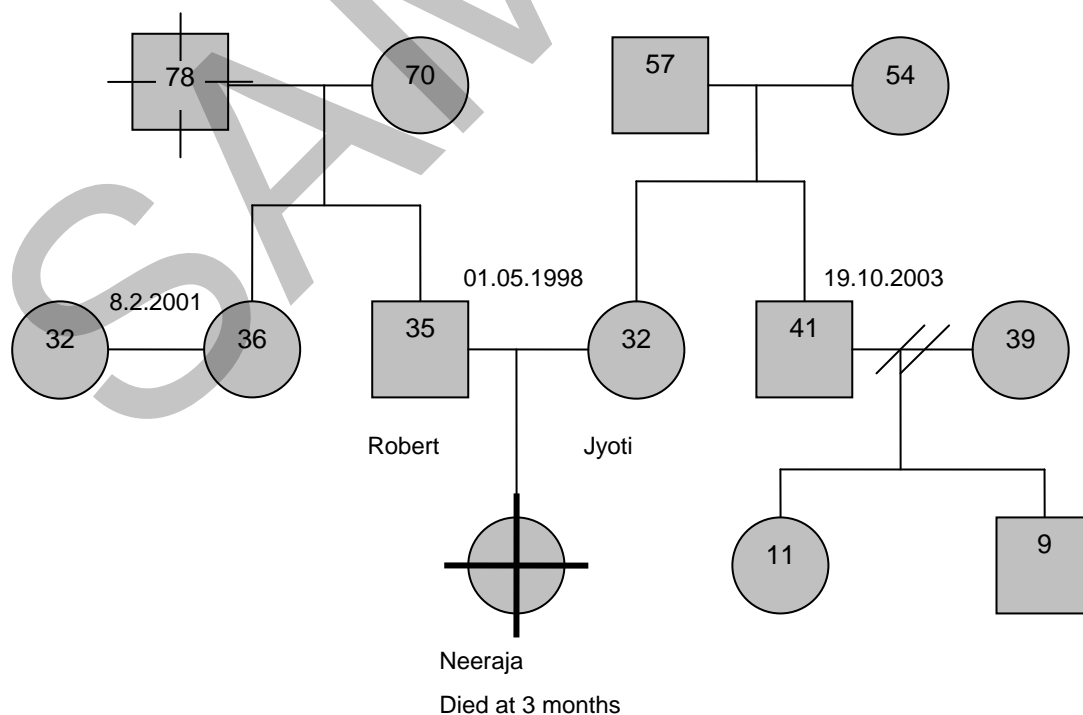
Any other background (please specify)

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Exemplar for family tree symbols



Robert and Jyoti's family tree



Note – if this page does not print properly, you may need to change file settings. Select Tools and then Options. Click on the print tab, and tick the box labelled 'Drawing objects'.

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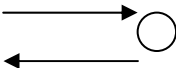
Drawing an ecomap

An ecomap is used to represent in a picture format the applicant/s, their immediate family and the connections that they all have with their community. These connections can be drawn in such a way as to indicate the quality of these connections and the energy that makes up these connections. Used in conjunction with a family tree, ecomaps contain a large amount of information about an individual's relationships and social networks on just two pages.

Ecomaps are drawn by placing the family household at the centre of the drawing and then enclosing this in a circle. The symbols identified previously on drawing family trees should be used to do this.

Individuals then identify the people with whom they have relationships outside of the household and this should include groups or organisations in the community that are of significance. These should be defined in a broad way so that individuals or groups not in the immediate geographical vicinity can be shown if they are significant.

Connections should then be made between individuals in the household and individuals, groups and organisations using the following lines.

	A strong connection
	A tenuous connection
	A stressful connection
	A flow of energy away from a female in the household
	A flow of energy towards a female in the household
	A flow of energy towards and away from the same source

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Section A

Agency reference number	
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Details of agency completing the assessment

Name of agency			
Address			
Postcode			
Telephone		Fax	
Name of social worker		Name of Team Manager	
Telephone		Telephone	
Minicom		Minicom	
Fax		Fax	
Email		Email	
Date application accepted		Date Form F completed/updated	

Applicant 1

Family name			
Previous name			
Forenames			
Other "known by" names			
Date of birth		Age	
Place of birth			

Applicant 2

Family name			
Previous name			
Forenames			
Other "known by" names			
Date of birth		Age	
Place of birth			

Home address			
Town and postcode		Length of time at this address	

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Is this the applicant's permanent place of residence? Give details	
Name of home local authority	

Summary pen picture of the applicant/s and their plan to foster (not more than 300 words) ¹

Type of resource offered

** delete as appropriate*

Short-term/task-centred		Permanent/long-term ²	
Terms of approval being recommended (please specify)			

Is this report written in relation to the suitability of the applicant/s to foster a child or children already identified or placed? ³ Yes / No

If yes

Child/ren's full name/s	Date/s of birth	Relationship to the applicant/s

Partnership status

	Applicant 1	Applicant 2
If the applicant is married, give date and place of marriage		

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	Applicant 1	Applicant 2
If the applicant has a registered civil partnership, give date and place of registration		
If the applicant is living with a partner, date on which they set up a household together		
If the applicant is separated or divorced or has dissolved a civil partnership, give date and name of partner		
If the applicant had set up a household with a partner, give date when this ended and name of partner		

Identity

	Applicant 1	Applicant 2
Sex		
Nationality		
Ethnic origin ⁴		
Primary language spoken in the home		
Other language/s spoken in the home		
Religion or faith group		
Practising or non-practising		
Is the applicant registered as disabled?		

Occupation or profession

	Applicant 1	Applicant 2
Current occupation (if any)		
Current employer ⁵ (if any)		
Date started		
Current hours of work		
Income from occupation or profession		
Proposed hours of work following placement of child		

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Who else lives in the household?

Children under 18

Family name	Forename/s	Sex M/F	Date of birth	Ethnic descent	Relationship to applicant/s	Current school	Interviewed? ⁶

Adults (including grown-up children) living in the household ⁷

**indicates that they are subject to CRB disclosure*

Family name	Forename/s	Sex M/F	Date of birth	Ethnic descent	Relationship to applicant/s ⁷	Education/ Employment	Interviewed?

Are there other adults (not in the household) who may have responsibility on a regular basis for the care of any child/ren placed? ⁸

**indicates that they are subject to CRB disclosure*

Family name	Forename/s	Sex M/F	Date of birth	Ethnic descent	Relationship to applicant/s	Inter-viewed?

Are there children (under 18) from a current or previous partnership living elsewhere? Where a child has died, their details should be recorded here

Family name	Forename/s	Sex M/F	Date of birth/ death	Ethnic descent	Relationship to applicant	Inter-viewed?

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Family name	Forename/s	Sex M/F	Date of birth/death	Ethnic descent	Relationship to applicant	Inter-viewed?

Does the applicant have adult children living elsewhere? Where this person has died, the details should be recorded here

Family name	Forename/s	Sex M/F	Date of birth/death	Ethnic descent	Relationship to applicant	Inter-viewed?

Does the applicant/s hold a valid driving licence?

Applicant 1	Applicant 2
Date seen	Date seen

Does the applicant/s have regular use of a car?

Applicant 1	Applicant 2

Animals

Are there any animals in the household? Please give species, number and age. Has an animal questionnaire been completed?

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Household finance ⁹

	Applicant 1	Applicant 2
Monthly earned income (after deductions)		
Monthly state benefits (please indicate type)		
Monthly income from any other source		
Monthly mortgage or rent payments		
Monthly council tax payments		

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	Applicant 1	Applicant 2
Any other significant regular expenditure		
Are there any significant debts or loans apart from a mortgage?		

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Section B

What has made the applicant into the person they are today and what creates stability and security in their adult life that would enable them to become a foster carer? (Family and environmental factors)

For each individual applicant, provide information and evaluate the significance of the applicant's: ¹

	Competency evidenced ²
Family of origin, including siblings and other significant family members	
Other significant relationships that have influenced the applicant's development (including any that may have ended)	
Identity (personal, class, racial and ethnic, gender, sexual, cultural, language and spiritual). This should also include the applicant's attitudes to and experiences of diversity.	
Education	
Employment	
Health (including physical and mental health and emotional well being)	
Leisure and recreational interests	

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	Competency evidenced ²
Any other information that is relevant	

For couples and for single applicants, provide information and discuss the applicant's:

	Competency evidenced ²
Current adult relationships that are the basis of the household (by marriage, civil partnership, co-habitation)	
The household, its membership and their relationships with each other including any birth or fostered/adopted children, and other adults related or not	
Social and support network including their integration into the local community ³	
Accommodation (including an evaluation of its suitability for children)	
Financial circumstances ⁴	
Access to and use of key local services, e.g. schools/recreational activities, etc	

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Neighbourhood and community and its suitability for children	

Becoming foster carer/s – the assessment of foster carer parenting capacity⁵

THIS SECTION SHOULD BE COMPLETED WITH BOTH APPLICANTS IN MIND – IF THIS APPLIES

What are the reasons the applicant/s is/are applying to foster? Why is now a good time to foster? ⁶	Competency evidenced ²
Have the applicants or any member of their household ever applied to foster/adopt/child-mind before? What was the outcome of any application? ⁷	
What experiences of caring for children have prepared the applicant/s to become foster carers? In what ways are those experiences indicative of how they might parent a fostered child? ⁸	
What are the applicant's expectations about fostering children and are these realistic? How will they manage the competing demands and priorities of children placed? ⁹	
Evidence how they have addressed issues of diversity in their lives. How will they promote the child's cultural and religious heritage? ¹⁰	
What are the anticipated changes in the applicant's life and lifestyle following the placement of a child/ren and what plans do they have to address this?	

Prospective Foster Carer(s) Report (Form F) (Wales)

What will be the impact of fostering upon the “everyday lives” of other family members and in particular any children in the household?	
How will a fostered child experience this family?	
What are the applicants’ views or expectations about the characteristics, ages or number of child/ren that they hope to foster? What is the agency’s view of this?	
How will they manage issues of contact and working with birth families? Would there be any restrictions on these? ¹¹	

Analysis, evaluation and summary

Analysis, evaluation and summary of key factors leading to the recommendation. This should identify the strengths, vulnerabilities and any areas for the applicant’s further development as foster carer/s ¹²

Recommendation to the panel

Using the analysis, evaluation and summary above, what is the recommendation to the panel about the suitability of the applicant/s to be approved as foster carer/s? This recommendation should include details of terms of approval, i.e. the number and age of children to be placed.

Prospective Foster Carer(s) Report (Form F) (Wales)

Signature of social worker/s completing the report

Date

Signature of team manager responsible for the report

Date

SAMPLE

Prospective Foster Carer(s) Report (Form F) (Wales)

Section C: Other reports and supporting material

Indicate which of the following are attached to this report

		Notes or comments
C1	Family tree ¹	
C2	Ecomap	
C3	Chronology ²	
C4	Preparation of the applicant/s ⁴	
C5	Home study assessment process	
C6	Medical adviser's summary of the health of the applicant/s	
C7	Summary of report from the applicant's home local authorities	
C8	Education reference/s ⁵	
C9	Health and safety report ⁶	
C10	Previous partners' reference/s ⁷	
C11	Observations and comments on other people who live in the household ⁸ <i>(not to be shared with applicant/s)</i>	
C12	Summary of information from each referee ⁹ <i>(not to be shared with applicant/s)</i>	
C13	The applicant's observations on the report	
C14– C16	Other reports ¹⁰	

Prospective Foster Carer(s) Report (Form F) (Wales)

C1:

Family tree ¹

If a family tree is not included, indicate where it is to be found.

SAMPLE

Prospective Foster Carer(s) Report (Form F) (Wales)

C2:

Ecomap

If an ecomap is not included, indicate where it is to be found. See guidance notes for a worked example.

SAMPLE

Prospective Foster Carer(s) Report (Form F) (Wales)

C3: Chronology from birth to present ²

Complete a separate chronology for each applicant

Name of applicant	
--------------------------	--

Addresses including periods living abroad apart from holidays ³

Date started month/year	Date finished month/year	Address or location	Details (include reasons for changes if appropriate and comments, if verified by whom and how)

Education and employment

Date started	Date finished	Event	Address or location	Details

Prospective Foster Carer(s) Report (Form F) (Wales)

Significant changes in individual or family circumstances (e.g. separation/divorce of parents, death of family members, start of a new relationship, major health events)

Date started	Date finished	Event	Address or location	Details

SAMPLE

Prospective Foster Carer(s) Report (Form F) (Wales)

C4:

Preparation of the applicant/s ⁴

Outline the preparation the applicant/s have received. This should include the agency responsible for this, the number of sessions and the curriculum used.

Training and preparation groups

	Applicant 1		Applicant 2	
Has the applicant attended the following?	Date started/ completed	Number of sessions	Date started/ completed	Number of sessions
Information session/s				
Group preparation or training sessions to date				
Individual training or preparation sessions to date				

The applicant's views of their principal areas of learning during preparation and the adequacy of this.

The trainer's views of the applicant's principal areas of learning during preparation and any further areas that should be addressed. ⁴

Prospective Foster Carer(s) Report (Form F) (Wales)

C5:

Home study assessment process

State number of times applicant interviewed

	Applicant 1	Applicant 2
Individually		
Together		

For applicants where there are already children in the household, state number of times family group interviewed and number of times children interviewed (individually or together)

Applicant/s and child/ren together	
Child 1 (name)	
Child 2 (name)	
Child 3 (name)	
Child 4 (name)	

Where other members of the household have been interviewed, identify who they are and number of times seen

Name	Number of times interviewed

Prospective Foster Carer(s) Report (Form F) (Wales)

C6:

Medical adviser's summary of the health of the applicant/s

Does the applicant/s have any health conditions or physical or mental health impairments that are likely to significantly impact on their capacity to care for any child placed with them?

Applicant 1 Name:			
Applicant 2 Name:			
Name of medical adviser			
Contact telephone number		Date	

Prospective Foster Carer(s) Report (Form F) (Wales)

C7:

Summary of reports from the applicant's home local authorities over the last 10 years

Name of local authority	
Name of referee and status	
Dates of residence in each authority	
Summary of reference	

Name of local authority	
Name of referee and status	
Dates of residence in each authority	
Summary of reference	

Name of local authority	
Name of referee and status	
Dates of residence in each authority	
Summary of reference	

Prospective Foster Carer(s) Report (Form F) (Wales)

C8:

Education reference/s ⁵

Name of applicant/s	
Name of person completing this reference	
Status, e.g. head teacher	
Reference	
<div>SAMPLE</div>	

**Prospective Foster Carer(s) Report
(Form F) (Wales)**

C9:

Health and safety report (insert) ⁶

SAMPLE

Prospective Foster Carer(s) Report (Form F) (Wales)

C10:

Previous partners' reference/s ⁷

Name of applicant	
Name of person completing this reference	
Reference	
<div>SAMPLE</div>	

Prospective Foster Carer(s) Report (Form F) (Wales)

C11:

Observations and comments of other people (adults and children) who live in the household ⁸

Family name	Forename/s	Gender M/F	Date of birth	Ethnic descent	Relationship to applicant/s

Pen picture of adult or child (not more than 300 words)

Observations and comments (including adult's or child's views on the application to foster and the impact of any child/ren joining the household)

Prospective Foster Carer(s) Report (Form F) (Wales)

C12:

Summary of information and evaluation of the significance of information from each referee ⁹

Name of referee	
Relationship to applicant	
Date of contact and/or visits	
Name of person completing this report	
Status	

Name of referee	
Relationship to applicant	
Date of contact and/or visits	
Name of person completing this report	
Status	

Name of referee	
Relationship to applicant	
Date of contact and/or visits	
Name of person completing this report	
Status	

Prospective Foster Carer(s) Report (Form F) (Wales)

C13:

The applicant's observations on the report

Name of applicant	
I have read the report prepared on my suitability to foster	
I have the following observations/additional comments on the report	
<p>We/I certify that, to the best of our/my knowledge and belief, the details contained in this report are correct. We/I have indicated below any factual corrections that we/I believe need to be made in the box below. We/I understand that the agency may seek verification of any of the facts supplied. We/I understand that if any of this information is found to be false or misleading, this may result in the agency rejecting our/my application. We/I understand that it is important not to withhold any information about factors that may influence our/my capacity to care for a child. We/I understand that the agency may ask us/me to supply further information in order to assess our/my application.</p>	
The factual corrections which need to be made are:	
<p>We/I understand that any information supplied by us/me in respect of this application may be held and/or processed in an electronic form and is subject to the relevant provisions in the Data Protection Act 1998 and other relevant statutes. We/I understand that any information supplied will form part of the agency's case record in respect of our/my application.</p> <p>We/I understand that this form is the property of the agency to which we/I have applied. We/I agree not to copy this document (other than for my own personal records) or disclose its contents in full or in part, to any other person, agency or authority without the agency's permission.</p>	
Signature	
Date	
Signature	
Date	

**Prospective Foster Carer(s) Report
(Form F) (Wales)**

C14 – C16:

Other reports ¹⁰

SAMPLE

Prospective Foster Carer(s) Report (Form F) (Wales)

Section D: REFERENCES INCLUDING STATUTORY CHECKS ¹

STRICTLY CONFIDENTIAL – for limited circulation

Agency reference number			
Applicant 1 family name		Forename/s	
Applicant 2 family name		Forename/s	

Name of social worker		Name of Team Manager	
Telephone		Telephone	
Minicom		Minicom	
Fax		Fax	
Email		Email	

Applicant 1

Family name			
Forenames			
Other “known by” names			
Previous names			
Date of birth		Age	
Place of birth			
Day telephone number		Evening telephone number	
Mobile number		Email address	

Applicant 2

Family name			
Forenames			
Other “known by” names			
Previous names			
Date of birth		Age	
Place of birth			
Day telephone number		Evening telephone number	

Prospective Foster Carer/s Report (Form F) (Wales)

Section D: References including statutory checks ¹ STRICTLY CONFIDENTIAL – for limited circulation

Mobile number		Email address	
---------------	--	---------------	--

Home address			
House name and/or number and street			
Town		Postcode	
Length of time at this address			
Is this the applicant's permanent place of residence? Give details			
Name of home local authority			

Date application accepted	
Date assessment completed	
Any comments about length of assessment period	
Date assessment updated	
Date applicant notified of referral to the fostering panel	

Verification and required checks

Identity and status

	Applicant 1		Applicant 2	
Date original birth certificate seen		Certificate number		Certificate number
Date passport verified or other certification of nationality		Number		Number
National Insurance number				
If the applicants are married to each other, date marriage certificate seen			Certificate number	
If the applicants have registered a civil partnership, date certificate seen			Certificate number	
If the applicant/s are divorced, date divorce certificate(s) seen			Certificate number(s)	

Prospective Foster Carer/s Report (Form F) (Wales)

Section D: References including statutory checks ¹

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	Applicant 1	Applicant 2
If the applicant/s have terminated a civil partnership, date dissolution order(s) seen		Certificate number(s)
Has household income and expenditure been verified?		
Date and methods of verification		

General Practitioner

	Applicant 1	Applicant 2
Name of General Practitioner		
Address of GP practice		
Telephone number		

Name and contact details of the medical practitioner who undertook the statutory health assessment (if different from GP)	Date

Where an updated health assessment has been completed, indicate date, by whom, and reason

Date	Medical practitioner	Reason

Checks (Give date completed)

	Applicant 1 Name	Applicant 2 Name
Enhanced CRB check (England and Wales)		
Disclosure (Scotland)		
Protection of Children (Northern Ireland)		
Vetting and barring ²		

Prospective Foster Carer/s Report (Form F) (Wales)

Section D: References including statutory checks ¹ STRICTLY CONFIDENTIAL – for limited circulation

	Applicant 1 Name	Applicant 2 Name
Home local authority		
Previous local authorities for the last 10 years		
Current employer		
Past employers (where this includes work with children or vulnerable adults)		
School, college, nursery		
Previous partner/s		
Other checks completed (give details)		

Has the applicant ever had a county court judgement made against them or have they ever been declared bankrupt?

Yes / No

If yes, please give date/s, court and brief details

Date	Name of court	Note

Has the applicant been involved in any family court proceedings or in any proceedings about children and/or family?

Date	Court	Court order made (if applicable)	Name of children

Has the applicant previously applied to become a foster carer, adopter or child minder?

	Date	Name of agency	Address	Type of application	Outcome
Applicant 1					
Applicant 2					

Has any other member of the household previously applied to become a foster carer, adopter or child minder?

Prospective Foster Carer/s Report (Form F) (Wales)

Section D: References including statutory checks ¹

STRICTLY CONFIDENTIAL – for limited circulation

Date	Name	Name of agency	Address	Outcome

Personal references completed

	Referee	Referee	Referee
Name			
Address			
Relationship to applicant/s			
Number of years known			
Interviewed: give date/s			

Have other references have been taken up?

	Referee	Referee	Referee
Name			
Address			
Relationship to applicant/s			
Number of years known			
Interviewed: give date/s			
For which applicant?			

**Prospective Foster Carer(s) report-
Form F (Wales) Section E
Competency Matrix**

	Evidenced F/P/N *	Page/ Section
1. Caring for children		
1.1 Ability to provide a good standard of care to children which promotes healthy emotional, physical, sexual and intellectual development		
1.2 An ability to accept the individual child		
1.3 An ability to provide care appropriate to the individual child as he/she is		
1.4 An ability to work closely with children's families and others who are important to the child		
1.5 An ability to set appropriate boundaries, and manage children's behaviour within these, without the use of physical or other inappropriate behaviour		
1.6 A knowledge of normal child development and an ability to listen to and communicate with children appropriate to their emotional age and understanding		
1.7 An ability to promote a young person's development towards adult status		
2. Providing a safe and caring environment		
2.1 An ability to ensure that children are cared for in a home where they are safe from harm or abuse		
2.2 An ability to help children keep themselves safe from harm or abuse, and to know how to seek help if their safety is threatened		
2.3 An ability to recognise the particular vulnerability to abuse and to discrimination of disabled children		
3. Working as part of a team		
3.1 An ability to collaborate with other professional workers and to contribute to the department's planning for the child/young person		
3.2 An ability to communicate effectively		
3.3 An ability to keep information confidential		
3.4 An ability to promote equality, diversity and rights of individuals and groups within society		
4. Own development		
4.1 An ability to appreciate how personal experiences have affected themselves and their families, and the impact that fostering is likely to have on them all		
4.2 An ability to use people and links within the community to provide support		
4.3 An ability to use training opportunities and improve skills		
4.4 An ability to sustain positive relationships and maintain effective functioning through periods of stress		

*Key: F=Fully evidenced

P=Part-evidenced

N=Not evidenced

**Prospective Foster Carer(s) Report
(Form F)**
(Wales) Summary Sheet for Fostering Panel

Name of Applicant 1	
Name of Applicant 2	
Date of fostering panel meeting	
Purpose of current presentation to panel	
Presented by	

Previous panel meetings

Date	
Purpose	
Outcome(s)	

Strengths and issues

Panel member's summary of strengths of application
Panel member's suggested questions and issues to be discussed in panel

**Prospective Foster Carer(s) Report
(Form F)**
(Wales) Summary Sheet for Fostering Panel

SAMPLE