



Champions for
Social Care
Improvement

inspection report

Fostering Services

The Adolescent and Children`s Trust

Park House

Room 311

10 Park Street

Bristol

BS1 5HX

27th October 2003

Commission for Social Care Inspection

Launched in April 2004, the Commission for Social Care Inspection (CSCI) is the single inspectorate for social care in England.

The Commission combines the work formerly done by the Social Services Inspectorate (SSI), the SSI/Audit Commission Joint Review Team and the National Care Standards Commission.

The role of CSCI is to:

- Promote improvement in social care
- Inspect all social care - for adults and children - in the public, private and voluntary sectors
- Publish annual reports to Parliament on the performance of social care and on the state of the social care market
- Inspect and assess 'Value for Money' of council social services
- Hold performance statistics on social care
- Publish the 'star ratings' for council social services
- Register and inspect services against national standards
- Host the Children's Rights Director role.

Inspection Methods & Findings

SECTION B of this report summarises key findings and evidence from this inspection. The following 4-point scale is used to indicate the extent to which standards have been met or not met by placing the assessed level alongside the phrase "Standard met?"

The 4-point scale ranges from:

- 4 - Standard Exceeded (Commendable)
- 3 - Standard Met (No Shortfalls)
- 2 - Standard Almost Met (Minor Shortfalls)
- 1 - Standard Not Met (Major Shortfalls)

'O' or blank in the 'Standard met?' box denotes standard not assessed on this occasion.

'9' in the 'Standard met?' box denotes standard not applicable.

'X' is used where a percentage value or numerical value is not applicable.

FOSTERING SERVICE INFORMATION

Local Authority Fostering Service?

NO

Name of Authority

Address

Local Authority Manager

Tel No:

Address

Fax No:

Email Address

Registered Fostering Agency (IFA)

YES

Name of Agency

The Adolescent and Children`s Trust

Tel No

0117 9154543

Address

Park House, Room 311, 10 Park Street, Bristol, BS1 5HX

Fax No

0117 9074740

Email Address

enquiries@tactfostercare.org.uk

Registered Number of IFA

Name of Registered Provider

The Adolescent and Children`s Trust

Name of Registered Manager (if applicable)

Ms Elaine Graham

Date of first registration

23rd July 2003

Date of latest registration certificate

11th December 2003

Registration Conditions Apply?

NO

Date of last inspection

NA

Date of Inspection Visit		27th October 2003	ID Code
Time of Inspection Visit		10.00am	
Name of Inspector	1	Sam Chisholm	102696
Name of Inspector	2		
Name of Inspector	3		
Name of Inspector	4		
Name of Lay Assessor (if applicable) Lay assessors are members of the public independent of the NCSC. They accompany inspectors on some inspections and bring a different perspective to the inspection process.			
Name of Specialist (e.g. Interpreter/Signer) (if applicable)			
Name of Establishment Representative at the time of inspection			

Introduction to Report and Inspection

Inspection visits

Description of Fostering Service

Part A: Summary of Inspection Findings

Reports and Notifications to the Local Authority and Secretary of State

Implementation of Statutory Requirements from last Inspection

Statutory Requirements from this Inspection

Good Practice Recommendations from this Inspection

Part B: Inspection Methods & Findings

(National Minimum Standards For Fostering Services)

- 1. Statement of purpose**
- 2. Fitness to carry on or manage a fostering service**
- 3. Management of the fostering service**
- 4. Securing and promoting welfare**
- 5. Recruiting, checking, managing, supporting and training staff and foster carers**
- 6. Records**
- 7. Fitness of premises**
- 8. Financial requirements**
- 9. Fostering panels**
- 10. Short-term breaks**
- 11. Family and friend carers**

Part C: Lay Assessor's Summary (where applicable)

Part D: Provider's Response

D.1. Provider's Comments

D.2. Action Plan

D.3. Provider's Agreement

INTRODUCTION TO REPORT AND INSPECTION

Independent and local authority fostering services which fall within the jurisdiction of the National Care Standards Commission (NCSC) are subject to inspection, to establish if the service is meeting the National Minimum Standards for Fostering Services and the requirements of the Care Standards Act 2000, the Fostering Services Regulations 2002 and the Children Act 1989 as amended.

This document summarises the inspection findings of the NCSC in respect of The Adolescent and Children`s Trust. The inspection findings relate to the National Minimum Standards for Fostering Services published by the Secretary of State under sections 23 and 49 of the Care Standards Act 2000, for independent and local authority fostering services respectively.

The Fostering Services Regulations 2002 are secondary legislation, with which a service provider must comply. Service providers are expected to comply fully with the National Minimum Standards. The National Minimum standards will form the basis for judgements by the NCSC in relation to independent fostering agencies regarding registration, the imposition and variation of registration conditions and any enforcement action, and in relation to local authority fostering services regarding notices to the local authority and reports to the Secretary of State under section 47 of the Care Standards Act 2000. The report follows the format of the National Minimum Standards and the numbering shown in the report corresponds to that of the standards.

The report will show the following:

- Inspection methods used
- Key findings and evidence
- Overall ratings in relation to the standards
- Compliance with the Regulations
- Notifications to the Local Authority and Reports to the Secretary of State
- Required actions on the part of the provider
- Recommended good practice
- Summary of the findings
- Report of the Lay Assessor (where relevant)
- Providers response

This report is a public document.

INSPECTION VISITS

Inspections will be undertaken in line with the agreed regulatory framework with additional visits as required. This is in accordance with the provisions of the Care Standards Act 2000. The following inspection methods have been used in the production of this report. The report represents the inspector's findings from the evidence found at the specified inspection dates.

BRIEF DESCRIPTION OF THE SERVICES PROVIDED.

TACT is a national independent Fostering Agency charity providing foster placements for children and young people. The service inspected is a new branch of this organisation based in Bristol.

PART A SUMMARY OF INSPECTION FINDINGS

Inspector's Summary

(This is an overview of the inspector's findings, which includes good practice, quality issues, areas to be addressed or developed and any other concerns).

Overall the inspector found TACT to be a well organised and competent organisation. As the Bristol branch was still in the process of setting up, much of the inspection was based on general TACT policies and procedures and the stated intentions of the manager with regard to practice. The next inspection will focus on how these have been put into practice.

The staff of the Bristol branch were competent and knowledgeable and keen to meet the National Care Minimum Standards for Fostering Agencies.

Issues for TACT to address are outlined in the requirements, recommendations and relevant standards of this report.

Reports and Notifications to the Local Authority and Secretary of State

(Local Authority Fostering Services Only)

The following statutory Reports or Notifications are to be made under the Care Standards Act as a result of the findings of this inspection:

Report to the Secretary of State under section 47(3) of the Care Standards Act 2000 that the Commission considers the Local Authority's fostering service satisfies the regulatory requirements:

NO

Notice to the Local Authority under section 47(5) of the Care Standards Act 2000 of failure(s) to satisfy regulatory requirements in their fostering service which are not substantial, and specifying the action the Commission considers the Authority should take to remedy the failure(s), informing the Secretary of State of that Notice:

NO

Report to the Secretary of State under section 47(4)(a) of the Care Standards Act of a failure by a Local Authority fostering service to satisfy regulatory requirements which is not considered substantial:

NO

Report to the Secretary of State under section 47(1) of the Care Standards Act 2000 of substantial failure to satisfy regulatory requirements by a Local Authority fostering service:

NO

The grounds for the above Report or Notice are:

Not Applicable.

Implementation of Statutory Requirements from Last Inspection

Requirements from last Inspection visit fully actioned?

NA

If No please list below

STATUTORY REQUIREMENTS

Identified below are areas not addressed from the last inspection report, which indicate a non-compliance with the Care Standards Act 2000 and Fostering Services Regulations 2002.

No.	Regulation	Standard	Required actions	

Action is being taken by the National Care Standards Commission to monitor compliance with the above requirements.

COMPLIANCE WITH CONDITIONS OF REGISTRATION (IF APPLICABLE)**(Registered Independent Fostering Agencies only)**

Providers and managers of registered independent fostering agencies must comply with statutory conditions of their registration. The conditions applying to this registration are listed below, with the inspector's assessment of compliance from the evidence at the time of this inspection.

Condition	Compliance	
Comments		

Condition	Compliance	
Comments		

Condition	Compliance	
Comments		

Condition	Compliance	
Comments		

Lead Inspector	Sam Chisholm	Signature	_____
Second Inspector	_____	Signature	_____
Locality Manager	Michael Miles	Signature	_____
Date	28th April 2004		_____

STATUTORY REQUIREMENTS IDENTIFIED DURING THIS INSPECTION

Action Plan: The appropriate Officer of the Local Authority or the Registered Person (as applicable) is requested to provide the Commission with an Action Plan, which indicates how requirements and recommendations are to be addressed. This action plan will be made available on request to the Area Office.

STATUTORY REQUIREMENTS

Identified below are areas addressed in the main body of the report which indicate non-compliance with the Care Standards Act 2000, the Children Act 1989, the Fostering Services Regulations 2002, or the National Minimum Standards for Fostering Services. The Authority or Registered Person(s) is/are required to comply within the given time scales in order to comply with the Regulatory Requirements for fostering services.

No.	Regulation	Standard *	Requirement	
1	3	FS1	Include contact details for Commission for Social Care Inspection (CSCI) in the children's guide.	30/06/04
2	Schedule 1	FS3	Ensure all staff records comply with schedule 1 of the Fostering Service Regulations 2002.	30/06/04

GOOD PRACTICE RECOMMENDATIONS FROM THIS INSPECTION

Identified below are areas addressed in the main body of the report which relate to the National Minimum Standards and are seen as good practice issues which should be considered for implementation by the Authority or Registered Person(s).

No.	Refer to Standard *	Recommendation Action
1	FS1	Present the organisation's charitable objectives in plain English.
2	FS9	Devise a policy on bullying.
3	FS14	Produce written guidance for foster carers regarding preparing young people for adulthood.
4	FS19	Devise a training plan as detailed in standard 19 of this report.

* Note: You may refer to the relevant standard in the remainder of the report by omitting the 2-letter prefix e.g. FS10 refers to Standard 10.

PART B	INSPECTION METHODS & FINDINGS
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The following inspection methods have been used in the production of this report

Number of Inspector days spent	4
Survey of placing authorities	NO
Foster carer survey	NO
Foster children survey	NO
Checks with other organisations and Individuals	YES
• Directors of Social services	NO
• Child protection officer	YES
• Specialist advisor (s)	YES
• Local Foster Care Association	NO
Tracking Individual welfare arrangements	NO
• Interview with children	NO
• Interview with foster carers	YES
• Interview with agency staff	YES
• Contact with parents	NO
• Contact with supervising social workers	YES
• Examination of files	YES
Individual interview with manager	YES
Information from provider	YES
Individual interviews with key staff	YES
Group discussion with staff	YES
Interview with panel chair	YES
Observation of foster carer training	NO
Observation of foster panel	NO
Inspection of policy/practice documents	YES
Inspection of records	YES
Interview with individual child	NO
Date of Inspection	27/10/03
Time of Inspection	10:00
Duration Of Inspection (hrs)	20.0

The following pages summarise the key findings and evidence from this inspection, together with the NCSC assessment of the extent to which the National Minimum Standards have been met. The following scale is used to indicate the extent to which standards have been met or not met by placing the assessed level alongside the phrase "Standard met?"

The scale ranges from:

- | | |
|-------------------------|--------------------|
| 4 - Standard Exceeded | (Commendable) |
| 3 - Standard Met | (No Shortfalls) |
| 2 - Standard Almost Met | (Minor Shortfalls) |
| 1 - Standard Not Met | (Major Shortfalls) |

"0" in the "Standard met?" box denotes standard not assessed on this occasion.

"9" in the "Standard met?" box denotes standard not applicable.

"X" is used where a percentage value or numerical value is not applicable.

Statement of Purpose

The intended outcome for the following standard is:

- There is clear statement of the aims and objectives of the fostering service and the fostering service ensures that they meet those aims and objectives.

Standard 1 (1.1 - 1.6)

There is a clear statement of the aims and objectives of the fostering service and of what facilities and services they provide.

Key Findings and Evidence

Standard met?

2

The statement of purpose was seen and was satisfactory, although it is recommended that plain English is used to describe the charitable objectives.

The children's guide was seen and was satisfactory apart from the need to add contact details for the local CSCI office.

Fitness to Carry On or Manage a Fostering Service

The intended outcomes for the following set of standards are:

- The fostering service is provided and managed by those with the appropriate skills and experience to do so efficiently and effectively and by those who are suitable to work with children.

Standard 2 (2.1 - 2.4)

The people involved in carrying on and managing the fostering service possess the necessary business and management skills and financial expertise to manage the work efficiently and effectively and have the necessary knowledge and experience of childcare and fostering to do so in a professional manner.

Key Findings and Evidence

Standard met?

3

The manager currently has a CQSW and is currently looking for a suitable management course to attend next year. She has also already completed some management training prior to starting her current post.

The manager has sufficient experience for the role and has just successfully completed her probationary review.

Standard 3 (3.1 - 3.4)

Any persons carrying on or managing the fostering service are suitable people to run a business concerned with safeguarding and promoting the welfare of children.

Key Findings and Evidence

Standard met?

2

Recruitment records for all five staff were seen. Some gaps were noted in the records for the form F writers and the admin staff. Additionally proofs of ID and qualifications were needed on the files. The agency needs to ensure that all staff records are complete in accordance with schedule 1 of the Fostering Services Regulations 2002.

Management of the Fostering Service

The intended outcomes for the following set of standards are:

- The fostering service is managed ethically and efficiently, delivering a good quality foster care service and avoiding confusion and conflicts of role.

Standard 4 (4.1 – 4.5)

There are clear procedures for monitoring and controlling the activities of the fostering service and ensuring quality performance.

Key Findings and Evidence

Standard met?

3

Discussions with the manager and staff showed that they had clearly identifiable roles and established lines of communication and accountability between them. In addition all staff receive a copy of the staff handbook, a job description and person specification, copies of which were seen.

The service provides appropriate financial information to purchasers of services. The head office of the organisation manages the finances of the branch; therefore only limited financial information was available at the time of the inspection. The inspector saw budget statements of the branch for the previous five months.

Number of statutory notifications made to NCSC in last 12 months:

0

Death of a child placed with foster parents.

0

Referral to Secretary of State of a person working for the service as unsuitable to work with children.

0

Serious illness or accident of a child.

0

Outbreak of serious infectious disease at a foster home.

0

Actual or suspected involvement of a child in prostitution.

0

Serious incident relating to a foster child involving calling the police to a foster home.

0

Serious complaint about a foster parent.

0

Initiation of child protection enquiry involving a child.

0

Number of complaints made to NCSC about the agency in the past 12 months:

0

Number of the above complaints which were substantiated:

0

Standard 5 (5.1 - 5.4)

The fostering service is managed effectively and efficiently.

Key Findings and Evidence

Standard met?

3

The manager has a clear job description, a copy of which was seen. Discussions with the manager and staff showed that the levels of delegation and responsibility are clearly defined. This is supported by the agency's delegation of authority policy. There are clear arrangements in place for the regional manager to deputise when the manager is absent.

Securing and Promoting Welfare

The intended outcome for the following set of standards is:

- The fostering service promotes and safeguards the child/young person's physical, mental and emotional welfare.

Standard 6 (6.1 - 6.9)

The fostering service makes available foster carers who provide a safe, healthy and nurturing environment.

Key Findings and Evidence

Standard met?

3

At the time of the inspection the branch was awaiting registration and did not have any foster carers that had been approved. The branch was in the process of assessing four sets of carers.

The agency has a policy that all children placed with its foster carers have their own room. They also have a policy that is used in assessing whether 2nd placements are appropriate in a carer's home.

Health and safety issues are included in the carer's preparation and training and in written guidance given to them.

Vehicles used by carers to transport children are checked by the agency. Carers are asked to show current MOT and insurance certificates and to provide appropriate car seats that are paid for by the agency.

Carers are informed about the inspection process in their training and newsletters, and are informed of inspection dates.

Standard 7 (7.1 - 7.7)

The fostering service ensures that children and young people, and their families, are provided with foster care services which value diversity and promote equality.

Key Findings and Evidence

Standard met?

3

The manager told the inspector that she intends to recruit carers from black and ethnic minorities and lesbian, gay and disabled communities. She intends to do this by targeting specialist magazines, faith groups, community centres and festivals. She also endeavours to use language and images in publicity material that reflect diversity. Examples of these were seen.

It is intended that these issues will be considered in the matching process and in the assessment of carers. Carer's homes will also be assessed for suitability for disabled children if the carers are interested in fostering them. The agency would expect the placing authority to bear the cost of any necessary adaptations.

Carers training covers issues of diversity and the materials contain images that reflect diversity. This can also be adapted to suit the needs of particular groups of carers.

Standard 8 (8.1 - 8.7) Local authority fostering services, and voluntary agencies placing children in their own right, ensure that each child or young person placed in foster care is carefully matched with a carer capable of meeting her/his assessed needs. For agencies providing foster carers to local authorities, those agencies ensure that they offer carers only if they represent appropriate matches for a child for whom a local authority is seeking a carer.		
Key Findings and Evidence	Standard met?	3
<p>Discussion with the manager revealed that she had a knowledge and understanding of the issues involved in the process of matching. This is supported by the agency's policies and procedures regarding this.</p> <p>The manager and supervising social worker will be responsible for this process when the branch becomes fully operational. The manager intends that placements will be planned where possible and additional support provided to carers where needed. The importance of the agency obtaining appropriate LAC paperwork and background information about each child prior to placement was discussed. This will be tracked at the next inspection.</p>		

Standard 9 (9.1 - 9.8) The fostering service protects each child or young person from all forms of abuse, neglect, exploitation and deprivation.		
Key Findings and Evidence	Standard met?	2
<p>The agency's child protection policy was seen and was satisfactory. A copy of this is given to and discussed with carers during their training. It is also intended that this will be followed up during supervision of carers. Carers will also receive a copy of the Safer Caring handbook. The agency has a policy of not allowing corporal punishment and carers are made aware of this. Carers are supported to draw up a family policy on discipline and restraint that applies to their own as well as any foster children.</p> <p>The branch has created systems for collating allegations of abuse and has a missing child procedure both of which were seen.</p> <p>The agency does not currently have a policy or procedure for dealing with bullying and needs to devise one.</p>		
Percentage of foster children placed who report never or hardly ever being bullied:	100	%

Standard 10 (10.1 - 10.9) The fostering service makes sure that each child or young person in foster care is encouraged to maintain and develop family contacts and friendships as set out in her/his care plan and/or foster placement agreement.		
Key Findings and Evidence	Standard met?	3
<p>The agency has clear procedures regarding contact arrangements and carer training includes this.</p> <p>It is intended that supervising social workers and approved support workers will assist and support carers with difficult contacts. The agency will also provide financial support to promote contact. The agency will expect the carers to make written records of contact and to feedback this information to the child's social worker when they visit.</p>		

Standard 11 (11.1 - 11.5)

The fostering service ensures that children's opinions, and those of their families and others significant to the child, are sought over all issues that are likely to affect their daily life and their future.

Key Findings and Evidence**Standard met?**

3

It is intended that children's opinions will be sought through the system of Looked After Children (LAC) reviews, which it is expected that supervising social workers will be invited to attend. Supervising social workers will also be expected to speak to the child and see their room during their visits to the carers and to share relevant information with the child's social worker, who will liaise with the child's parents. The opinions of the child will also be discussed as part of the carers' reviews. The importance of this is included in the carers' training and the placement agreements.

Standard 12 (12.1 - 12.8)

The fostering service ensures that it provides foster care services which help each child or young person in foster care to receive health care which meets her/his needs for physical, emotional and social development, together with information and training appropriate to her/his age and understanding to enable informed participation in decisions about her/his health needs.

Key Findings and Evidence**Standard met?**

3

The agency is currently compiling a directory of local health services and covers health and hygiene in its preparation training for carers. First aid training will be offered as part of the annual training programme.

It is intended that children placed will have all of their relevant health information included in the completed LAC paperwork at the time of placement. This will be used to inform the agency and carers of the child's health needs. This information will be updated at the child's LAC reviews.

Standard 13 (13.1 - 13.8)

The fostering service gives a high priority to meeting the educational needs of each child or young person in foster care and ensures that she/he is encouraged to attain her/his full potential.

Key Findings and Evidence**Standard met?**

3

The carers' guidelines include information about the ways that carers can promote educational achievement. This is also discussed in carer supervision sessions. All school report cards are kept on the child's file within the agency.

Carers are paid an additional allowance for children that are out of school and it is expected that the carer will involve the child in alternative activities. A support worker is also provided to assist with this and home tutors can be bought in as well.

Financial responsibilities for education related items are outlined in the Foster Placement Agreement.

Standard 14 (14.1 - 14.5)

The fostering service ensures that their foster care services help to develop skills, competence and knowledge necessary for adult living.

Key Findings and Evidence

Standard met?

2

The agency does not currently have any written guidance on this and needs to produce this. These issues will be covered in the carers' training and supervision. It is expected that the child's social worker will also cover these issues with the carer. The agency has a support worker available to work one-one with young people in developing skills for independence and a support worker with youth work experience that can work with young men.

Recruiting, Checking, Managing, Supporting and Training Staff and Foster Carers

The intended outcome for the following set of standards is:

- The people who work in or for the fostering service are suitable to work with children and young people and they are managed, trained and supported in such a way as to ensure the best possible outcomes for children in foster care. The number of staff and carers and their range of qualifications and experience are sufficient to achieve the purposes and functions of the organisation.

Standard 15 (15.1 - 15.8)

Any people working in or for the fostering service are suitable people to work with children and young people and to safeguard and promote their welfare.

Key Findings and Evidence

Standard met?

2

The agency's recruitment procedures and records were satisfactory apart from the requirements referred to in standard three of this report. All staff were appropriately qualified.

Total number of staff of the agency:

5

Number of staff who have left the agency in the past 12 months:

0

Standard 16 (16.1 - 16.16)

Staff are organised and managed in a way that delivers an efficient and effective foster care service.

Key Findings and Evidence

Standard met?

3

Discussions with the manager and staff and inspection of records, policies and procedures showed that staff are organised and managed in a way that should provide an efficient and effective service once it is fully operational.

Standard 17 (17.1 - 17.7)		
The fostering service has an adequate number of sufficiently experienced and qualified staff and recruits a range of carers to meet the needs of children and young people for whom it aims to provide a service.		
Key Findings and Evidence	Standard met?	3
<p>The agency currently has enough staff but is not yet fully operational and will review staffing levels as more carers are recruited.</p> <p>The agency promotes retention of staff by setting clear workloads, providing induction programmes and supervision (records of which were seen) and study leave for professional development.</p> <p>Carers are supported by their social workers, sessional support workers and by provision of preparation and ongoing training.</p> <p>The agency uses the Form F method of assessing foster carers. Only blank copies of these were available at the time of the inspection as the agency has not yet completed any assessments, however this method is comprehensive and satisfactory.</p>		

Standard 18 (18.1 - 18.7)		
The fostering service is a fair and competent employer, with sound employment practices and good support for its staff and carers.		
Key Findings and Evidence	Standard met?	3
<p>Inspection of the recruitment, induction and supervision records and discussions with staff showed that the agency is a sound and competent employer.</p> <p>There are health and safety policies in place for staff and carers, and the insurance certificate for the agency is held at the office. A whistle blowing policy is also in place.</p> <p>Out of hours support is provided 24 hours on a rota system between the manager and the social worker.</p>		

Standard 19 (19.1 - 19.7)		
There is a good quality training programme to enhance individual skills and to keep staff up-to-date with professional and legal developments.		
Key Findings and Evidence	Standard met?	2
<p>The agency does not currently have a training and development plan and needs to develop one. Staff are able to identify their own sources of training.</p> <p>Staff follow a comprehensive induction programme for three months. This is reviewed on a weekly basis. Copies of these were seen to be clear and signed and dated.</p> <p>Staff receive a quarterly appraisal during which training needs are discussed.</p> <p>The sessional form F writers that the agency employs have supervision every two months.</p> <p>The agency plans to hold joint training for staff and carers once it is fully operational.</p>		

Standard 20 (20.1 - 20.5)		
All staff are properly accountable and supported.		
Key Findings and Evidence	Standard met?	3
<p>In addition to the appraisals discussed in standard 19 of this report, staff receive monthly supervision plus extra support as needed. Supervision is planned in advance and recorded and records of this were seen.</p> <p>The agency holds monthly team, regional and practice meetings. New legislation is discussed within this forum.</p>		

Standard 21 (21.1 - 21.6)		
The fostering service has a clear strategy for working with and supporting carers.		
Key Findings and Evidence	Standard met?	3
<p>The strategy for supporting carers is documented in the carers' guidelines.</p> <p>The agency is planning to set up a support group for carers after Christmas in addition to the support available at Our Place: a Bristol based support group.</p> <p>Carers have monthly supervision plus a meeting to go through their carers' diary and for the social worker to talk to the child. They are also supported through phone calls.</p> <p>The agency plans to offer 10 days respite care per year provided by three carers recruited for this purpose.</p> <p>Annual reviews of carers are done by the panel in the first year, the manager in the second year.</p>		

Standard 22 (22.1 - 22.10)		
The fostering service is a managed one that provides supervision for foster carers and helps them to develop their skills.		
Key Findings and Evidence	Standard met?	3
<p>The Foster Care Agreement sets out the supervision process and each carer will be appropriately supervised by a qualified social worker.</p>		

Standard 23 (23.1 - 23.9)

The fostering service ensures that foster carers are trained in the skills required to provide high quality care and meet the needs of each child/young person placed in their care.

Key Findings and Evidence

Standard met?

3

The pre-approval and induction training for carers is satisfactory and will include the use of more experienced carers. TACT are currently devising a training programme specifically for male carers. Travel and childcare costs related to training are covered by the agency. Carers' supervision includes discussion of training needs and will be reviewed annually.

Records

The intended outcome for the following set of standards is:

- All appropriate records are kept and are accessible in relation to the fostering services and the individual foster carers and foster children.

Standard 24 (24.1 - 24.8)

The fostering service ensures that an up-to-date, comprehensive case record is maintained for each child or young person in foster care, which details the nature, and quality of care provided and contributes to an understanding of her/his life events. Relevant information from the case records is made available to the child and to anyone involved in her/his care.

Key Findings and Evidence

Standard met?

0

The agency did not accommodate any children at the time of the inspection; therefore this standard will be assessed at the next inspection.

Standard 25 (25.1 - 25.13)

The fostering service's administrative records contain all significant information relevant to the running of the foster care service and as required by regulations.

Key Findings and Evidence

Standard met?

3

All administrative records were seen and satisfactory except where otherwise stated. Records were seen to be kept securely.

Number of current foster placements supported by the agency:

0

Number of placements made by the agency in the last 12 months:

0

Number of placements made by the agency which ended in the past 12 months:

0

Number of new foster carers approved during the last 12 months:

0

Number of foster carers who left the agency during the last 12 months:

0

Current weekly payments to foster parents: Minimum £

304

Maximum £

462

Fitness of Premises for use as Fostering Service

The intended outcome for the following standard is:

- The premises used as offices by the fostering service are suitable for the purpose.

Standard 26 (26.1 - 26.5)

Premises used as offices by the fostering service are appropriate for the purpose.

Key Findings and Evidence

Standard met?

3

The office premises were appropriate for the service and had sufficient security. Appropriate insurance certificates were seen.

Financial Requirements

The intended outcome for the following set of standards is:

- The agency fostering services are financially viable and appropriate and timely payments are made to foster carers.

Standard 27 (27.1 - 27.3)

The agency ensures it is financially viable at all times and has sufficient financial resources to fulfil its obligations.

Key Findings and Evidence

Standard met?

3

All financial viability documents are kept at the head office and were therefore not seen. The agency's accounts are audited annually.

Standard 28 (28.1 - 28.7)

The financial processes/systems of the agency are properly operated and maintained in accordance with sound and appropriate accounting standards and practice.

Key Findings and Evidence

Standard met?

3

The branch sends records of all spending to the head office.

The agency produces charges schedules for local authorities. A copy of these was seen.

Standard 29 (29.1 - 29.2)

Each foster carer receives an allowance and agreed expenses, which cover the full cost of caring for each child or young person placed with him or her. Payments are made promptly and at the agreed time. Allowances and fees are reviewed annually.

Key Findings and Evidence

Standard met?

3

There is a written policy on fostering allowances in the agency's financial policy handbook. Information on this is also given to each carer.

Fostering Panels

The intended outcome for the following set of standards is:

- Fostering panels are organised efficiently and effectively so as to ensure that good quality decisions are made about the approval of foster carers, in line with the overriding objective to promote and safeguard the welfare of children in foster care.

Standard 30 (30.1 - 30.9)

Fostering panels have clear written policies and procedures, which are implemented in practice, about the handling of their functions.

Key Findings and Evidence	Standard met?
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0

The Bristol branch of TACT is currently in the process of setting up their own panel, this was therefore not inspected on this occasion and will form part of the next inspection.

Short-Term Breaks

The intended outcome for the following set of standards is:

- When foster care is provided as a short-term break for a child, the arrangement recognises that the parents remain the main carers for the child.

Standard 31 (31.1 - 31.2)

Where a fostering service provides short-term breaks for children in foster care, they have policies and procedures, implemented in practice, to meet the particular needs of children receiving short-term breaks.

Key Findings and Evidence	Standard met?	9
Not currently applicable.		

Family and Friends as Carers

The intended outcome for the following set of standards is:

- Local authority fostering services' policies and procedures for assessing, approving, supporting and training foster carers recognise the particular contribution that can be made by and the particular needs of family and friends as carers.

Standard 32 (32.1 - 32.4)

These standards are all relevant to carers who are family and friends of the child, but there is recognition of the particular relationship and position of family and friend carers.

Key Findings and Evidence	Standard met?	9
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Not currently applicable.

PART C

LAY ASSESSOR'S SUMMARY

(where applicable)

NOT APPLICABLE

Lay Assessor _____ **Signature** _____

Date _____

D.1 Registered Person's or Responsible Local Authority Manager's comments/confirmation relating to the content and accuracy of the report for the above inspection.

We would welcome comments on the content of this report relating to the Announced Inspection conducted on 27th October 2003 of inspection at the Adolescent & Children's Trust (TACT) and any factual inaccuracies:

Please limit your comments to one side of A4 if possible

Held on file at the CSCI Bristol North Office

Action taken by the NCSC in response to the provider's comments:

Amendments to the report were necessary	<input type="checkbox"/>
Comments were received from the provider	<input type="checkbox"/>
Provider comments/factual amendments were incorporated into the final inspection report	<input type="checkbox"/>
Provider comments are available on file at the Area Office but have not been incorporated into the final inspection report. The inspector believes the report to be factually accurate	<input type="checkbox"/>

Note:

In instances where there is a major difference of view between the Inspector and the Registered Provider responsible Local Authority fostering service Manager both views will be made available on request to the Area Office.

D.2 Please provide the Commission with a written Action Plan by 9th April 2004, which indicates how statutory requirements and recommendations are to be addressed and stating a clear timescale for completion. This will be kept on file and made available on request.

Status of the Provider's Action Plan at time of publication of the final inspection report:

Action plan was required	<input type="checkbox"/>
Action plan was received at the point of publication	<input type="checkbox"/>
Action plan covers all the statutory requirements in a timely fashion	<input type="checkbox"/>
Action plan did not cover all the statutory requirements and required further discussion	<input type="checkbox"/>
Provider has declined to provide an action plan	<input type="checkbox"/>
Other: <enter details here>	<input type="checkbox"/>

Public reports

It should be noted that all NCSC inspection reports are public documents. Reports on children's homes are only obtainable on personal application to NCSC offices.

D.3 PROVIDER'S AGREEMENT

Registered Person's or responsible Local Authority Manager's statement of agreement/comments: Please complete the relevant section that applies.

D.3.1 I K Blythe of The Adolescent & Children's Trust (TACT) confirm that the contents of this report are a fair and accurate representation of the facts relating to the inspection conducted on the above date(s) and that I agree with the statutory requirements made and will seek to comply with these.

Print Name	Held on file at the CSCI Bristol North Office
Signature	_____
Designation	_____
Date	_____

Or

D.3.2 I _____ of The Adolescent & Children's Trust (TACT) am unable to confirm that the contents of this report are a fair and accurate representation of the facts relating to the inspection conducted on the above date(s) for the following reasons:

Print Name	_____
Signature	_____
Designation	_____
Date	_____

Note: In instance where there is a profound difference of view between the Inspector and the Registered Provider both views will be reported. Please attach any extra pages, as applicable.