



Making Social Care
Better for People

inspection report

FOSTERING SERVICE

Child Focus Fostering Agency

**2-4 Balmoral Road
Leyton
London
E10 5ND**

Lead Inspector
Zita McCarry

Announced Inspection
12th September 2005 10:00

The Commission for Social Care Inspection aims to:

- Put the people who use social care first
- Improve services and stamp out bad practice
- Be an expert voice on social care
- Practise what we preach in our own organisation

Reader Information	
Document Purpose	Inspection Report
Author	CSCI
Audience	General Public
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This is a report of an inspection to assess whether services are meeting the needs of people who use them. The legal basis for conducting inspections is the Care Standards Act 2000 and the relevant National Minimum Standards for this establishment are those for *Fostering Services*. They can be found at www.dh.gov.uk or obtained from The Stationery Office (TSO) PO Box 29, St Crispins, Duke Street, Norwich, NR3 1GN. Tel: 0870 600 5522. Online ordering: www.tso.co.uk/bookshop

Every Child Matters, outlined the government's vision for children's services and formed the basis of the Children Act 2004. It provides a framework for inspection so that children's services should be judged on their contribution to the outcomes considered essential to wellbeing in childhood and later life. Those outcomes are:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a contribution; and
- Achieving economic wellbeing.

In response, the Commission for Social Care Inspection has re-ordered the national minimum standards for children's services under the five outcomes, for reporting purposes. A further section has been created under 'Management' to cover those issues that will potentially impact on all the outcomes above.

Copies of *Every Child Matters* and *The Children Act 2004* are available from The Stationery Office as above

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SERVICE INFORMATION

Name of service	Child Focus Fostering Agency
Address	2-4 Balmoral Road Leyton London E10 5ND
Telephone number	020 8518 7896
Fax number	
Email address	
Provider Web address	
Name of registered provider(s)/company (if applicable)	Child Focus Fostering Agency
Name of registered manager (if applicable)	Mr Reyaz Hasmat-Ali
Type of registration	Fostering Agencies
No. of places registered (if applicable)	0
Category(ies) of registration, with number of places	

SERVICE INFORMATION

Conditions of registration:

Date of last inspection 17th March 2005

Brief Description of the Service:

Child Focus Fostering Agency is an independent agency providing foster care for children and young people up to the age of eighteen. The placements are diverse and wide ranging from babies to young adults. The agency's offices are based in Leyton and are within easy access or transport links.

SUMMARY

This is an overview of what the inspector found during the inspection.

The inspection took place over six days; a second inspector Kristen Judd was present.

The following methods were used to inspect the agency.

- Visit to three carer's homes.
- Visit to seven children/young people.
- Case tracking was undertaken.
- Samples of records were examined.
- Discussion with the acting manager.
- Discussion with two agency staff
- Discussion with the Registered Provider
- Discussion with the Chair of panel
- Observation of panel held on 16/9/05

More work needs to be done but the inspectors were satisfied that agency has worked hard to comply with its statutory responsibilities.

There have been 25 requirements and 5 recommendations made following this report. Verbal feedback was given on the 19/9/05.

Going into the inspection the Commission had grave concerns about the agency's ability to address key protection issues for young people. As a result the agency had been prohibited from offering any new young people placements. This inspection provided substantial evidence that almost all the key protection issues have been addressed effectively, with the exception of issues around the fostering panel. However because of the inspectors' grave concerns about the fostering panel the Commission has decided that the agency must not accept any new placements until it is satisfied that the fostering panel is competent in its role and function.

The inspector returned five weeks later to observe the panel and review the restriction. The findings of this visit is recorded under a separate cover.

The inspectors would like to thank the foster carer's, children/ young people and the staff team for facilitating this announced inspection and actively contributing to the regulatory process.

What the service does well:

The agency a staff team that is committed to improving the quality of its service.

What has improved since the last inspection?

As mentioned above the agency has improved in almost all aspects of it's work and this has reflected in many areas.

The agency has improved its monitoring, undertaking unannounced visits to foster carers' homes. Health and safety checks which monitor cleanliness are undertaken. The foster carers' supervision has improved however more work needs to be done in this area.

The recording arrangements have improved dramatically. Foster carers and young people have separate files which are well organised and contain the required information. The quality of recording and contact with both foster carers and young people has improved.

There has been a notable improvement in care plans, which are now underpinned by a risk assessment although these need further development.

More foster carers are attending training and all have undertaken first aid courses.

The agency has appointed a new manager who is currently applying to be registered with the Commission. With this the lines of responsibility and accountability are much clearer. Staff know to whom they are responsible and they have an improved understanding of their individual roles.

The inspectors were impressed with the level of supervision offered agency staff and how they have been supported to improve the service.

What they could do better:

The inspectors are gravely concerned about the competence of the fostering panel and this needs to be addressed urgently.

When a new adult moves into the foster carers home the agency must respond promptly to such changes.

The quality of information and reflection in review reports need to be improved.

Care plans needs to be updated when changes occur and foster carers need clear written strategies for responding to challenging behaviour.

Some policies and procedures around complaints and anti-bullying need to be improved. How the agency responds to complaints about the service requires improvement.

The agency needs to improve on its quality assurance and how to make effective arrangements for consulting with young people placed in their service.

Please contact the provider for advice of actions taken in response to this inspection.

The report of this inspection is available from enquiries@csci.gsi.gov.uk or by contacting your local CSCI office.

DETAILS OF INSPECTOR FINDINGS

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Scoring of Outcomes

Statutory Requirements Identified During the Inspection

Being Healthy

The intended outcomes these Standards are:

- The fostering service promotes the health and development of children.(NMS 12)

The Commission considers Standard 12 the key standard to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

The agency promotes the health of young people placed. Foster carers have a good understanding of their role in young peoples development. For the most part the agency was monitoring this, however supervising staff need to be consistent in this.

EVIDENCE:

The agency has a policy and procedure in place with regard to promoting the health of the foster children. Files indicated that children and young people were registered with a General Practitioner, dentist and any other relevant healthcare practitioners. Children's files viewed generally demonstrated monitoring of healthcare and medical needs during the foster carers supervision sessions.

However one of the cases seen highlighted that the foster carer had moved and did not register the three young people in placement for several months. This was eventually picked up by the supervising social worker and appropriately addressed.

Carers visited informed the inspectors that they are required to register their foster children with a G.P. take them to dental and optician appointments when required; help them to access the services needed; and give attention to health issues in the every day care of the children, including diet, personal hygiene and health promotion issues.

However the inspectors noted that the on some files the appropriate section of the LAC documentation (consent to medical treatment) was unsigned. This is an important issue, and the agency must ensure that all LAC documentation is appropriately signed.

Evidence was seen that fosters carer have completed a first aid course in 2005.

Staying Safe

The intended outcomes these Standards are:

- Any persons carrying on or managing the service are suitable. (NMS 3)
- The fostering service provides suitable foster carers.(NMS 6)
- The service matches children to carers appropriately.(NMS 8)
- The fostering service protects each child or young person from abuse and neglect.(NMS 9)
- The people who work in or for the fostering service are suitable to work with children and young people.(NMS 15)
- Fostering panels are organised efficiently and effectively.(NMS 30)

The Commission considers Standards 3, 6, 8, 9, and 15 the key standards to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

As a means of monitoring the care provided the agency undertakes unannounced visits to foster carer home, whilst all checks were undertaken the agency would need to further develop their checking processes. The inspectors were gravely concerned about the competence and appropriateness of the fostering panel.

EVIDENCE:

The inspectors were satisfied that the acting manager was fully aware of the responsibility to ensure that suitable people were recruited however no new appointments had been made at the time of this inspection. Staff and carers files showed that relevant checks were in place. The acting manager is currently under going the registration process.

The inspectors visited three foster carers in their own homes and were satisfied with the quality of the accommodation and facilities provided for children and young people. All the young people spoken to during the inspection appeared happy with their accommodation and felt that there was enough privacy to meet their needs. The inspectors found that health and safety checks were undertaken at the homes of foster carers, which were reviewed periodically. Checks lists were completed and referenced on foster carers files. However the

checks are limited and this must be developed to include in particular fire safety and appropriate means of escape.

The inspector raised concern at one home one visit noted that the kitchen cupboards' containing cleaning materials was accessible to the young children in placement.

The inspectors saw evidence and carers files that the supervising support workers inspect the homes periodically. There was evidence on all of the carer's files inspected of unannounced visits by the supervising social workers; the inspectors were informed that these would be conducted at least twice yearly. The foster carers confirmed that the visits were undertaken.

The inspectors were satisfied through the evidence seen that placements appeared suitably matched to meet the child's gender, race, ethnic origin and language. The placements made outside the approved age category had age exceptions in place, which had been agreed at panel.

The agency has relevant policies and procedures in place to safeguard young people. The agency has updated the child protection policy, which defines physical, sexual, emotional abuse and neglect. The foster carers handbook also contains information on definitions and indicators of abuse, disclosures by young people and allegations.

The Anti bullying policy has been updated to include indicators of bullying. However the policy moves on to '*dealing with disclosure of sexual abuse*' and then returns to bullying and '*how to make amends*' this makes the policy confusing and unclear.

There is a policy on reporting children absconding from care to the appropriate professionals. Risk assessments are recorded for the young people who were prone to abscond.

The agency has two unqualified foster carer supervisors. In the inspectors' opinion, they carry out social work functions. The foster carer supervisors attend meetings, complete foster carers reviews, provide training, supervise and provide support to carers. One of these workers is also on the on call rota.

From the records and discussion with carer's it was clear that supervising social workers and foster carer supervisors meet with carers regularly. These meetings were recorded on the files seen. Educational and health issues tracked raised concerns as the foster carer had information, which had not been passed to the supervisor. The inspectors noted that the carers file had been checked by the supervisor but the information was not noted.

To ensure that the activities of the fostering service are monitored and controlled this aspect of the roles must be monitored. Where unqualified social

workers are employed they must do so under the direct supervision of qualified social workers, which are accountable for their work. This must be reflected clearly in the relevant job descriptions.

Following the previous inspection an issue was noted with regard to one carer whose CRB showed evidence of convictions apparently in error the agency have failed to show how this matter is to be resolved. Therefore this remains an outstanding requirement.

The inspectors observed panel in operation on the 16/09/05. The inspector had access to the review presented at panel and the minutes of the previous panel meeting. The inspectors also interviewed the chair of the panel on 16/9/05. The inspectors reviewed the personnel files of all members of the fostering panel who had been re interviewed for the posts and evidenced completed CRB checks.

Training for the Foster Panel has been undertaken since the previous inspection however the inspectors have concerns due to the lack of discussion of key issues during the panel and there were indications that panel members were not clear as to where cross reference information on the relevant forms. Additionally there was a lack of control during the meeting and the discussion moved twice to other subjects rather than the review that was being discussed.

The type of approval was clearly recorded on the review form and a brief discussion was held at panel however a key issue was missed with regard to the accommodation and the approval of young people to be placed. This was brought to the attention of the chair.

CFFA invites carers to the panel. One carer attended the panel observed by the inspectors; concern was raised, as a young person was also present when the carer was asked about an allegation. The inspectors felt this was inappropriate.

During the inspection of panel meeting minutes in July 05 it was noted that the panel was not quorate as there were only four members present including the chair during the presentation of one case.

Enjoying and Achieving

The intended outcomes these Standards are:

- The fostering service values diversity.(NMS 7)
- The fostering service promotes educational achievement.(NMS 13)
- When foster care is provided as a short-term break for a child, the arrangements recognise that the parents remain the main carers for the child.(NMS 31)

The Commission considers Standards 7, 13, and 31 the key standards to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

The level of the agency's activity in the promoting education varied greatly from one foster carer to another. The importance the agency places on diversity is reflected in the well matched placements.

EVIDENCE:

There was evidence to show that carer's are recruited from a range of ethnic, religious and cultural backgrounds. It was evident from the inspectors meetings with a number of carers and from documents seen at the agency that CFFA match children and young people with carers that can appropriately meet their ethnic, religious and cultural needs.

Evidence was seen in their day-to-day recording and supervision sessions of carers attending educational meetings (parents evenings). However the inspectors were particularly concerned regarding one of the young persons who had special needs and attended a special needs school. An assessment had been completed however the results that the foster carer had received had not been passed to the agency. The fosters carers must inform supervisors of such information as a matter of urgency.

On balance one foster carer was clearly very proactive in ensuring that young people placed received appropriate educational opportunities. All of the young people stated that they were very well supported to achieve to the best of there ability. This was also evident in the results that they were achieving. The agency does not have any short-term placement at this time.

Making a Positive Contribution

The intended outcomes these Standards are:

- The fostering service promotes contact arrangements for the child or young person. (NMS 10)
- The fostering service promotes consultation.(NMS 11)

The Commission considers Standards 10 and 11 the key standards to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

The service has made progress in the quality and consistency of supervision offered to foster carers. There is a substantial amount of evidence that agency staff were making contact with young people placed in regards to their views of how the placement is progressing. However there is a lack of organisational consultation with the young people placed.

EVIDENCE:

Reviews of young peoples progress take place at appropriate intervals. Additionally the inspectors saw evidence of progress report which are used in preparation for reviews, which recorded achievements, progress and highlighted concerns.

The supervision records for fosters carers have improved, they were fairly comprehensive and followed up any relevant issues. There was also evidence that link workers speak to the young people if they are home with regards to how the placement is going and any concerns.

The inspectors received one young persons questionnaire at the time of writing this report the response was positive with regards to the care that they receive.

The complaints procedure was seen and was deemed confusing, as it appears to include the local authority procedure rather than focus on the agency. This needs to be clear to ensure that fosters carers, young people and any other complaint and a clear process to follow. The inspectors spoke with young people who were clear about who they would talk to if they had a complaint.

The young people guide contains relevant information in addition about how to contact the Local Authority or the Commission directly.

One complaint received from the local authority was responded to in writing following a telephone conversation with the carers. A meeting was planned between the social worker, agency and carers but the response was completed one day prior to this taking place. All complaints must be appropriately investigated in line with procedure.

There remains no opportunity for young people to get together and no ongoing organisational consultation with the young people with regards to issues that are likely to affect their daily living or future. It is a repeated requirement that the agency investigates and implement ways of ensuring how the children/young people's opinions and views can be sought regularly.

Achieving Economic Wellbeing

The intended outcomes these Standards are:

- The fostering service prepares young people for adulthood.(NMS 14)
- The fostering service pays carers an allowance and agreed expenses as specified.(NMS 29)

The Commission considers Standards 29 the key standard to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

The agency is actively ensuring foster carers are preparing young people for semi-independent living. The agency is not ensuring all foster carers keep financial records in relation to the young persons.

EVIDENCE:

No pathway plans were seen on file. However there was recorded information on the agencies placement plans and progress reports about developing the young person daily living skills in preparation to move on to independent living.

Three of the young people visited during the course of this inspection were prepared for semi-independent living. The foster carer was actively assisting in the young person's preparation for adulthood e.g. by supervising and offering advice on basic daily living skills.

Young people confirmed that they receive a clothing allowance. Young people were pleased that they were able to spend their pocket money when and how they wanted to. Most of the young people had savings accounts although there were concerns with regard to one young person as appropriate accounts had not been set up. The foster carer was not maintaining any financial records in relation to the young person. This matter must be addressed as a matter of urgency.

There is guidance in place with regards to finance and payments to foster carers. Foster carers spoken to confirmed that payments are always paid promptly.

Management

The intended outcomes these Standards are:

- There is a clear statement of the aims and objectives of the fostering service and the fostering service ensures that they meet those aims and objectives.(NMS 1)
- The fostering service is managed by those with the appropriate skills and experience. (NMS 2)
- The fostering service is monitored and controlled as specified. (NMS 4)
- The fostering service is managed effectively and efficiently.(NMS 5)
- Staff are organised and managed effectively.(NMS 16)
- The fostering service has an adequate number of sufficiently experienced and qualified staff.(NMS 17)
- The fostering service is a fair and competent employer.(NMS 18)
- There is a good quality training programme. (NMS 19)
- All staff are properly accountable and supported.(NMS 20)
- The fostering service has a clear strategy for working with and supporting carers.(NMS 21)
- Foster carers are provided with supervision and support.(NMS 22)
- Foster carers are appropriately trained.(NMS 23)
- Case records for children are comprehensive.(NMS 24)
- The administrative records are maintained as required.(NMS 25)
- The premises used as offices by the fostering service are suitable for the purpose.(NMS 26)
- The fostering service is financially viable. (NMS 27)
- The fostering service has robust financial processes. (NMS 28)
- Local Authority fostering services recognise the contribution made by family and friends as carers.(NMS 32)

The Commission considers Standards 17, 21, and 24 the key standards to be inspected at least once during a 12 month period.

JUDGEMENT – The intended outcomes for these Standards are

Whilst further work still needs to be done, there have been considerable improvements in the overall management of the agency and this is reflected in all aspects of the agency's work.

EVIDENCE:

The inspectors viewed the Statement of Purpose, which has been updated to include the agency structure and clear information regarding the procedures for recruiting, approving, training supporting and reviewing carers. However during the tracking of cases during the inspection it is noted that two carers have not been recruited in line with this procedure.

The inspectors also reviewed children's guide, which is provided in three different age groups, however on examination it was noted that the guides had the same content and no work had been done to ensure that they were age appropriate. It is also recommended that the document be expanded to include information about child protection.

The acting manager is a qualified social worker with many years experience of working in childcare services. Through discussions with the acting manager the inspectors were satisfied that she is competent and was clearly focused on improving and further developing the service.

There is a comprehensive Foster Carers handbook, which clearly explains the role of the carers and the responsibilities of the agency. Evidence was seen of regular staff meetings and carers groups were seen.

Through discussion with responsible individual the inspectors were informed that the quality assurance role was to be developed and that he would be carrying out monitoring checks so as to ensure that the quality of the service being provided is maintained at a satisfactory level.

The job descriptions and written staffing structure was seen. There is a clear cover arrangement identified in the absence of the manager. Although as previously stated there is a need for clarity regarding the supervision and responsibilities of foster carer supervisors in the job descriptions.

As previously stated this inspection has shown improvements that have been made which reflects on the efficiency and effectiveness of the agency however there remain some concerns, relating to social work practice, which must be addressed to provide a good quality foster care service. These requirements are addressed throughout this report.

The management structure of the agency is clear. Members of staff interviewed during the inspection were aware of the management structure and their individual roles and responsibilities. Staff have been managed and monitored by the manager and the deputy. The office has the appropriate level of clerical and administrative support for the size of the service.

The inspectors found that policies and procedures were available however these need further development. Separate requirements have been made regarding these.

No new carers have been recruited since the previous inspection. However as previously stated due a change in two of the foster carer situations and as such their partners are currently being approved. Concern was raised, as in one case this assessment has been ongoing for a year. The documentation which was ready for presentation at panel once the applicant had undergone training was seen, the assessment was poor and required further work.

It was highlighted in the previous inspection there is a need for the foster carers assessments to evidence in-depth discussions such as protection, abuse and dealing with challenging behaviour.

It therefore remains an outstanding requirement that assessments must further evaluate ability to parent and consistently include the applicant's self-reflection.

Each fostering household has an allocated foster carer supervisor. Records indicated that there were generally regular visits to the carers and time was spent with the children in placement. However one case that was tracked noted that the first recorded supervision session for the carer was twenty-six days after the placement was made. Additionally the young person in placement was not recorded seen by the supervisor until being in placement for three months.

Generally supervision records seen indicated relevant issues were discussed and there has been a marked improvement since the previous inspection. However supervision should be further developed to be reflective and staff should ensure that issue recorded on the contact sheets been tracked and issues form the agenda for supervision sessions.

Foster carers views for this inspection were obtained via visits to 3 households, and via postal comment cards. All of the responses were very positive with regards to the quality of support received by the staff team. Weekly telephone contact is maintained with foster carers. Home visits were frequent and these were increased when foster carers needed additional support.

Foster carers spoke highly of the staff and clearly relationships had developed. The inspector raised some concern as one worker also saw the foster carer outside work this potentially is a conflict of interest, the acting manager addressed this issue immediately at the time of inspection.

Agency staff have complete a wide range of training since the previous inspection which includes supervision of foster carers, risk assessments, health and safety, placement plans, child protection, whistle blowing and notifiable incidents.

There was evidence of staff being appraised and supervision records were available. Supervision sessions are used to discuss caseloads, training issues and any concerns or child protection issues.

Staff confirmed that they visit foster households regularly. This was evidenced in the agencies records. As stated foster carers spoke highly of the agency staff and of the support that they receive. There is a support group, for carers and minutes were seen from previous meetings. Additionally there was evidence of unannounced visits being conducted.

Training is offered on a monthly basis and the inspectors saw evidence of the years programme. Training is generally provided in house with the exception of First Aid training. The inspectors did not observe training being delivered. The agency should consider more external training as a matter of good practise particularly for specialist subjects such as child protection and dealing with challenging behaviour. It was noted that a training session for educational parenting/independent living skills in July was cancelled due to non-attendance of carers.

Reviews have commenced and the acting manager has prepared a schedule to ensure that they are completed over the coming months. This remains a requirement, which is still within timescale.

The inspector tracked 3 case files for foster carers and seven young peoples files. The carer's files were clear and well structured. However the development plans for carers are not in place and should be developed should clearly highlight training needs.

The young people files are well formatted and contained placement plans that had been developed in conjunction with a key protection/planning form and risk assessments. Additionally there are three monthly progress reports, which are used to inform the reviews. Clearly much work has been done since the previous inspection to improve the young peoples files. Contact sheets recording all daily contacts however the staff have written issue pertaining to more than one young person on each sheet. Staff must ensure that individual information is maintained separately.

However through the tracking of this documentation it was noted that not all issues had been addressed. For example one young person who '*bites others*' was not risk assessed.

One placement plan had been completed prior to the young person being returned to placement later that day (following an allegation). The plans/goals were not appropriate to the needs of the young person. There were further concerns as the young person displayed challenging behaviour and the foster care did not have any strategies in place to cope with difficult situations.

The inspectors were generally satisfied that carers were aware of confidentiality and all records were securely maintained. However one carer had recently been unable to produce the diary for the supervising social worker, which records confidential information about the young people in placement. The agency must investigate how the diary was lost and ensure that this sought of breach of confidentiality does not re occur.

Generally recording was good although staff must ensure that all documents are dated and signed.

The agencies finances were not inspected this time. There are no kin ship carers in place.

SCORING OF OUTCOMES

This page summarises the assessment of the extent to which the National Minimum Standards for Fostering Services have been met and uses the following scale.

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

"X" in the standard met box denotes standard not assessed on this occasion
 "N/A" in the standard met box denotes standard not applicable

BEING HEALTHY	
<i>Standard No</i>	<i>Score</i>
12	2

STAYING SAFE	
<i>Standard No</i>	<i>Score</i>
3	3
6	2
8	3
9	2
15	2
30	1

ENJOYING AND ACHIEVING	
<i>Standard No</i>	<i>Score</i>
7	3
13	2
31	X

MAKING A POSITIVE CONTRIBUTION	
<i>Standard No</i>	<i>Score</i>
10	3
11	2

ACHIEVING ECONOMIC WELLBEING	
<i>Standard No</i>	<i>Score</i>
14	2
29	2

MANAGEMENT	
<i>Standard No</i>	<i>Score</i>
1	2
2	3
4	2
5	3
16	2
17	2
18	3
19	2
20	3
21	2
22	2
23	2
24	2
25	2
26	X
27	X
28	X
32	X

yes

Are there any outstanding requirements from the last inspection?

STATUTORY REQUIREMENTS

This section sets out the actions, which must be taken so that the registered person/s meets the Care Standards Act 2000, Fostering Services Regulations 2002 and the National Minimum Standards. The Registered Provider(s) must comply with the given timescales.

No.	Standard	Regulation	Requirement	Timescale for action
1	FS12	15.2	The responsible individual must ensure that all foster carers register young people with health professionals without delay.	01/11/05
2	FS12	11	The responsible individual must ensure that the placing authority completes all LAC documents, including medical information.	01/12/05
3	FS6	11(a)	The responsible individual must ensure that the foster carers health and safety assessments are comprehensive to ensure the safety of young people placed.	01/12/05
4	FS4FS9	42.1	The responsible individual must ensure that all policies and procedures are clear for carers to follow.	01/12/05
5	FS4FS16FS15	21.1	The responsible individual must ensure that the job descriptions accurately reflect roles and the lines of accountability.	01/12/05
6	FS15	20.3	The responsible individual must be able to demonstrate a robust response to disclosures that may be considered unsatisfactory or warrant	01/11/05

			further investigation.(Timescale 1/5/05 not met)	
7	FS4FS30	26.1	The responsible individual must ensure that all panel members are able to reference the Form F appropriately.	13/10/05
8	FS4FS30	26	The responsible individual must ensure that the panel meetings are focused and additional issues are not discussed with the carer's individual cases.	13/10/05
9	FS30	25.1	The responsible individual must ensure that the fostering panel shall conduct no business unless at least five of its members are present.(Timescale 1/6/05 not met)	13/10/05
10	FS30	29.2	The responsible individual must ensure that indicated carers are reviewed as a matter of urgency, and all reviews to be approved by the newly established panel. (This remains in timescale of 1/12/05)	01/12/05
11	FS30	28.2	The responsible individual must ensure that no new placements should be made to carers until cases have been presented to panel to approve suitability to foster. (This remains in timescale of 1/12/05)	01/12/05
12	FS13	11	The responsible individual must ensure that fosters carers are fully aware of their responsibility to inform supervisors of all information relating to the young people placed.	01/11/05
13	FS11	22	The responsible individual must ensure that agencies complaints procedure be amended to provide clear guidance, which must be included in the young peoples, guide.	01/12/05

14	FS11	22	The responsible individual must ensure that all complaints must be appropriately investigated in line with procedure and outcome given to complaints is reflective of the findings of the investigation.	01/12/05
15	FS11	11	The responsible individual must implement ways of ensuring that children/ young people's opinions and views are sought regularly. (Timescale 1/6/05 not met)	01/12/05
16	FS14	11	The responsible individual must ensure that Pathway Plans are in place for young people preparing to move on.	01/01/06
17	FS29	17	The responsible individual must ensure that fosters carers are able to account for the young peoples monies accurately.	01/11/05
18	FS1	27.1	The responsible individual must ensure that all foster carers are appropriately assessed in line with the statement of purpose.	01/12/05
19	FS1	3.3	The responsible individual must ensure that the children's guide is developed into a child friendly document that is age appropriate.	01/01/06
20	FS17	27.1	The responsible individual must ensure that assessments of prospective foster carers must further evaluate ability to parent and consistently include the applicant's self- reflection. (Timescale of 1/6/05 not met)	01/12/05
21	FS25	32	The responsible individual must ensure that are young peoples files are maintained appropriately ensuring that confidentiality is maintained.	01/12/05
22	FS25	32	The responsible individual must ensure that all foster carers maintain all records securely.	01/12/05
23	FS24	11	The responsible individual must ensure that placement plans accurately reflect the young	01/12/05

			people current needs to ensure that those needs can be met.	
24	FS24	12	The responsible individual must ensure that any known risk be appropriately risk assessed.	01/11/05
25	FS24	12	The responsible individual must ensure that foster carers are provided with clear documented strategies to cope and deal with challenging or other difficult behaviours	01/12/05

RECOMMENDATIONS

These recommendations relate to National Minimum Standards and are seen as good practice for the Registered Provider/s to consider carrying out.

No.	Refer to Standard	Good Practice Recommendations
1	FS4	The responsible individual should ensure that each aspect of the unqualified worker's work is monitored and verified by the supervising social worker.
2	FS1	It is also recommended that the young people guide be expanded to include information about child protection.
3	FS22	Development plans for carers should be developed highlighting clearly training needs.
4	FS22	It is recommended that supervision should be further developed to be reflective and staff should ensure that issue recorded on the contact sheets been tracked and issues form the agendas for supervision sessions.
5	FS23FS19	The responsible individual should consider more external training as a matter of good practice.

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