



Making Social Care  
Better for People

# inspection report

Fostering Services

## **Rochdale Social Services Fostering Services**

Foxholes House  
Foxholes Road  
Rochdale  
OL12 0ED

24th January 2005

## 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?**

YES

**Name of Authority**

Rochdale Social Services Fostering Services

**Address**

Foxholes House, Foxholes Road, Rochdale, OL12 0ED

**Local Authority Manager**

**Tel No:**

01706 710750

**Address**

Foxholes House, Foxholes Road, Rochdale, OL12 0ED

**Fax No:**

01706 715033

**Email Address**

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**Registered Fostering Agency (IFA)**

NO

**Name of Agency**

**Tel No**

**Address**

**Fax No**

**Email Address**

**Registered Number of IFA**

**Name of Registered Provider**

**Name of Registered Manager (if applicable)**

**Date of first registration**

**Date of latest registration certificate**

**Registration Conditions Apply ?**

NO

**Date of last inspection**

19/01/04

<b>Date of Inspection Visit</b>		24th January 2005	<b>ID Code</b>
<b>Time of Inspection Visit</b>		09:00 am	
<b>Name of Inspector</b>	<b>1</b>	Mark Kersh	078210
<b>Name of Inspector</b>	<b>2</b>	Tony Kyem	
<b>Name of Inspector</b>	<b>3</b>	None	
<b>Name of Inspector</b>	<b>4</b>	None	
<b>Name of Lay Assessor (if applicable)</b> Lay assessors are members of the public independent of the CSCI. They accompany inspectors on some inspections and bring a different perspective to the inspection process.		None	
<b>Name of Specialist (e.g. Interpreter/Signer) (if applicable)</b>		None	
<b>Name of Establishment Representative at the time of inspection</b>		Pat Pearce	

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## INTRODUCTION TO REPORT AND INSPECTION

Independent and local authority fostering services which fall within the jurisdiction of the Commission for Social Care Inspection (CSCI) 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 CSCI in respect of Rochdale Social Services Fostering Services. 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 CSCI 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 and proposed action plan to address findings

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.

This is the third announced inspection of Rochdale Metropolitan Borough Council Fostering Service since the introduction of the National Minimum Standards for Fostering Services were implemented on 01/04/02.

The numbers of foster carers recruited by the service on the 31/12/04 were 55 recruited foster carers, 43 family and friends' carers 9 respite carers and 8 contract carers.

Rochdale Fostering Service also place children and young people with the Catholic Children's Rescue Service (6 carers) and Independent Fostering Associations (37 carers). The total number of children and young people placed as of 06/01/05 is 218.

The Fostering Service has undergone a recent restructure this year, resulting in the appointment of a new Fostering Manager on 01/01/05.

Rochdale Fostering Service is described within the service's "Statement of Purpose" to provide services which include temporary foster carers these are people who take children on a temporary basis until they can return home, temporary care includes placements that are made in an emergency as well as placements planned in advance. Permanent foster carers provide an alternative to adoption for those children who cannot return to their birth family. Friends and family carers provide care to children already known to them before their full assessment and approval in an emergency situation. Placements with friends and family carers provide a valuable service to children, who enable them to stay within their own family or network and is a more normal and less stigmatising experience for them. Support foster carers (respite), provide care to children and their families as part of a family support service. Young people carers provide care to young people over the age of 11, focussing on behavioural change and development. Contract carers provide care for children with very special needs, where the only alternative recommended placement is residential care or the child's emotional and behavioural difficulties require a carer at home full time with no other children in placement. This is a fee-paying scheme.

## 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.)

This is the third successive occasion Rochdale's Social Services Department's Fostering Service has been assessed against the National Minimum Standards, and the Fostering Services Regulations 2002. The service was observed to have complied with all but five of the statutory requirements as were previously identified following the service's last inspection, dated 19<sup>TH</sup> January 2004.

The Registered Person's must now address all outstanding requirements and good practice recommendations, as identified following this inspection, and address these shortfalls within the new timescales identified.

All staff that work within the fostering service have been committed to their work and continue to strive to meet National Minimum Standards. Their enthusiasm and strength is commendable having worked through a long period of time without a permanent manager. This difficult period was managed by staff taking on senior responsibilities and with the support of the Children's Services Manager – Provider Services and the Resource Manager for the Child and Family Support Service. Although there is still some scope for improvement the service has improved following the last inspection.

As part of the overall methodology used to undertake this Inspection. Three recruited foster carers and one contract carer were case tracked. Eight children and young people were looked after within these placements and were also case tracked as part of the inspection process. Allocated supervising social workers were also interviewed, as to was the Children's Services Manager – Provider Services, Fostering Service's Manager, Chair of Panel, Recruitment and Marketing Officer and the Children's Rights Officer. Questionnaires were also sent to out by the CSCI to a proportion of the children, their social workers and their carers, to ascertain their views about the service. Brief summaries of the Inspection Teams findings are detailed below.

#### 1. Statement of Purpose

The Fostering Service has a written Statement of Purpose, which was last reviewed in December 2003. The document is brief in describing the service provided by the fostering agency; the fostering services team undertakes much more work and this must be reflected in the Statement of Purpose. A new format is to be produced and be formally approved at a meeting of Elected Members Corporate Parents Forum. The Registered Person should ensure that the statement accurately reflects the structural changes, which have recently occurred to the service. The Children's Guide is a comprehensive document, which does contain very useful information for looked after children and young people; this is being revised to be useful to much younger children.

## **2. Fitness to provide or manage a fostering service**

Discussions the Inspector held with the manager, would indicate that the manager does possess the necessary skills, having had previous experience as a supervising social worker and foster carer. The manager was appointed to this post on 01/01/05. Leadership and managerial qualities are required, to manage the Fostering Service, and training is planned to meet these needs. The manager of the service is line managed by the Children's Services Manager – Provider Services who is of senior standing. The manager's file was examined and was found to contain most of the required information as detailed within Schedule 1 (Fostering Services Regulations 2002). One irregularity with the required information was identified, that is proof of the managers qualification must be on file.

## **3. Management of the fostering service**

The Fostering Manager has overall responsibility to ensure that quality services are afforded. There are clear and well established lines of accountability between managers, carers and staff. Two senior social workers are accessible to the team, in the fostering managers absence. In their absence, the manager of the adoption service is available to the team, and in his absence the Children's Services Manager is available. The latter arrangements are in keeping with Standard 5.4 of the National Minimum Standards (Fostering Services Regulations 2002). Since the restructure of the service, new members of staff have been appointed in enabling the service to achieve its aims and objectives. A new post has been created and appointed to; this is the recruitment and marketing officer. Systems are in place to notify all as specified in the table of Schedule 8 (Events and Notifications) (Fostering Services Regulations 2002). However, the fostering service had failed to notify the Commission in relation to a serious complaint made about a foster carer.

## **4. Securing and promoting welfare**

One young person interviewed by an Inspector had this to say; when asked about the care afforded to him by his foster carers "Cool".

The Fostering Service, prior to this inspection, had informed carer's, by way of a letter, that they may be interviewed as part of the Commissions inspection process. One carer communicated that no care plan or risk assessments were made available to them on children placed with them. 3 of 4 carers interviewed felt that the information provided at the point of a child's accommodation could be greatly improved. This information, which should be supplied at the point of placement, relates to the Looked After Children (LAC) documentation, and the area team social workers are responsible for this. The addition of the recruitment and marketing manager and an increase in allowances payable to all recruited foster carers has resulted in a significant increase in approved carers over the past twelve months.

All recruited foster carers receive a comprehensive post approval pack, which covers the service's guidelines and safe care procedures. Carers are also required to complete a foster carers agreement post approval, which outlines the expectations placed upon them by the service. 3 of the 4 carers files looked at did not include a foster carers agreement, which would meet the Fostering Services National Minimum Standards.

The service consults with young people about their experiences of the service, through training programmes and social events. The services of a Children's Rights Officer/Advocate will improve upon the existing opportunities for consultation to occur and plans are in place for foster children in this respect.

Carers and young people are made aware of the services they should be receiving from the Young Person's Support Team. Where young people are of age, the service ensures that young people are consulted about their future and are encouraged to be actively involved in the decision making process and implementation of the Pathway Plan.

## **5. Recruiting, checking, managing, supporting and training staff and foster carers**

The Inspection team examined the Fostering Service's staff's personnel files off site. All with the exception of the managers qualification were observed to be order, in keeping with the required information as detailed within Schedule 1 (Fostering Service Regulations 2002). Enhanced Criminal Records Bureau disclosures for all files selected were also examined. No irregularities were identified.

All of the four carers visited by the Inspection team felt supported and spoke favourably of the service. The Fostering Service has the required systems in place for carer supervision, appraisal and support, although not all annual reviews have taken place. Comprehensive health and safety policies are in place for carers, which cover legal requirements. The services whistle blowing policy is included within the post approval pack for newly recruited carers.

Newly recruited carers are required to attend training, as part of their professional development. Carers can progress from level 2 to level 3 and must attend a minimum of 4 training sessions per year. The policies and procedures of the service are accessible to staff. The supervision of staff is monthly and a written record is kept and maintained by the service. The supervision of recruited foster carer's is undertaken as specified within Regulation 35, (Fostering Services Regulations 2002). Inspection of carer's files demonstrated that staff have worked extremely hard in delivering (six weekly) supervision to carers.

## **6. Records**

From the sample of the children's individual case files examined, most were found to be in order. Some files need Looked After Children documentation and care plans to be updated. The service maintains individual written records on staff, carers, children, complaints and allegations in keeping with Standard 25.2. The Inspectors examined a number of these records.

Carers files were all found to be in order and did contain the necessary information in meeting with Regulation 30. Some foster carer agreements need to include the information as specified in the Fostering Services National Minimum Standards. Records are kept of all checks and references obtained. The systems for keeping records are congruent with the Looking After Children's System.

**7. Fitness of premises for use as a fostering service**

The Inspectors visually examined the services premises. The building was observed to appropriate for its intended purpose and function. The office space and storage facilities although limited, are adequate.

**8. Financial requirements**

The allowances payable to all carers are clearly described within the foster carers post approval pack. The fee payable has been reviewed and increased last year in view of the changing needs of the service, in terms of foster carer retention.

**9. Fostering panels**

As part of the methodology of this inspection. The service's panel was observed, and the chair of panel interviewed. The Chair of the Fostering Panel is independent. Observations of panel members demonstrated that independent representatives from health are included. Quorate numbers for panel to proceed are five in keeping with Regulation 25(1). The minutes of previous panel meetings were observed and found to be in order. The chair of the panel addresses any conflicts of interest before each agenda item.

**10. Short term breaks**

The Fostering Service has procedures in place for short term breaks for children in foster care.

**11. Family and friends as carers**

'The Fostering Services, Family and Friends 'new fostering procedures were finalised and implemented in April 2004. All family and friend carers have been provided with a named key contact of the Fostering Service. However they have not been afforded the same status as with other carers in terms of training and supervision.

## **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:**

N/A

## Implementation of Statutory Requirements from Last Inspection

Requirements from last Inspection visit fully actioned?

NO

**If No please list below**

<b>STATUTORY REQUIREMENTS</b>				
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	
1	19 (a) (b)	FS17	The Responsible Person must ensure that the Fostering Service has a full compliment of staff. (This remains an outstanding requirement from the inspection on 19/01/04).	30/07/05
2	4	FS1	The Responsible Person must ensure that the Statement of Purpose and Children's Guide is kept under review and where appropriate revised and that the Commission is notified of any such revision within 28 days. (This remains an outstanding requirement from the inspection on 19/01/04).	30/04/05
3	29	FS16	That within the first year of placement a visit must take place within 1 week from its beginning and then at intervals of not more than 6 weeks, then subsequently, at intervals of not more than 3 months. On each occasion when a person that is authorised visits a child to carry out such a visit a written report is made of the visit. In the case of an emergency placement then a visit to a child must be made at least once a week. (This remains an outstanding requirement from the inspection on 19/01/04).	30/04/05

**Action is being taken by the Commission for Social Care Inspection to monitor compliance with the above requirements.**



## 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 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	10 (2)	FS2	The Registered Person must ensure that the manager receives appropriate management training within six months of appointment.	30/06/05
2	7 (2) (I)	FS3	The Registered Person must ensure that a copy the managers qualification is kept on file and available for inspection.	30/04/05
3	43 (I)	FS4	The Registered Person must ensure that if any of the events listed in column 1 of the table in Schedule 8 takes place, the Registered Person shall without delay notify in writing the persons indicated in respect of the event in column 2 of the table.	28/02/05
4	28 (5) (6)	FS22	The Registered Person must ensure that all foster carers have a foster care agreement in line with Schedule 5, (Fostering Services Regulations 2002).	30/06/05

### 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	FS9	The Registered Person should ensure that the foster carers handbook is updated in line with the National Minimum Standards for Fostering Services.
2	FS24	The Registered Person should ensure that all Looked After Children (LAC) documentation on young people's files is updated. (This remains an outstanding requirement from the inspection on 19/01/04).
3	FS32	The Responsible Person should ensure that the support and training needs including annual reviews of family and friends carers must be assessed and met in the same way as for any other carers. (This remains an outstanding requirement from the inspection on 19/01/04).

\* 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**

The following inspection methods have been used in the production of this report

Number of Inspector days spent	7
Survey of placing authorities	YES
Foster carer survey	YES
Foster children survey	YES
Checks with other organisations and Individuals	YES
• Directors of Social services	YES
• Child protection officer	YES
• Specialist advisor (s)	YES
• Local Foster Care Association	YES
Tracking Individual welfare arrangements	YES
• Interview with children	YES
• Interview with foster carers	YES
• Interview with agency staff	YES
• Contact with parents	YES
• 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	YES
Observation of foster panel	YES
Inspection of policy/practice documents	YES
Inspection of records	YES
Interview with individual child	NO
Date of Inspection	24/01/05
Time of Inspection	09.00
Duration Of Inspection (hrs)	47.5

The following pages summarise the key findings and evidence from this inspection, together with the CSCI 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

Rochdale Family Placement Team has a Statement of Purpose that is available to all as specified in Regulation 3 (2) (Fostering Services Regulations 2002). This current Statement of Purpose has not been revised following a requirement made at the inspection on 19/01/04. The Statement of Purpose does not have a date recorded of when revision took place, information from the pre inspection questionnaire states that revision of the Statement of Purpose took place on 01/12/03. This Statement of Purpose covers the minimum requirements set out in the Fostering Services National Minimum Standards. A brief reference is made to the service philosophy, the service structure, the service we provide, complaints, recruiting and approving foster carers and support to carers. However the service structure has changed following the appointment of a manager on 01/01/05 and the current statement does not reflect this, the complaints section states "since April 2003 there have been no formal complaints" this inspection found evidence of formal complaints being received after April 2003. During a discussion with the children's service manager and manager of the family placement team, the children's service manager stated that a person has been designated to revise the current Statement of Purpose and that this would be presented to the elected members before 30/04/05. All children and young people have now received a copy of the Children's Guide, which includes all of the necessary information including a contact address and telephone number of the Commission for Social Care Inspection (CSCI) local area office. During a discussion with the person responsible for the children's guide the Inspectors were advised that further revision of the Children's Guide is to be undertaken and to make it more age appropriate to younger children. The Registered Person must ensure that the Statement of Purpose and Children's Guide is kept under review and where appropriate revised and that the Commission is notified of any such revision within 28 days, Regulation 4 (a)(b)(c) (Fostering Services Regulations 2002).

## 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

Rochdale Fostering Service follows the Local Authorities policy and procedures on fair recruitment and selection. The permanent manager left the Fostering Service in September 2003 to further pursue a career elsewhere. Advertisements have been placed within professional publications to recruit a permanent manager. During the period of September 2003 – January 2005 the children's service manager and the Resource Manager for Child and Family Support Services have been covering the vacant post. An internal appointment was made to this post on 01/01/05. The manager has been a supervising family placement social worker for Rochdale Metropolitan Borough Council for the last 12 years and before this was a foster carer for 14 years both for RMBC and Catholic Children's Rescue Service. And from September 2003 – December 2004 acted as a senior practitioner for fostering and adoption. The manager has a CQSW qualification. The children's service manager stated that a planned programme of management training is to be undertaken by the manager as specified in the Fostering Services National Minimum Standards. The Registered Person must ensure that the manager receives appropriate management training within six months of appointment, Regulation 10 (Fostering Services Regulations 2002). The Manager is due to commence 'Management for People who Care' training in April 2005.

### 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

The manager's personal file was examined as part of this inspection, as to were all of the Fostering Service's staff's files, (See standard 15 of this report). The manager's file was found to contain most of the required information as detailed within Schedule 1, (Fostering Services Regulations 2002). One irregularity with the required information was identified. No documentary evidence could be found of the managers relevant qualification. The Registered Person must ensure that a copy the managers qualification is kept on file and available for inspection, Regulation 7(2)(i) & Schedule 1(5) (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?

2

Written referral and assessment processes were seen during this inspection. The manager demonstrated her awareness at any given time of the situation within the service in terms of foster placement vacancies, recruitment and staff workloads. During discussions with staff they confirmed that their workloads were allocated fairly and all demonstrated their knowledge as to the clear organisational structure. From discussions with staff and foster carers evidence was provided in relation to good understanding of roles and responsibilities. Foster carers reported that they receive information through the post; this includes information on allowances paid. Any conflicts of interest are identified during the recruitment process and the chair of the panel stated that conflicts of interests are declared before each item agenda at panel. Observation of the panel provided evidence of this practice. Systems are in place to notify the CSCI of any events as listed in the table under Schedule 8 (Events and Notifications) (Fostering Services Regulations 2002). However the CSCI was not notified in relation to a serious complaint about a foster carer. The manager agreed to send this notification to the CSCI. The Registered Person must ensure that if any of the events listed in column 1 of the table in Schedule 8 takes place, the Registered Person shall without delay notify in writing the persons indicated in respect of the event in column 2 of the table, Regulation 43(1)(2) (Fostering Services Regulations 2002).

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

2

Death of a child placed with foster parents.

1

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

X

Serious illness or accident of a child.

X

Outbreak of serious infectious disease at a foster home.

X

Actual or suspected involvement of a child in prostitution.

X

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

X

Serious complaint about a foster parent.

1

Initiation of child protection enquiry involving a child.

X

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

X

Number of the above complaints which were substantiated:

X

**Standard 5 (5.1 - 5.4)****The fostering service is managed effectively and efficiently.****Key Findings and Evidence****Standard met?****3**

The manager of the service has a written job description, which outlines her duties and responsibilities. The manager does not hold a similar position with any other organisation or service. All workers employed by the service are made aware of the fact that they must declare any possible conflicts of interests. Clear lines of accountability are in place and staff demonstrated during discussions who they would contact for information or advice. Delegated persons are available in the absence of the manager. Examples were given by staff as to how they access support in the managers absence when covering duty.

## 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

Following a review and a restructure of payments foster carers can now be assessed to move from level 2 to level 3. There was evidence within foster carers files showing that the assessment of current foster carers and the recruitment process for prospective foster carers is thorough. As part of the methodology of this inspection the Inspectors visited four foster carers homes. The Inspectors found these homes to be comfortable, homely and well maintained. Prior to being approved, prospective foster carers are required to undertake training, which covers health and safety and safe care. Those young people interviewed during the course of this inspection communicated that they were completely satisfied with the care they received. Young people who had completed the pre inspection questionnaires, and returned these to the Commission for Social Care Inspection prior to this inspection, also agreed this. One young person described the placement as "cool". The Fostering Service prior to this inspection informed carer's by letter that they may be interviewed as part of the Commissions inspection process.

### 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 service is making positive efforts, with a recruitment campaign aimed at prospective carers for children and young people of non-white backgrounds, with the intention of increasing placement choice and stability for such children. A new recruitment and marketing officer's post has been created and during discussions with the recruitment and marketing officer evidence was seen of future plans to be implemented. Freestanding advertisement boards are placed in key locations within the Borough and a CD-rom is being created. Staff and foster carers have taken part in a broadcast on a local Asian radio station (Crescent Radio). Successful recruitment of an Asian social worker will further identify needs of children/young people; this post is to be advertised in February 2005. Of those foster carers visited, it would appear that carers are considerate when offering equal access and opportunities to children and young people placed. Each individual young persons file inspected during this inspection had written information in relation to gender, religion, ethnic origin, language, culture, disability and sexuality. Training and policies are in place to address and deal with all forms of discrimination. The foster carers handbook is underpinned in valuing diversity and promoting equality.

**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

The Fostering Service does ensure, as far as is reasonably practical, that all children are carefully matched with carers capable of meeting young people's individual assessed needs. However this cannot always be successfully achieved specifically where children have to be placed in an emergency. In such cases the influencing factor often centres on the availability of approved foster carers, although this is likely to decrease as more foster carers are recruited and approved. The recruitment and marketing officer stated that 12 new foster carers have been approved. The Fostering Panel with responsibility for the approval of foster carers consists of professional people with relevant experience of fostering. Concerns were raised during visits to foster carers homes and in foster carers questionnaires in relation to the lack of adequate information provided by the child's social worker and about not being kept informed. Positive feedback was received from visits, questionnaires and during a consultation with foster carers during their training session in relation to the fostering services family placement workers and the information they are provided with.

**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?**

3

Prospective foster carers undertake training including additional sessions in relation to child protection, behaviour management, safer caring and children who have been abused. Each foster carer receives a comprehensive handbook, which covers all of the Fostering Services guidelines and procedures. Good practice Recommendations remain outstanding in relation to updating the foster care handbook and the policies and procedures in line with the National Minimum Standards for Fostering Services, the handbook is dated 1998. The Registered Person should ensure that the foster carers handbook is updated in line with the National Minimum Standards for Fostering Services. There is a policy and procedure in place in respect of allegations made against foster carers and a record is maintained. There is a missing persons procedure. Foster carers are also required to complete a foster carers agreement post approval, which outlines the expectations placed upon them by the service. During discussions with staff and foster carers all demonstrated their knowledge of issues relating to bullying.

**Percentage of foster children placed who report never or hardly ever being bullied:**

0

%

**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?**

2

Where appropriate emphasis is placed on the importance of maintaining contact, during pre-approval training for prospective foster carers. Foster carers are required where necessary, to facilitate and promote contact where this is in the young person's best interests. Contact officers are also used from within the authority. All young people are now allocated a social worker. However inspection of young people's files found that not all of the necessary Looked After Children (LAC) documentation to be in place or partly completed. 1 foster carer during a visit stated that no care plan had been received from the placing social worker. The Registered Person SHOULD ensure that all Looked After Children (LAC) documentation on young people's files is updated. (This remains an outstanding recommendation from the inspection on 19/01/04).

**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

Pre approval training of prospective foster carers covers the importance placed on children's opinions and those of their families and significant others and listening to children. Carers and young people confirmed that expressed views and opinions are ascertained in day-to-day matters. Foster children have access to the departments Children's Rights Officer; this service has recently changed the Children's Rights Officer. The Rochdale Children's Rights and Advocacy Project Annual Review was seen and a discussion with the Children's Rights Officer provided evidence of the service available to all looked after children. The Fostering Service continues to plan more events to consult with children/young people and carer's. Past events have proved successful and well attended.

**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

Policies and procedures are in place that cover the health needs of looked after children and young people. There was evidence in case files to demonstrate that specialist health care services accessed if necessary, for example the local authority looked after children health worker, (who is also a panel member), paediatrician, (who is also a panel member) psychologist. One foster carer during a visit mentioned the support currently being offered by a psychologist due to a young persons presenting emotional/behavioural difficulties. Psychologists will plan and facilitate training from September 2005. First aid training is provided for all foster carers.

**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 Fostering Service maintains links with the local authority looked after children Education Teacher. Emphasis is placed on the importance of education during the pre- approval training for prospective foster carers, and carries on during placement by carers. Carers and young people gave positive examples of links to schools during visits to the carer's homes during this inspection. Carers have made professional links with educational facilities and participate in parent's evenings and meetings at school. One carer expressed concern in relation to the lack of service offered by the connexions team for the young person in placement. Training sessions on procedures and responsibilities regarding Personal Education Plans for teachers, social workers and other professionals remains ongoing. Sessions have been arranged for an opportunity for networking and sharing information for all those involved with Children in Public Care – Raising Achievement Project (CHIP RAP). Personal Education Plans (PEP) are in place on individual children's case files.

**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?**

3

The Fostering Service maintains a professional link to the Local Authority Young Person's Support Team. Procedures and guidelines from the leaving care team are in conjunction with the Children's Leaving Care Act 2000, and pathway plans. Carers and young people confirmed that day-to-day preparation is in place in relation to semi independence skills and moving on. One young person commented positively about the transition plan and support received from the young person's support team.

## 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?

3

Rochdale Metropolitan Borough Council has a Fair Recruitment and Selection process, which the Fostering Service follows. The Inspection team examined the Fostering Service's staff's personnel files off site. All were observed to be order, in keeping with the information as detailed within Schedule 1 (Fostering Service Regulations 2002). Enhanced Criminal Records Bureau disclosures for all files selected were also examined. No irregularities were identified; references are now taken up for internal appointments to posts. The supervising social workers interviewed as part of this inspection, were all conversant with their roles and responsibilities in relation to the service. All staff spoken to were suitably qualified and experienced. The allowances payable to all recruited foster carers has been increased as part of the services staff retention strategy. Foster carers commented positively about the training opportunities provided by the agency. A training plan was seen for the next 12 months covering a range of appropriate courses for foster carers. Courses already undertaken include skills to foster, education workshop, fostering skills – children, some courses are for all ages and include fromage and massage (foster carers and babies), expressing feelings through art (all ages) and musical workshop (all ages).

Total number of staff of the agency:

12

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

X

**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?****2**

All staff confirmed during interview that the acting manager and a supervising placing social worker have carried out supervision up until the manager's position was filled. Delegation of this process had been shared between them. All staff knows to whom they are accountable. The manager will now carry out supervision; a requirement has been made in Standard 2 of this report in relation to management training including supervision training for the manager. All staff members have contracts, job descriptions and conditions of service. It was clear from discussions with the manager and staff that workloads are monitored and supervision is given a high priority. Annual reviews are not taking place for all carer's although the Fostering Service is addressing this by allocating reviews at weekly meetings. The chair of the panel stated that this has been noticed with the lack of approvals coming to panel and that the agency is attempting to catch up so as all foster carers are reviewed. The Registered Person must ensure that annual reviews are carried out, Regulation 29 (Fostering Services Regulations 2002). (This remains an outstanding requirement from the inspection on 19/01/04).

**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?****2**

The Fostering Service has a clear assessment process for newly recruited carers, which was evidenced through the discussions held with staff, carers and through direct observations undertaken in relation to panel. The service is staffed in such a way that the service does strive to achieve the required compliment of staff to meet the needs of the service in line with its Statement of Purpose. Following the last inspection a recruitment and marketing officer and 2 support workers have joined the team. The service currently has two vacancies to fill, in ensuring that the full compliment of staff is achieved at all times. These are an Asian supervising placing social worker and a supervising placing social worker; this post is vacant from the promotion to manager position. Advertisements for these posts are due to go out in February 2005. This remains an outstanding Requirement from 19/01/04. The Registered Person must ensure that the Fostering Service has a full compliment of staff, Regulation 19 (Fostering Services Regulations 2002).

**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**

Policies and procedures are in place within the Fostering Service in relation to staff and carers all of the policies and procedures and the foster carer's handbook need to be revised and updated to meet the National Minimum Standards for Fostering Services, a good practice Recommendation has been made in Standard 9 of this report. Foster carers have appropriate out of hour's services to contact if needed through the Local Authority emergency duty team (EDT). The Fostering Service has comprehensive Health and Safety and a Whistle blowing policies. Each foster carer has a health and safety tick list within their homes, and supervising social workers check these during annual reviews/visits.

<b>Standard 19 (19.1 - 19.7)</b>		
<b>There is a good quality training programme to enhance individual skills and to keep staff up-to-date with professional and legal developments.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>Foster carers are given the same access to training as with all of Child Care Services staff. In addition, the service has specific training for newly recruited foster carers. The uptake of carers on training is improving, particularly amongst those established foster carers. Newly recruited carers are required to attend training, as part of their professional development. Foster carers being assessed for Level 3 from level 2 must attend at least four training sessions in any one-year. One carer visited was a regularly attendee on training courses and spoke favourably of the courses attended. The service has now begun to closely scrutinise the uptake of training undertaken by carers. The training needs of all carers are informally discussed during supervisory visits. Training is also now monitored and reviewed as part of a carer's annual review.</p>		

<b>Standard 20 (20.1 - 20.5)</b>		
<b>All staff are properly accountable and supported.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>From the discussions the Inspection Team held with staff and carers, it would appear that those employed by the service do feel well supported. Staff meetings and supervisions are all regularly held. All stated that the manager was approachable and that she is available for consultation at other times. As is the adoption manager and Children's Services Manager – Provider Services.</p>		

<b>Standard 21 (21.1 - 21.6)</b>		
<b>The fostering service has a clear strategy for working with and supporting carers.</b>		
<b>Key Findings and Evidence</b>	<b>Standard met?</b>	<b>3</b>
<p>It was clear that a number of strategies were in place to support foster carers. These included the foster carers handbook, foster carers support group, membership of the fostering network and the "buddy scheme". The recruitment and marketing officer is planning a newsletter for foster carers. There was evidence on foster carers files of contact from the agency and foster carers stated that the support and visits they receive is good.</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?**

2

The Inspectors examined 4 foster carers files 3 of which did not contain a foster care agreement, in line with Regulation 28 & Schedule 5 (Fostering Services Regulations 2002). All new recruited carers enter into a foster care agreement. The Registered Person must ensure that all foster carers have a foster care agreement in line with Schedule 5 (Fostering Services Regulations 2002). Foster carers are provided with the foster carers handbook and kept up to date with any relevant information. There are written complaints and allegations procedures. Records of both complaints and allegations of abuse are maintained. Those examined by the Inspectors were seen to have been dealt with appropriately. On occasions complaints can go beyond the timescale as described in the complaint procedure for example when the ombudsman takes them.

**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

There is ongoing training for carer's and staff in conjunction with the Fostering Network and staff within the Fostering Service have been trained to train prospective foster carer's on the "skills to foster" course. All of the training follows the local authorities framework of equal opportunities and anti-discriminatory practice. The fostering Service provides on-going programmes of training, self-development and training in safe caring throughout the induction. Training is available to foster carers through the day and in the evening.

## 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?

3

The Fostering Service has policies in place that establish the purpose, format and contents of files. Foster carers through discussions confirmed that the placing social worker and link worker, which includes the legal status of the child/children, mainly supplies information as to why young people are in foster care. Foster carers actively encourage children to understand their history; children bring and keep memorabilia within the foster home. Foster carers demonstrated their understanding in relation to confidentiality. Four children's individual case files were tracked during this inspection, some of the Looked After Children documentation must be updated, these include the Essential Information Record, Care Plan and Assessment and Action Record, Regulations 22 & 30 (Fostering Services Regulations 2002), this remains an outstanding Requirement from the inspection on 19/01/04. This has been required in Standard 10 of this report.

### 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

Some of the records that the Fostering Service maintains are stored securely within the social services departments away from the Fostering Services office. For example personnel files and children's individual case files. All files within the Fostering Service are stored securely. Access to these records by the Fostering Service staff is accessible. Policies and procedures are in place for the retention of case files as specifies in (Fostering Services Regulations 2002).

Number of current foster placements supported by the agency:

115

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

X

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

X

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

12

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

1

Current weekly payments to foster parents: Minimum £

115

Maximum £

400

## 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 Fostering service is situated within the building of Foxholes House in Rochdale; other services within the local authority share this building. Systems are in place within the Fostering Service and understood by all staff on confidential matters with regard to children and carers. Administration is provided within the service and information technology systems are in place. Insurance is provided by Zurich through the Local Authority.

## 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?

9

This standard is not applicable to a local authority run Fostering Service so has not been assessed.

### 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?

9

This standard is not applicable to a local authority run Fostering Service so has not been assessed.

### 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?

4

Of those carers spoken to during this inspection, most confirmed they had always received prompt payment, payable by bank transfer on a monthly basis. 1 carer stated that payment is received by post in the form of a cheque despite her sending in direct debit details 3 times. No dissatisfactions were communicated with the method of payment used. The allowances payable to all carers are clearly described within the foster carers post approval pack. The fee payable has been reviewed and increased this year in view of the changing needs of the service.

## 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?	4
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Policies and procedures are in place about the functions and numbers of panel members. During this inspection the inspector had a discussion with the chair of the panel and observed a panel meeting-taking place. Observations of procedures being followed were undertaken during the panel meeting. All decision-making and recommendations made at panel are recorded. Panel has access to medical expertise (paediatrician) is a panel member. The panel operates professionally and all panel members contribute to the process of making recommendations. Recommendations from panel are presented to the Local Authority decision maker on the same day after the panel meeting. Arrangements are in place to ensure decisions are made promptly during annual or sick leave.

## 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?
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Procedures are in place for short term breaks for children in foster care.	3
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## 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?	2
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A new procedure has been written in relation to family and friends as carers and finalised in April 2004, in conjunction with Regulation 11(3) The Children Act 1989 (Guidance and Regulation Volume 3) and Regulation 38 (Fostering Services Regulations 2002). As of 31/12/04 the number of family and friends as carers stood at 43. The fostering service provides some support for family and friends as carers and is planning specific training to meet this groups needs. Annual reviews are not carried out and the support and training needs of family and friends as carers are not met in the same way as for any other carers. The Registered Person should ensure that the support and training needs including annual reviews of family and friends carers must be assessed and met in the same way as for any other carers. (This remains an outstanding recommendation from the inspection on 19/01/04).

**PART C**

**LAY ASSESSOR'S SUMMARY**

**(where 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 Inspection conducted on 24<sup>th</sup> January 2005 and any factual inaccuracies:

Please limit your comments to one side of A4 if possible

"We are working on the best way to include provider responses in the published report. In the meantime responses received are available on request."

**Action taken by the CSCI 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 Friday 25<sup>th</sup> March 2005, 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 CSCI inspection reports are public documents. Reports on children's homes are only obtainable on personal application to CSCI 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 \_\_\_\_\_ of Rochdale Social Services Fostering Services 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** \_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Designation** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Or**

**D.3.2 I Steve Titcombe of Rochdale Social Services Fostering Services 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**            S Titcombe \_\_\_\_\_  
**Signature**            S Titcombe \_\_\_\_\_  
**Designation**         HOS \_\_\_\_\_  
**Date**                    17.3.05 \_\_\_\_\_

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.

**“Providers comments and an action plan are available at the Area Office, where these have been submitted.”**

**Commission for Social Care Inspection**  
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