

JOB DESCRIPTION

Job Title:	Form F Assessor
Department:	Fostering Team
Reporting To:	Registered Manager and in his/her absence the Senior Social Work Practitioner.
Responsible for:	Completion of a full BAAF Form F competency assessment with regard to prospective foster carers and attendance at Child Care Bureau's Independent Fostering Panel in order to present the completed assessment.
Main Purpose of Role:	To assess prospective foster carers for CCB Ltd in line with the BAAF Form F, relevant Fostering Services National Minimum Standards and Regulations together with ensuring compliance with CCB's Recruitment and Approval of Foster Carers policy.

Key Accountabilities

- To respect confidentiality, keeping all information in relation to the applicants securely.
- Diarise home study appointments with the applicants and visit on time.
- Evidence of visits undertaken must be recorded, giving details of the areas covered within each visit together with a log of all additional contact made throughout the assessment, i.e. telephone calls, letters written.
- Undertake Disclosure and Barring Service (DBS) checks on all adult members of the household and any significant others. If the applicants DBS show any offence then the applicant's attitude and explanation of the offence to be included in the assessment. If a positive outcome on any other DBS's within the household, this is to be explored further.
- Interview applicants jointly and at a minimum of once on an individual basis.
- Applicants own children should also be seen individually, dependent upon age. It is essential that their understanding of the need for self-protection and the impact upon themselves be evaluated.
- Evaluate medical reports and other statutory checks and all written references, including the applicants current and where relevant previous employers.
- View previous files for the applicants if they have fostered previously or are transferring to CCB Ltd.
- If applicants have previous experience of fostering then this should be explored in depth and evaluated. This process includes case studies of previous children placed.

- Should other significant adults or family members be involved with the future plans of the applicant with regard to looking after the children, they should be visited and an evaluation of their understanding of the task undertaken.
- Obtaining information and carrying out interviews of previous partners or children living outside of the home must be undertaken. Discuss the best ways to achieve this with the applicants.
- All referees must be visited and details entered within the assessment. It is essential that a clear and full picture be gained from the referees as they form an important part of the assessment.
- Ensure the completion of an assessment of Health & Safety as per Child Care Bureau's guidelines. This assessment should include information with regard to pets (including dogs) and smoking. All relevant paperwork must be completed.
- Should the applicants have no previous fostering experience then their previous experience in relation to children will need to be evaluated together with their understanding of the fostering task.
- The strengths and weaknesses of the applicants parenting capacity will require critical evaluation. This evaluation should include what type of behaviours they have or can potentially deal with, their ability/capacity for safe caring/self protection together with their understanding of sexual abuse. These areas will require evidence with specific examples where possible.
- Complete a Genogram giving details of the applicant's parents, siblings, children and significant others together with their ages at the time of assessment or if applicable their age at the time of death.
- Complete a Chronology giving a full account of events throughout the applicant's lives.
- Complete an Eco-map giving full account of the applicant's support network.
- Assist the applicants in producing a family Safe Care Policy that should be signed and dated.
- Assess the applicants' attitude and understanding of valuing diversity and anti-discrimination practice and include within the Form F assessment.
- Ensure that the applicants are aware of CCB's policies with regard to smoking, safe caring and discipline.
- The social work assessment is an important summary of your overall assessment and as such should be in depth and include the information gathered having been critically analysed.
- On providing a recommendation with regard to children to be placed with the applicants, ensure that the recommendation is age and number specific. The recommendation should include reasons for the recommendation and should be in relation to their previous fostering or related experience. Evaluation of the applicant's attitudes and understanding of contact with birth family is also required here.
- Undertake regular supervision with a Social Work qualified member of CCB staff with regard the progress of the assessment and any queries or concerns with regard the applicants or overall assessment.
- Type up the assessment onto the BAAF templates provided.
- Once the Form F assessment is completed, pass it to CCB Ltd's Registered Manager to be proof read and signed off.

- Once assessment is signed off, take it to the applicants for agreement and signature.
- Ensure that the deadline set by the Registered Manager when given the assessment is adhered to, usually 10-12 weeks.
- Ensure that the panel process is understood clearly by the applicants and attend the panel meeting with the applicants in order to present the assessment.

Other duties

- Attend in-house training when required.
- Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post as requested by CCB.
- Maintain an awareness and observation of Fire & Health & Safety Regulations.

Expectations

- All copies of work undertaken (including assessment notes) must be retained and saved on the organisations electronic files.
- Ensure that the deadlines set for the assessment are upheld.
- Arrange assessment visits in advance.
- Liaise with CCB's Business Manager regarding training for prospective foster carers, i.e Skills to Foster & CCB Induction Training.

Contacts

- **In all contacts the postholder will be required to present a good image of the Company as well as maintaining constructive relationships.**

Notes:

- This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Company's Equal Opportunities Policy.