



**NORTH LANARKSHIRE COUNCIL
HOUSING AND SOCIAL WORK SERVICES**

DUAL APPROVAL - CARERS AGREEMENT

This agreement details the matters and obligations applied to foster care arrangements through The Looked After Children's (Scotland) Regulations 2009. This has been amended to reflect the dual role of adopters when caring for a child who is looked after and accommodated.

Section 1: CARERS DETAILS:

Carers Name:	Date of Birth:
Carers Name:	Date of Birth:
Address:	Telephone No:
Email address:	

Section 2: LINK SOCIAL WORKER DETAILS

Link Worker:	Telephone No: 01236-
Email Address:	
Mobile No:	
Office address: Children's Carers Team 7 Mitchell Street Airdrie ML6 0BE	

Section 3: **SUPPORT & TRAINING FOR FOSTER CARERS**

1. Every carer will have a link social worker appointed at the time of approval as a foster carer.
2. If agreed as appropriate an age related fostering allowance is paid for each child placed with foster carers. The allowance is effective from the date of placement and details of the relevant rates are available from your link social worker or the NL web site.
3. Again if appropriate carers receive a fee that is linked to their skill and competency in providing a fostering resource and this is reviewed on an annual basis or when the adoption is granted.
4. The allowance scheme allows for consideration of discretionary funding for placement equipment and other exceptional expenses.
5. Foster Carer Support Group meetings are scheduled for all carers to attend.
6. North Lanarkshire Council subscribes to The Fostering Network and the annual membership fee for carers is met by the Council.
7. The Council provides training for all newly dual approved carers.

Section 4: **REVIEW PROCEDURE**

Dual approved carers will be reviewed as follows:

- If a child is not placed within a year of approval
- If the child placed remains looked after and accommodated after a year

The review will consider and confirm the required statutory checks have been completed satisfactorily. It is a carer's responsibility to advise the link social worker of any change in their circumstances that would affect their approval.

PVG disclosure checks will be completed every three years.
Medical checks are completed annually.

In some circumstances it will be necessary to arrange a review outwith the regular review process.

Section 5: **PLACEMENT PROCEDURE**

Placement of children and young people will be made through the adoption, fostering and family placement panel.

Full information is shared prior to placement.

Section 6: PLACEMENT AGREEMENT

Carers are expected to participate within the terms of a placement agreement which will record essential detail of the responsibilities of each of the participants in a child's care plan. Along with carers, these participants will include the child, if appropriate, their parent/guardian and the child's social worker. The agreement will normally be made within three days of the placement commencing.

Section 7: CHANGES IN CIRCUMSTANCES

Carers are obligated to inform and provide written notice to the local authority of: any intended change of address; change in the composition of the household; any other change in personal circumstances; any other event affecting the capacity to care for an child placed or the suitability of the household; any criminal conviction arising between approval and subsequent reviews.

In the event of significant changes in circumstances, a review may be required to consider if this affects a carer's approval.

Section 8: CONFIDENTIALITY

Carers should ensure that any information which relates to children placed with them, or their families or any other person, which has been shared with carers in confidence in connection with a placement is kept confidential and is not disclosed to any other person without the consent of the social work services.

A separate confidentiality statement must be agreed and signed by the carer.

Section 9: THE CARER'S OBLIGATION

- Not to administer corporate punishment to any child placed
- Comply with the terms of the foster placement agreement and to care for the child placed as if the child was a member of the carer's family and in a safe and appropriate manner and to promote the child's welfare
- Have regard for the local authority immediate and long term arrangements for the child
- Notify the authority immediately of any serious illness or event affecting a child looked after by them. Out of hours contact can be made with social work emergency services (SWES).

Section 10: DECLARATION

I have read and agree to the terms of this agreement

Signed:

Carer:

Date:

Signed:

Carer:

Date:

Signed:

Link Social Worker:

Date:

Signed:

Senior Social Worker:

Date:



PLACEMENT AGREEMENT

This agreement is for use when children are being looked after by the local authority and are placed in a carer's home.

CHILD'S DETAILS:	SWIS REF. NO:
Child's Name: Date of Birth: Religion: Ethnicity: White/British Legal Status of Placement:	
LOCALITY DETAILS:	PLACEMENT DETAILS:
Locality: Wishaw Social Worker: Senior Social Worker: Address: Telephone No: Fax No: Email Address:	Name of Carer: Address: Tel. no. Mob: Link social worker: Address: Children's Carers Centre Tel. no. 01236 --- Date of Placement:

SECTION 1: NAMES & ROLES OF PARTICIPANTS

This must include people with parental responsibilities, carers and the local authority. Where possible children should also participate. Apart from the carers and local authority workers, there should be a minimum number of professionals participating, i.e. only those actively involved in carrying out the agreement.

Where a young person is 16 or over and they are being provided with accommodation against the wishes of the person(s) with parental responsibilities for them they, and not those with parental responsibilities, must participate.

SECTION 2: PRESENT SITUATION (I.E. WHY CHILD CANNOT LIVE AT HOME)

What were the circumstances that led to the placement being necessary and the child not being able to live at home? These should be specific.

Note: if different participants have different opinions, please comment below:

What is the current care plan?

Rehabilitation

SECTION 3: INFORMATION FOR CARERS

When was the child or young person's plan and background information (covering personal history, details of religion, race, culture and language, health and education needs) provided to the carers?

SECTION 4: CONSULTATION

State who, apart from those present at this meeting, have been consulted. This may include children, their families and/or professional workers.

SECTION 5: OUTCOMES

How will the child or young person's needs be met in relation to the Shanarri well-being indicators? (**Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included**)

SECTION 6: CONTACT BETWEEN CHILD AND FAMILY

Full details of contact (visits as well as other forms of contact - who, when, where, how and why). In relation to 'who', remember the duty to promote contact with parents, others with parental responsibilities, relatives, friends and others who have a connection with the child. State the purpose of contact i.e. part of rehabilitation plan, maintaining relationships.

Agreed role of the carer in the contact plan

SECTION 7: DELEGATION OR SHARING OF PARENTAL RESPONSIBILITIES

Will any parental responsibilities be designated to others (i.e. foster carer, social work, other adult)? Think particularly about medical or dental treatment or examination (emergency or routine), schooling issues, haircuts, overseas travel or the child engaging in any specific activity.

SECTION 8: PERMISSION NEEDED TO STAY ELSEWHERE

Are there any circumstances in which local authority permission is needed for the child to have overnight stays with school friends, carer's relatives/natural support? What action is necessary or should any restrictions apply.

SECTION 9: FINANCES FOR PARENTS AND CHILDREN

Has financial support been agreed? (e.g. discretionary allowance required for the child, contact costs)

Parents Yes/No

Child Yes/No

Others Yes/No

If yes, please state amounts and purpose.

SECTION 10: FINANCES FOR CARERS

1. Are the arrangements for the financial support of this child in place?

Yes/No

2. Has the standard interim allowance been paid?

Yes/No

If not, please state who is responsible for ensuring this takes place.

SECTION 11: FREQUENCY OF VISITS BY SOCIAL WORKERS FOR THE CHILD

This proposal is for a recommended minimum - regulations state one visit is required within first week of placement and one every month thereafter. In terms of good practice, however in the early stages of a placement, contact should take place no less than every two weeks. This arrangement will be subject to review as the placement progresses.

SECTION 12: FREQUENCY OF CONTACT BY THE LINK WORKER FOR THE CARERS

The minimum standard is one visit to the carer's home each month and one telephone call. Carers own children should have the opportunity to discuss their views and the impact on them of living in a caring family with the link worker.

SECTION 13: LOOKED AFTER AND ACCOMMODATED REVIEW

Date of next Looked After and Accommodated Review: To be arranged in 4 weeks of the planning meeting

Venue:

Note: Carers and the link social worker should be invited to every review.

All participants should sign the agreement. Where a participant does not wish to give agreement to all or part of the plan, arrangements will be made to discuss this further. Changes to this agreement will not be made before full discussion with at least the participants to this agreement.

Names:	Signatures:	Agree:	Disagree:
Social Worker:			
Senior Social Worker:			
Carer(s):			
Link Worker:			
Child/Young Person:			
Parent(s):			
Extended Family Members:			
Date Completed:			

Housing and Social Work Services

**Agreement
Between
North Lanarkshire Council
PO Box 14
Civic Centre
Motherwell
ML1 1TW**

And

Name of Carer:

Address of Carer:

Housing and Social Work Services

Introduction

In terms of Schedule 6 of the Looked After Children (Scotland) Regulations 2009, North Lanarkshire Council (the Council) is required to enter into a written agreement with a foster carer who has been approved in terms of regulation 22 of the aforesaid Regulations to ensure that any information relating to a child placed with the foster carer (including information relating to the child's family or any other person) which is given to the carer in confidence is kept confidential. No information relating to the child which is given in confidence will be disclosed to any person without the consent of the Council.

As an approved carer registered by the Council you are required to comply with this obligation.

Housing and Social Work Services

We, North Lanarkshire Council and hereby agree that:

1. Shall not disclose to any other person, unless authorised by the Council in writing or by Order of a Court or Tribunal with competent jurisdiction in Scotland, any information of a personal nature regarding any child or young person within his/her care.
2. Will ensure that any confidential information is dealt with in a confidential manner throughout the period of any placement and for all time thereafter.
3. Will keep strictly confidential during the period that he/she is an approved carer for the Council and for all time thereafter, any information regarding the Council's policies and procedures unless these are already in the public domain or would require to be released in terms of the Freedom of Information (Scotland) Act 2002.
4. Any information or personal data in relation to a child or young person acquired during the course of the fostering duties will only be used for the purpose of progressing the care plan for the child or young person and for no other purpose whatsoever.

For carer to complete:

Name:

Signature:

Date of Signing:

For link worker to complete:

Name of Witness:

Signature:

Date of Signing:

Service Manager, Corporate Parenting
On behalf of North Lanarkshire Council



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State the purpose of contact i.e. part of rehabilitation plan, maintaining relationships.

Agreed role of the carer in the contact plan

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SECTION 9: FINANCES FOR PARENTS AND CHILDREN

Has financial support been agreed? (e.g. discretionary allowance required for the child, contact costs)

Parents	Yes/No
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Child	Yes/No
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Others	Yes/No
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If yes, please state amounts and purpose.

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The minimum standard is one visit to the carer's home each month and one telephone call. Carers own children should have the opportunity to discuss their views and the impact on them of living in a caring family with the link worker.

SECTION 13: LOOKED AFTER AND ACCOMMODATED REVIEW

Date of next Looked After and Accommodated Review: To be arranged in 4 weeks of the planning meeting

Venue:

Note: Carers and the link social worker should be invited to every review.

All participants should sign the agreement. Where a participant does not wish to give agreement to all or part of the plan, arrangements will be made to discuss this further. Changes to this agreement will not be made before full discussion with at least the participants to this agreement.

Names:	Signatures:	Agree:	Disagree:
Social Worker:			
Senior Social Worker:			
Carer(s):			
Link Worker:			
Child/Young Person:			
Parent(s):			
Extended Family Members:			
Date Completed:			

Form KC7

Kinship carer agreement (following panel approval)

Local authority representative to complete section below	
Name of kinship carer (s):	
Address of kinship carer:	
Name of child or children being cared for:	
Name of child(ren) being cared for:	
Details of support and training to be given to the kinship carer:	
Procedure for review of child or children's placement, including timescales agreed for review:	
Respective obligations of the local authority and the kinship carer(s):	
Details of the agreed financial arrangement between the local authority and the kinship carer(s):	
the procedures available to the kinship carer(s) who wish to make representation to the local authority:	
Kinship carer(s) to complete sections below: I /we agree to notify the local authority of any of the following: <ul style="list-style-type: none"> intended change of address any change in the composition of my household, any other change in personal circumstances, any other event affecting either my capacity to care for the child or children or the suitability of my household any criminal convictions arising between approval and subsequent review immediately notify of the death of, or any serious illness of the child or children or any other serious occurrence affecting the child or children. 	
I (insert names of kinship carer(s)) agree: <ul style="list-style-type: none"> not to administer physical chastisement to any child or children placed with me. to ensure that any information relating to the child is kept confidential to comply with the terms of any kinship placement agreement. to care for the child placed with me in a safe and appropriate manner. to promote the child or children's welfare having regard to the local authority's immediate and longer term arrangements for the child. where the placement is terminated, to allow the child to be removed from their home by the local authority. 	
Following section to be signed by locality social work manager and kinship carer(s)	

Locality Social Work Manager: Locality office: Date Signed: Signature:	Name of Kinship Carer(s): Date Signed: Signature(s):
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Form KC7

Kinship carer agreement (following panel approval)

Local authority representative to complete section below	
Name of kinship carer (s):	
Address of kinship carer:	
Name of child or children being cared for:	
Name of child(ren) being cared for:	
Details of support and training to be given to the kinship carer:	
Procedure for review of child or children's placement, including timescales agreed for review:	
Respective obligations of the local authority and the kinship carer(s):	
Details of the agreed financial arrangement between the local authority and the kinship carer(s):	
the procedures available to the kinship carer(s) who wish to make representation to the local authority:	
Kinship carer(s) to complete sections below: I /we agree to notify the local authority of any of the following: <ul style="list-style-type: none"> • intended change of address • any change in the composition of my household, any other change in personal circumstances, any other event affecting either my capacity to care for the child or children or the suitability of my household • any criminal convictions arising between approval and subsequent review • immediately notify of the death of, or any serious illness of the child or children or any other serious occurrence affecting the child or children. 	
I (insert names of kinship carer(s)) agree: <ul style="list-style-type: none"> • not to administer physical chastisement to any child or children placed with me. • to ensure that any information relating to the child is kept confidential • to comply with the terms of any kinship placement agreement. • to care for the child placed with me in a safe and appropriate manner. • to promote the child or children's welfare having regard to the local authority's immediate and longer term arrangements for the child. • where the placement is terminated, to allow the child to be removed from their home by the local authority. 	
Following section to be signed by locality social work manager and kinship carer(s)	

Locality Social Work Manager: Locality office: Date Signed: Signature:	Name of Kinship Carer(s): Date Signed: Signature(s):
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Appendix 2



Initial kinship care arrangement agreement (to be completed at the time the child is moved to the carer)

Local authority representative to complete section below:	
Name of kinship carer(s):	
Address of Kinship carer(s):	
Name of child(ren) being cared for:	
Kinship carer(s) to complete sections below:	
I/we agree to notify the local authority of any of the following:	
<ul style="list-style-type: none">• intended change of address• any criminal convictions arising between placement and approval, for any member of household• the death of, or any serious illness of the child (or children) or any other serious occurrence affecting the child or children	
I/we agree:	
<ul style="list-style-type: none">• not to administer physical chastisement to any child/ren placed with me• to ensure that any information relating to the child is kept confidential• to care for the child or children placed with me in a safe and appropriate manner• to promote the child or children's welfare having regard to the local authority's immediate arrangements for the child• where the placement is terminated, to allow the child or children to be removed from their home by the local authority	
Following section to be signed by locality social work manager and kinship carer(s)	
Locality Social Work Manager:	Name of kinship carer(s):
Locality office:	Date signed:
Date signed:	Signature(s):
Signature:	