Roles and responsibilities

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| Child’s SW/Family finder | Statutory duty for the childChilds planning Identify Early Permanence casesIdentifying appropriate EP carers with support from Adoption SWSupporting Childs care planAssessments of Family membersChild’s Stat visitsResponsibility for keeping parents informed and being open and transparent about the EP planAlerting RAA to possibility of EP placement?Attend ‘selection meeting’Reg 25a – child SW and AdoptionUpdating care team members of confidentiality agreement of carersPlacement paperwork – DA, Placement Info record ( placing paperwork)Arranging care team meetingsSharing updates re care proceedingsLiaising with Family time worker/set upCo-ordinating meetingsUpdating other professionals |  |
| Adoption SWVAA SW where appropriate | Assessment of adoptersProvide emotional support to carers through EP placementSupport visitsTraining and preparation of carersHealth and safety – completed in assessment updated at placementFamily safe care plan – completed in assessment updated by fostering SWAttend ‘selection meeting’Reg 25a – child SW and AdoptionPlanning introductionsAttend LAC reviewsLink in carers with adoption support offerAPRMonitoring paperworkAttend meetingsShare with fostering:Share PARDBSApproval minutesSafe careHealth and safetyPet assessment | Health and safety – completed in assessment updated at placementFamily safe care plan – completed in assessment updated by fostering SWConfirm what information needs to be shared with fostering service |
| Fostering SW | Responsible for supervision of carers during fostering phase and supervision visits Fostering paperwork ( eg foster care agreement/partnership agreement) and ensuring correct documentation is providedFinance forms and arrangementsKeeping focus on the fostering role of carers during the fostering periodFoster care annual reviewsFostering placement paperwork * Fostering finance form
* Update Safe care plan
* Update

Unannounced visits Training? – awareness/ understanding of training EP carers already undertakenHave an understanding of EPSensitive to the language and role of EP carers  |  |
| Adoption SW RAA where VAA placement | Link with VAA adoption SWCompletion of APR |  |
| Team manager fostering | Management oversight of caseSharing info regarding Early Permanence with team/serviceSignposting to RAALinking up with RAA re training/processes/procedures/regsTracking timescales Unannounced visits | Chair fostering placement planning meeting adoption or fostering |
| Team manager – Child | Supporting CSW to identify appropriate EP casesManagement over sight of caseSign off reg 25aSupervision of CSWReflection on EP case in case supervision |  |
| Team manager Adoption | Management over sight of caseSign off reg 25aSupervision of SWSigning off reports and IA agreements Attending meetings where needed | Chair fostering placement planning meeting adoption or fostering  |
| ADM – for reg 25a | Decision for approval of EP placement | Update form to allow ADM to comment on ADM decision on form  |
| ADM – adopter approval | Decision of approval of adopterEnsure there is a comment re suitability for EPConsider PAR for EP and panel minutes |  |
| IRO | Oversight of child’s care planAddress any delay or professional concernsEarly consideration of EP placements Advocate for child | Consider confidentiality when sending out documents form reviews and confidentiality during meeting |
| Family time supervisor | Supervision of family timeEnsure child’s safetyCapturing moments/info for Life story booksLiaise with Childs SW and carers ?Manage and scaffold relationship between parents and carersReport to CSW sessionsSupport with handovers at family timeSupport parents to write in the contact bookHave an understanding of EPSensitive to the language and role of EP carers Be aware of confidentiality |  |
| Family Time Manager | Manager to have oversightHave an understanding of EPBe aware of confidentiality |  |
| Legal | Liaise and advise on plansEnsure up to date with own EP training and legal developments Advise on EP and Care Planning |  |
| CAFCASS | Have independent view of the care planning Ensure the child’s voice is heardHave a full understanding of EP and advise the court accordinglySupport the court with this |  |
| Midwife | Have an understanding of EPSensitive to the language and role of EP carers Be aware of confidentialitySupport Parents whilst in hospital |  |
| Health Visitor | Oversee health of the child – regular visitsProvide carer with guidance and support re health, immunisations, weaning, etcLiaise with previous HVLiaise with CSWAwareness of confidentialityAttend CLA reviewsHave an understanding of EPSensitive to the language and role of EP carers Be aware of confidentiality |  |
| Pre birth teams | Have an awareness of EP and support parents if this option is being consideredLiaise with childrens teams where appropriate |  |
| Birth parent support worker | Support parents pre, during and post care proceedingsHave an understanding of EP so can support parents and provide them with correct information. Link parents with support agencies where needed |  |