Roles and responsibilities

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| Child’s SW/Family finder | Statutory duty for the child  Childs planning  Identify Early Permanence cases  Identifying appropriate EP carers with support from Adoption SW  Supporting Childs care plan  Assessments of Family members  Child’s Stat visits  Responsibility for keeping parents informed and being open and transparent about the EP plan  Alerting RAA to possibility of EP placement?  Attend ‘selection meeting’  Reg 25a – child SW and Adoption  Updating care team members of confidentiality agreement of carers  Placement paperwork – DA, Placement Info record ( placing paperwork)  Arranging care team meetings  Sharing updates re care proceedings  Liaising with Family time worker/set up  Co-ordinating meetings  Updating other professionals |  |
| Adoption SW  VAA SW where appropriate | Assessment of adopters  Provide emotional support to carers through EP placement  Support visits  Training and preparation of carers  Health and safety – completed in assessment updated at placement  Family safe care plan – completed in assessment updated by fostering SW  Attend ‘selection meeting’  Reg 25a – child SW and Adoption  Planning introductions  Attend LAC reviews  Link in carers with adoption support offer  APR  Monitoring paperwork  Attend meetings  Share with fostering:  Share PAR  DBS  Approval minutes  Safe care  Health and safety  Pet assessment | Health and safety – completed in assessment updated at placement  Family safe care plan – completed in assessment updated by fostering SW  Confirm 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 provided  Finance forms and arrangements  Keeping focus on the fostering role of carers during the fostering period  Foster care annual reviews  Fostering placement paperwork   * Fostering finance form * Update Safe care plan * Update   Unannounced visits  Training? – awareness/ understanding of training EP carers already undertaken  Have an understanding of EP  Sensitive to the language and role of EP carers |  |
| Adoption SW RAA where VAA placement | Link with VAA adoption SW  Completion of APR |  |
| Team manager fostering | Management oversight of case  Sharing info regarding Early Permanence with team/service  Signposting to RAA  Linking up with RAA re training/processes/procedures/regs  Tracking timescales  Unannounced visits | Chair fostering placement planning meeting adoption or fostering |
| Team manager – Child | Supporting CSW to identify appropriate EP cases  Management over sight of case  Sign off reg 25a  Supervision of CSW  Reflection on EP case in case supervision |  |
| Team manager Adoption | Management over sight of case  Sign off reg 25a  Supervision of SW  Signing 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 adopter  Ensure there is a comment re suitability for EP  Consider PAR for EP and panel minutes |  |
| IRO | Oversight of child’s care plan  Address any delay or professional concerns  Early 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 time  Ensure child’s safety  Capturing moments/info for Life story books  Liaise with Childs SW and carers ?  Manage and scaffold relationship between parents and carers  Report to CSW sessions  Support with handovers at family time  Support parents to write in the contact book  Have an understanding of EP  Sensitive to the language and role of EP carers  Be aware of confidentiality |  |
| Family Time Manager | Manager to have oversight  Have an understanding of EP  Be aware of confidentiality |  |
| Legal | Liaise and advise on plans  Ensure 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 heard  Have a full understanding of EP and advise the court accordingly  Support the court with this |  |
| Midwife | Have an understanding of EP  Sensitive to the language and role of EP carers  Be aware of confidentiality  Support Parents whilst in hospital |  |
| Health Visitor | Oversee health of the child – regular visits  Provide carer with guidance and support re health, immunisations, weaning, etc  Liaise with previous HV  Liaise with CSW  Awareness of confidentiality  Attend CLA reviews  Have an understanding of EP  Sensitive 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 considered  Liaise with childrens teams where appropriate |  |
| Birth parent support worker | Support parents pre, during and post care proceedings  Have an understanding of EP so can support parents and provide them with correct information.  Link parents with support agencies where needed |  |