

**Scrutiny Board - Fostering Inspection Action Plan
August 2010
Updated April 2011**

Key

Becky Hewitt – Organisational Development (BH)
Deborah Schofield- Team Manager Fostering (DS)
Anne-Marie Stokes- Team Manager Fostering (AMS)
Kay Beach- Team Manager Family Placement (KB)
Val Hales- Team Manager Kinship Care (VH)
Sarah Johal – Service Delivery Manager Fostering, Adoption & Family placement (SJ)
Sue May - Head of Service Looked After Children (SM)

	Ofsted Recommendation	Action Required	By Whom	Timescales / Revised Timescale	Budget Implications	Comment and Progress
1	ensure that each carer is given basic training in first aid (NMS 12.5)	To check which carers have already had basic first aid training and ascertain how many carers require training	BH	August 2010		Completed
		Pump prime the budget to enable provision of training for all carers.	BH	September 2010	£10,000	Completed
		To provide training for all remaining foster carers by April 2011	BH	April 2011		In progress (520 carers trained). Due to complete in August 2011

2	ensure that carers' homes are free of avoidable hazards that might expose a child to risk of injury or harm. Specifically, that health and safety risk assessments are sufficiently wide-ranging in the matters covered (NMS 6.6)	Amend Health and Safety Risk assessment document to include decorative swords and window- cord blinds.	DS	September 2010		Completed
3	ensure that safe caring guidelines are specifically relevant to each child and are cleared with the child's social worker (NMS 9.3)	<p>To amend current documentation and guidance on safe caring guidance.</p> <p>Ensure that each fostering officer discusses with each social worker and foster carer and agree a safe care plan.</p> <p>Social worker, fostering officer and foster carer to sign the safe care plans and ensure copies given to the foster carer, kept on the carer's files.</p> <p>Monitor compliance through supervision and team meetings</p> <p>Audit files to check these have been completed</p>	<p>DS</p> <p>DS/AMS/VH/KB</p> <p>Fostering officers</p> <p>Fostering managers</p> <p>Managers. SJ & SM</p>	<p>September 2010</p> <p>October 2010</p> <p>November 2010</p> <p>December 2010</p> <p>Jan 2011 and ongoing</p>		<p>Revised documentation in printing.</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Audits completed as part of practice improvement programme in November. 85% were satisfactory. 15% returned for corrective actions and then completed. April 2011 audit in progress.</p>

4	ensure that fostering panels are correctly constituted in line with the regulations and that no business is conducted by a fostering panel unless at least five of its members, including the chair or vice chair, at least one of the social workers and at least two of the independent members meet as a panel (breach of regulation 25(1) of the Fostering Services Regulations 2002)	Check current membership of each panel.	SJ	August 2010	Completed
		Recruit appropriate independent members and councillors to the panel	SJ	September 2010	Completed.
		No fostering panel to undertake statutory business unless the fostering panel is quorate.	Panel Advisors VH/DS/AMS/ KB	August 2010	Completed

5	ensure that there are effective procedures for monitoring and controlling the activities of the fostering service and ensuring quality performance (NMS 4.1)	<p>Clear expectations about staff responsibilities in case recording and filing and clear expectations about managers in auditing files to ensure that quality work is being undertaken via:-</p> <p>Practice Improvement Training Programme (PIPS)</p> <p>Reviewing the file auditing arrangements for carer's files</p> <p>Undertaking file audits of carer's files.</p> <p>Ensuring the file audit system remains in place.</p>	<p>All staff</p> <p>SJ/SM/VH</p> <p>Fostering Managers. SJ and SM</p> <p>SJ/SM</p>	<p>September 2010</p> <p>September 2010</p> <p>November 2010</p> <p>Ongoing review January 2011</p>		<p>Completed</p> <p>Completed</p> <p>Completed in November as part of the practice improvement programme. 85% were satisfactory. 15% returned for corrective actions and then completed.</p> <p>April 2011 further audit in progress.</p>
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6	<p>ensure that supervising social workers meet regularly with carers to supervise their work and that foster carers' files include records of supervisory meetings (NMS 22.6)</p>	<p>Discuss with supervising fostering officers (SFO's) to ensure that supervisory visits (SV's) takes place at specified intervals (every three months).</p> <p>Review Supervisory Forms to ensure fit for purpose.</p> <p>Agree in management team meeting. Arrange printing</p> <p>Implement new SV's format.</p> <p>Team Managers Fostering to monitor that SV's undertaken through supervision and Team Meetings.</p> <p>Monitor in file audits</p>	<p>All Team Managers Fostering</p> <p>AMS</p>	<p>August 2010</p> <p>September 2010</p> <p>October 2010</p> <p>October 2010</p> <p>November 2010</p> <p>November and December 2010 January 2011</p>		<p>Completed and monitored through audit</p> <p>Actions required by the inspector (as above) completed</p> <p>improvement actions as identified by service ongoing review of supervision format completed</p> <p>further supervision training for supervising social workers June 11</p>
7	<p>Ensure that foster carers reviews fully consider their continued suitability to foster. Specifically, that health assessments of carers are updated with appropriate frequency (NMS 21.2)</p>	<p>Write to foster carers to explain the need for this to be undertaken</p> <p>Identify additional administrative resources necessary to implement this.</p> <p>Secure additional resources from medical advisor or commission service to meet this requirement.</p> <p>Implement health assessments in line with NMS</p>	<p>SM</p> <p>SM/SJ</p> <p>SM</p> <p>SJ</p>	<p>September 2010</p> <p>October 2010</p> <p>November 2010</p> <p>April 2011</p>	<p>Budgetary implications to provide additional medical advisor time and additional administrative resources</p>	<p>Completed</p> <p>Discussions in progress</p>

8	<p>Ensure that foster carer's records are consistently well maintained, fully completed and signed (NMS 25)</p>	<p>Current files to be well maintained fully completed and signed to be checked via file audits.</p> <p>To revamp foster carer files to ensure fit for purpose.</p> <p>To secure additional resources to print new fostering files.</p> <p>Implement easy to navigate fostering file.</p> <p>Ensure the file is fully completed and audited on an ongoing basis</p>	<p>Managers/SJ and SM</p> <p>SJ/SM</p> <p>SJ</p> <p>SJ</p> <p>Managers/SJ/SM</p>	<p>November 2010</p> <p>November 2010</p> <p>Jan 2011</p> <p>April 2011</p> <p>April 2011 and onwards</p>	<p>To cost the printing of new files</p>	<p>Completed in November as part of the practice improvement programme. 85% were satisfactory. 15% returned for corrective actions and then completed. April 2011 further audit in progress</p> <p>New foster carers files in progress .</p> <p>Ongoing audits in place. April 2011</p>
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