



# Foster Carers' Handbook

A handbook for Isle of Anglesey County Council foster carers



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

## Foreword

We are pleased to welcome you to the first Isle of Anglesey County Council handbook for foster carers. Our Foster Carers' Handbook aims to provide information and guidance to foster carers and others on fostering issues. We hope it will also signpost carers and staff to additional sources of information. In future, we aim for it to be made available on our website at: [www.maethu-fostering.org](http://www.maethu-fostering.org).

The Anglesey fostering service (Child Placement Team) values the work its foster carers undertake and we hope that this handbook will help you to continue to provide the high quality service upon which we, and the children that you care for, depend.

While we hope that you find the handbook useful, it is not intended to replace the first-hand support and advice available from your Child Placement Team social worker and child(ren)'s social worker. There is always a member of fostering service staff on duty – please feel free to contact us if you have any queries and concerns, or just wish to talk things over.

We are working towards a service which meets all of the [National Minimum Standards for Foster Care](#). If you want to know more about the National Standards please contact the fostering team.

## Feedback

We are continuously striving to improve and develop the fostering service and would welcome your feedback on our Foster Carers' Handbook. A blank sheet has been provided at the end of the handbook in order to note your views and observations (page 143). Please forward comments to:

Child Placement Team  
Isle of Anglesey County Council  
Council Offices  
LLANGFN  
LL77 7TW

**Telephone:** 01248 752772 / 2769

**Email:** [FOSTERINGMAETHU@ynysmon.gov.uk](mailto:FOSTERINGMAETHU@ynysmon.gov.uk)

## Language

This document is available in Welsh. If you are reading the electronic version, please use the 'Cymraeg' link on the right hand side of the top bar. If you are reading a paper copy, please use the above contact details to obtain a Welsh version.

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## Section I: Service Development

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### Statement of Purpose

Every fostering service must have a clear statement of the aims and objectives of the fostering service and of the facilities and services they provide. The Isle of Anglesey County Council's fostering service *Statement of Purpose* provides background on our operations, services and management. It has been developed in accordance with The Fostering Services (Wales) Regulations 2003 and the National Minimum Standards for Fostering Services (Wales). A copy of the statement of purpose is available in the [appendix](#) (page 84).

### Isle of Anglesey Foster Carers' Charter

The *Isle of Anglesey Foster Carers' Charter* shows our commitment to you as foster carers. The charter recognises our duty of care for your emotional health and wellbeing and sets out principles on how foster carers should be treated, outlining the mutual expectations of the fostering service and its carers.

In signing this charter the fostering service, Isle of Anglesey County Council and foster carers agree to reflect the spirit and intentions of the charter in their actions. Implementing these principles is an ongoing process and we will work together as a team to help make it a reality in all areas. A summary is provided below:

#### Fostering Service's Commitment

##### *You can expect from us:*

1. Working in partnership
2. Fair treatment
3. Information
4. Support
5. Learning and development
6. Clarity about decisions
7. Communication and consultation

#### Foster Carers' Commitment

##### *You can expect from us:*

1. Working in partnership
2. Respect for the child
3. Information
4. Learning, development and support
5. Communication and consultation

The full charter is available to download at:

<http://www.anglesey.gov.uk/Journals/t/v/h/foster-carers-charter-2015.pdf>

## Isle of Anglesey Foster Care Forum

Launched in February 2014, the Anglesey Foster Care Forum was established by the Isle of Anglesey County Council in order to give all foster carers a formal voice in the development of the fostering service. It aims to facilitate regular communication and consultation with foster carers in order to continually improve and develop the fostering service on Anglesey. All local authority approved mainstream and connected persons foster carers are invited to attend the forum's quarterly meetings. Other attendees may include social workers, members of the Senior Management Team and other professionals, all working together in partnership. For a copy of the forum *Terms of Reference* or further information, please speak to your Child Placement Team social worker or contact [FOSTERINGMAETHU@ynysmon.gov.uk](mailto:FOSTERINGMAETHU@ynysmon.gov.uk).

## Anglesey Foster Care Association (AFCA)

The AFCA is a registered charity (No. 512489) that raises funds to support the activities of Anglesey foster families. All approved Anglesey foster carers are invited to become members. The AFCA holds an Annual General Meeting every April, where foster carers are invited to select a chair person and committee to manage the charity on their behalf. The committee meet every two months to plan fund raising and social activities, discuss any concerns and offer suggestions for improving the fostering service. The AFCA has a dual role:

- ***Social/Fund Raising***

The AFCA provides the opportunity for social interaction between foster carers, looked after children and their own families, for example in arranging a children's Christmas party, pantomime and other trips. It allows foster families to share experiences, support and advice.

- ***Liaison/Representation***

The AFCA endeavours to protect and promote the interests of foster carers and to contribute to the decision-making process of the Anglesey fostering service. The AFCA also acts as a liaison between the service and its foster carers, providing a focal point for co-ordinating any concerns and presenting these to the appropriate audience e.g. Foster Care Forum.

The Isle of Anglesey County Council and its fostering service recognises that the AFCA has been instrumental in initiating several developments such as our charter and Foster Carers' Handbook. We look forward to continuing to **work in partnership** with our foster carers in line with the Charter's commitments and in the spirit of co-production, in order to create a service that works for us all.



## Section 2: Introduction to the Service

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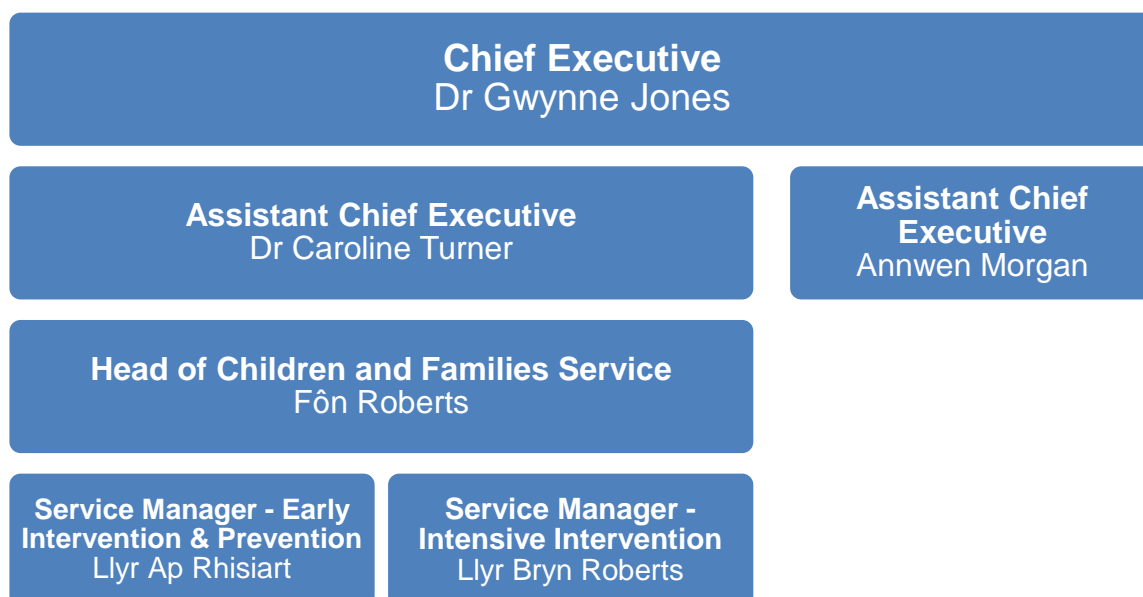
We know that as foster carers you can and do make a real difference to the lives of the children and young people who come into your care. There are many different types of fostering but every foster carer makes this difference by working with a range of other professionals as **part of a team** around the child to provide security, stability and support. In this section we explore the roles and responsibilities of some of the other professionals that you will come into contact with throughout your fostering career.

### Structure of the Children and Families Service

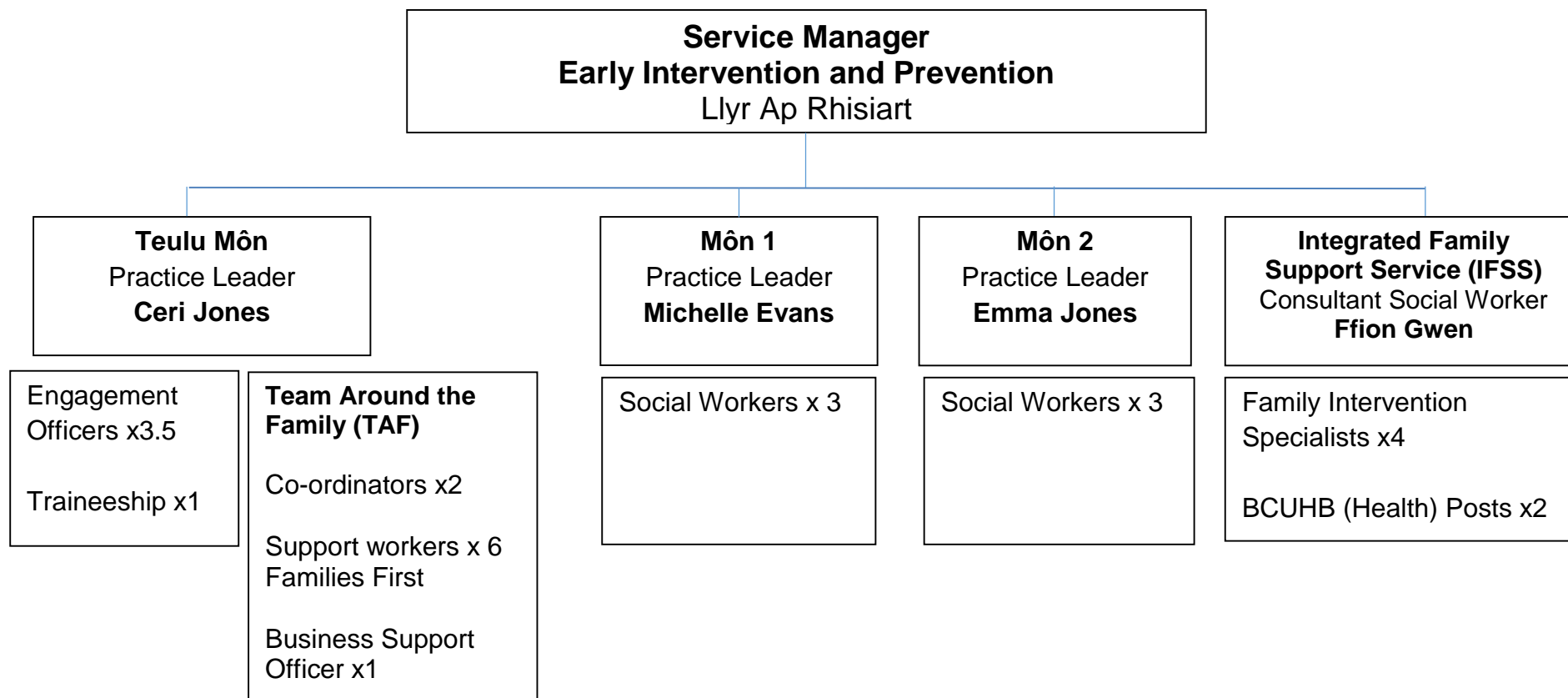
The operational side of the Isle of Anglesey County Council's Service for Children and Families is divided into two main areas of practice:

1. **Early Intervention & Prevention**, with a focus on preventative measures and providing information, advice and assistance.
2. **Intensive Intervention**, providing a range of services for the children and families who need longer-term support.

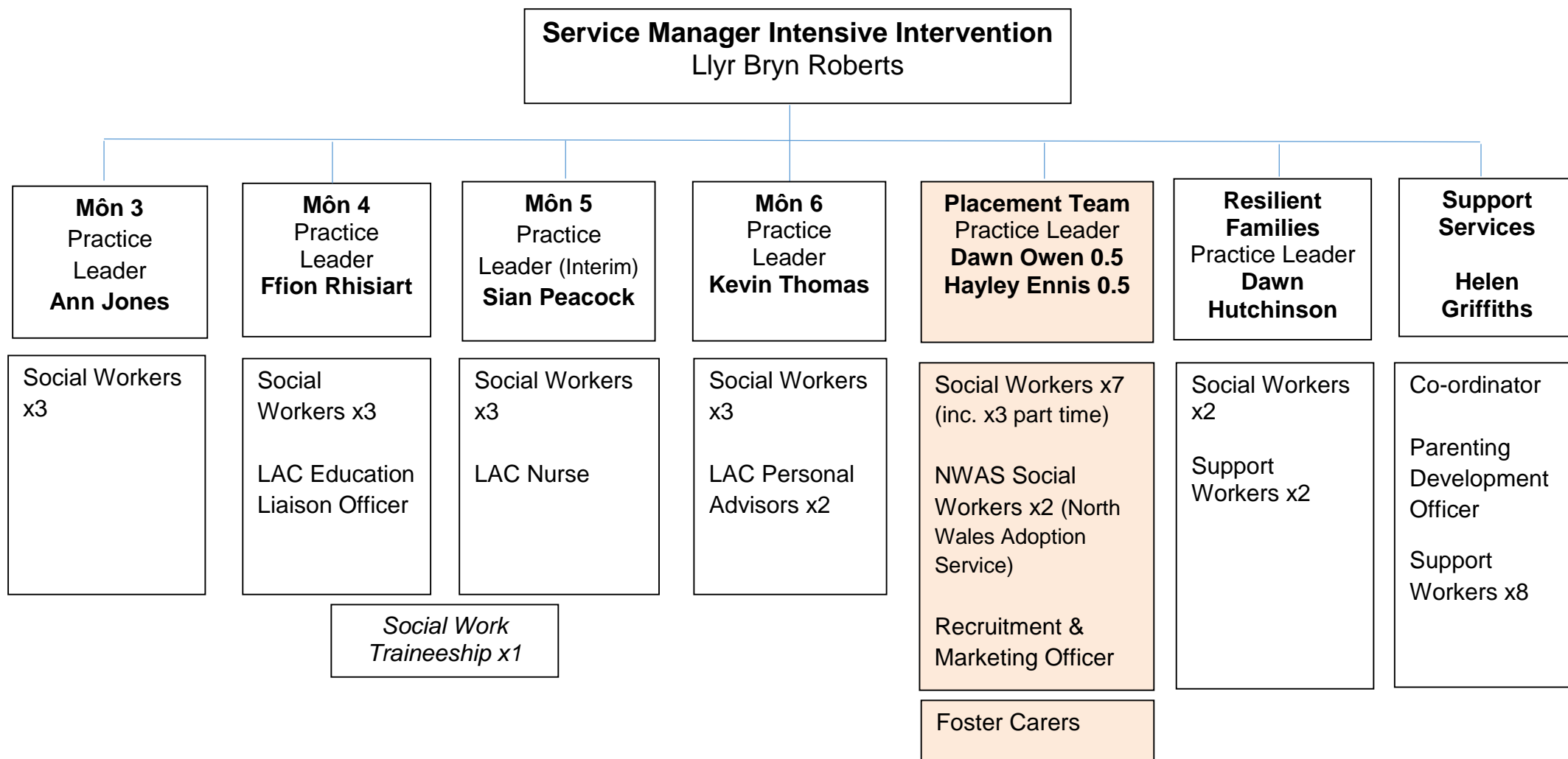
Both areas are overseen by an individual Service Manager, a role which sits immediately below the Head of Service for Children and Families (Fôn Roberts). This hierarchical structure is shown in the table below:



The charts overleaf show the basic structure of both the Early Intervention and Intensive Intervention teams within the service. The fostering service (Child Placement Team), is highlighted within the Intensive Intervention service chart (page 9).







## Roles & Responsibilities: Who's Who?

### Business Support

Responsible for ensuring all administrative work within the Children and Families Service is completed efficiently, effectively and to statutory timescales, including all administrative work in respect of permanency and fostering, looked after children, child protection and children in need of care and support. Responsibilities are varied and include:

- Maintaining records and collating statistical information e.g. on looked after children.
- Organising conferences, meetings and panels; taking and distributing minutes.
- Processing invoices and payments such as fostering allowances.
- Responsible for department health and safety issues.

A member of the Business Support Team, (Claire Hughes, Senior Business Support Officer, [ClaireHughes@ynysmon.gov.uk](mailto:ClaireHughes@ynysmon.gov.uk)), is allocated to the Child Placement Team. Specialist duties include completing and updating background checks, overseeing training, coordinating and taking minutes of the Fostering & Permanency Panel and custodian of the foster carer register.

### Teulu Môn

In order to deliver the 'Information, Advice and Assistance' (IAA) element of the [Social Services & Well-being \(Wales\) Act 2014](#), the Isle of Anglesey County Council has brought together multiple front doors, namely Team Around the Family, Family Information Service and elements of the Children's Duty Team, to create the new 'Teulu Môn' service. This 'hub' acts as a first point of contact for all matters relating to children and families on Anglesey, and provides high-quality IAA to members of the public and other agencies.

### Môn 1 & Môn 2

The Môn 1 and Môn 2 social work practice groups replace the Duty Team. They work with children and their families to assess whether children are in need of care and support or at risk of harm, abuse or neglect. They work with a number of agencies and when completing assessments they identify what services would be relevant in supporting the individuals to make certain changes in order to safeguard and care for children. The teams work with a number of cases and complete a range of assessment types including Section 47 (child protection) investigations either singly or jointly with the police, and applications for orders such as Police Protection, Emergency Protection and Interim Care Orders.

## Integrated Family Support Services (IFSS)

IFSS work with families across Anglesey and Gwynedd where alcohol or substance misuse is the main risk factor. The service is voluntary, for families who wish to make changes to keep their children safe. IFSS seek to work with every member of the family; it is available for a period of 12 months.

There are two phases to the intervention; in phase one the aim is for the family to identify the changes that they need to make to keep their children safe. These changes can include issues related to alcohol and substance misuse and other issues which the family have identified that would better their lives. Phase two aims to support the family to accomplish those changes identified by them which would improve their lives.

## Môn 3, 4, 5 & 6

The Môn 3 to Môn 6 social work practice groups replace the Family Intervention (FIT) and Looked After Children (LAC) Teams. These groups will hold a mixed caseload of care and support cases, child protection and children looked after.

In respect of foster carers, the child's social worker is specifically responsible for providing the information that carers need in the form of the Looked After Children's documentation, which includes risk assessment ([Section 4 – LAC forms](#), page 25).

Within the practice groups there are further specialist roles:

- **LAC Education Liaison Officer ~ MÔN 4**  
Co-ordinates professionals in the Children's and Education departments, foster carers and schools to ensure that a child receives the most suitable education package for their needs. Works to put additional support in place, supporting moving schools, coordinating children's Personal Education Plans (PEP), and working closely with others such as Personal Advisors and Careers Wales. Corporate Parenting Panel and Fostering & Permanency Panel member and role in arranging training for schools. *Contact:* Heulwen Owen, (01248) 752702, 07825 862817, [HeulwenOwen@ynysmon.gov.uk](mailto:HeulwenOwen@ynysmon.gov.uk).
- **LAC Nurse ~ MÔN 5**  
Employed by health (Betsi Cadwaladr University Health Board), the LAC Nurse coordinates LAC Health Assessments (see [Section 6](#)), and ensures children's health plans are actioned. Works as a link with other health professionals within BCUHB and for foster carers. Corporate Parenting Panel member and important role in promoting all aspects of health and wellbeing for children, young people, care leavers, and for foster carers where needed. *Contact:* Llinos Edwards, (01248) 751861, 07900 051767, [LlinosEdwards@ynysmon.gov.uk](mailto:LlinosEdwards@ynysmon.gov.uk).

- **Personal Advisors (PA) ~ MÔN 6**

Coordinate accommodation, living arrangements and other services/agencies to help support young people aged 18+ years with whatever needs they may have. For care leavers this could mean help with employment, training or developing connections and support within their community. Support the transition for young people into adulthood and independence through Pathway Planning (from age 15) and the When I am Ready scheme (see [FAQs](#)). *Contact:*

> Nia Mullings Jones, (01248) 751803, [NiaJones2@ynysmon.gov.uk](mailto:NiaJones2@ynysmon.gov.uk)

> Gail Wood, (01248) 751860, [GailWood2@ynysmon.gov.uk](mailto:GailWood2@ynysmon.gov.uk)

## **Child Placement Team (fostering service)**

The fostering service holds five key service responsibilities, as follows:

1. Recruiting and assessing individuals and families that wish to become mainstream foster carers with Isle of Anglesey County Council.
2. Assessing connected persons (family & friends) foster carers, special guardians and [private fostering arrangements](#).
3. Providing pre-approval training and an ongoing programme of training post-registration for mainstream and connected person foster carers.
4. Placement finding for Anglesey children in need of accommodation; matching foster carers' skills and experience to the needs of looked after children.
5. Providing support and supervision to mainstream and connected persons foster carers in their caring role; includes identifying, assessing and minimising potential risks within placements. See [contact details](#) (page 68).

## **North Wales Adoption Service (NWAS)**

The North Wales Adoption Service is a partnership between local authority adoption teams in Anglesey, Conwy, Denbighshire, Flintshire, Gwynedd and Wrexham. The service aims to make the adoption process more efficient and more effective through widening the pool of adopters for the children in North Wales. See [contact details](#) (page 69) or for more information please visit the NWAS website:

[www.northwalesadoption.gov.uk](http://www.northwalesadoption.gov.uk)

## **Resilient Families Team**

This is a new team (from 2017), providing intensive and rapid support to families with the aim of strengthening resilience, parenting capacity, promoting change and preventing family breakdown. In turn, we aim that the family environment is a safe one, with improved outcomes for children and young people.

Resilient Families will improve our ability to 'step up' and 'step down' services as appropriate, for example:

- Working intensively with families to keep their children out of care.
- Working intensively with families for reunification within 8 weeks of the child becoming cared for.
- Working intensively with identified families for the reunification of their children currently in care and for whom a return home has been identified as a long term permanency plan.

## Support Services

Anglesey's family Support Services contribute towards the safeguarding of the children and young people of Anglesey. It aims to:

1. Offer structured support to suit the needs of each child's individual needs and requirements.
2. Offer safe, supervised activities to help develop self-esteem, confidence, social skills and to integrate as fully as possible into community resources.
3. Work in partnership with the child/young person, their family/carers, statutory agencies, i.e. education, health, and colleagues in the voluntary sector (e.g. Barnardo's, NSPCC).

Services can be delivered in many ways including:

- ***Supported and/or Supervised Contact***  
Enabling and supporting children, parents and other family members who are unable to live together to have positive interaction. Contact may take place within the family home, a neutral location within the community or contact centre. This will be dependent upon any risks associated with the family as identified within the risk assessment. Read more:  
<http://www.protectingchildren.org.uk/cp-topics/adoption-fostering-and-special-guardianship/contact/>
- ***Home visits***  
The undertaking of a visit to the family home with the purpose of assessing that the home is safe and checking occupants' welfare.
- ***Community Support***  
Supporting the individual to access community resources with the support of a Support Worker.

## Roles & Responsibilities: Continued

In addition to the individual teams and roles within the Early Intervention and Intensive Intervention services, you will also come into contact with relevant others, based elsewhere within the Children and Families Service. Here is a quick reference guide to some of the additional key roles, Panels and other types of meetings you may come across as a foster carer.

### Fostering & Permanency Panel

The Fostering and Permanency Panel is made up of representatives of the local authority and independent members, as laid out in the Fostering Regulations. Members include social workers, medical advisor, Councillor and other independent members who may have been foster carers, been in care themselves, or have a professional interest in fostering. The Panel also has a panel advisor and legal advisor. The Panel meets monthly and makes recommendations on a number of issues, including:

- Approval of foster carers, both mainstream and connected person foster carers, including terms of approval (i.e. how many children, age, gender etc.)
- Continued suitability to foster based on carers' annual reviews.
- Matches between a child and prospective long term foster carers.

The Panel can only make recommendations, not decisions. The final decision rests with the Agency Decision Maker (ADM), which is usually the Head of Service.

If foster carers disagree with the final decision of the ADM, then as foster carers you have the right to make representations asking for a review, or to apply to the Independent Review Mechanism which is an independent national panel. More information on this can be found at: [irm.cymru/fostering](http://irm.cymru/fostering)

### Independent Reviewing Officer (IRO)

The purpose of review meetings is to ensure that the child/young person's welfare is effectively safeguarded and that the necessary action is taken to ensure this. The functions of the IRO are to:

- Monitor the local authority's performance in relation to the child's case.
- Participate in the child's review in line with the Regulations.
- Ensure that the child's wishes and feelings are taken into consideration.
- Perform any other function prescribed in the Regulations.

The IRO should bring a degree of objectivity and oversight to practice and decision making in monitoring the Part 6 care and support plan and improving the life chances of each child. The IRO has an important role in ensuring that we have a consistent approach towards the care of children for whom the council is corporately

responsible. The primary task of the IRO is to ensure that the Care and Support Plan for the child fully reflects their needs, and that the actions and outcomes set out in the plan are consistent with the local authority's legal responsibilities towards the child. As corporate parents, each local authority must act for the children they look after as any responsible and conscientious parent would act.

The responsibilities of the IRO include:

- Ensuring that Care and Support Plans for looked after children are based on a detailed and informed assessment, are up-to-date and effective, and provide a real and genuine response to each child's needs.
- Identifying any gaps in the assessment process or provision of service.
- Offering a safeguard to prevent any 'drift' in Care and Support Planning and the delivery of services.
- Monitoring the activity of the local authority acting as a good corporate parent.
- Ensuring that all reasonable steps have been taken to ascertain, and give proper consideration and weight to, the child's current views, wishes and feelings.
- Ensuring that the child fully understands the implications of any changes to the Care and Support Plan.
- Making sure that the child is aware of their entitlement to an advocate and what an advocate does.
- Ensuring (for an accommodated child) that a review takes place prior to discharge from care.

At each Statutory Review, the possible need for an [Independent Visitor](#) (or the appropriateness of continuing an appointment) should be considered.

### **Time Scales**

1. Review meetings must take place at the required intervals and it needs to be ensured that the necessary consultation and preparation has been undertaken.
2. Reviews need to take place as a minimum at the following intervals:
  - First review – within *20 working days* of the start of the placement.
  - Second review – within *3 months* of the first review.
  - Third and subsequent reviews – within *6 months* of the previous review.
3. In the case of a child / young person placed for a series of short periods (such as respite care for a child/ young person with a disability), the frequency of reviews is as follows:
  - First Review – within *3 months* of the start of the first placement.



- Subsequent Reviews – if a child / young person receives less than 60 days respite in one year, within *12 months* of the previous review.
- If a child / young person receives more than 60 days respite in one year, within *6 months* of the previous review.

The above frequency relates to a series of short period placements where all of the following apply: the child is placed at the same placement on each occasion; the aggregate length of all placements does not exceed 120 days; no single placement is for more than 4 weeks.

4. The LAC administrative officer must record the start of the 'looked after' period for all children and a system should be in place to ensure that social workers are notified 4 weeks in advance of when reviews are due.
5. If there is a significant change to the care plan that cannot wait until the next statutory review, an early review meeting must be arranged.

Contact: Rona Jones  
(01248) 752740, 07970 080 775  
[RonaJones@ynysmon.gov.uk](mailto:RonaJones@ynysmon.gov.uk)

Contact: Huw Owen  
(01248) 751893, 07917 790 180  
[HuwOwen@ynysmon.gov.uk](mailto:HuwOwen@ynysmon.gov.uk)

### Specialist Children's Service (SCS)

Anglesey's Specialist Children's Service is an Integrated Team (including health), that provides assessment, intervention and support for disabled children and young people with complex continuing needs as a result of disabilities and illness.

The team will support families and carers by working in partnership with other agencies and the wider community to promote the wellbeing of disabled children and young people on Anglesey.

The service is provided for families who have a child aged 0-18<sup>th</sup> birthday who has an identified impairment, which has the potential to, or has resulted in a significant disability. This impairment should be experienced or expected to endure over the long term and to result in the child and family having needs which cannot be met by universal services.

Read more: <http://www.anglesey.gov.uk/health-and-care/children-and-family-care/children-with-disabilities/children-with-disabilities-specialist-childrens-service/>

## Family Group Conference

A referral for a Family Group Conference (FGC) can be made whenever a child would benefit from a plan that could involve support from the wider family. The needs of the child/children/young person must be in the centre. The plan could contribute to the care and support plan or as part of child protection procedures, preventing family breakdown and/or care proceedings.

This process aims to empower the family to find solutions to such situations within the extended family. It is a family-led process and will bring the child(ren) together with all relevant family members, friends and professionals, in order to make future plans.

The role of the FGC Coordinator is to organise the meeting in co-operation with the child / young person, those with PR (parental responsibility) and the referring social worker. Read more: <http://www.anglesey.gov.uk/health-and-care/children-and-family-care/family-group-conferencing-service/> / Email: [monfamilygroup@ynysmon.gov.uk](mailto:monfamilygroup@ynysmon.gov.uk).

## Child Protection Coordinator

The Child Protection Coordinator has overall responsibility for the co-ordination and chairing of all initial, review and transfer Child Protection Conferences, Part IV and complex strategy meetings in Anglesey. The Child Protection Coordinator manages the Child Protection Register in line with the [All Wales Child Protection Procedures \(AWCPP\)](#) and acts as the custodian of the register. It is a quality assurance role in promoting sound practice in child protection through advice and training alongside effective implementation of departmental and inter-agency policies and procedures. The role also supports the operation of the Local Safeguarding Children Board and its subcommittees, including the provision of reports as required. Finally, the Child Protection Coordinator provides an advisory and child protection case consultation service to social work staff and other agencies.

Contact: Lisa Capper, 01248 752739, [LisaCapper2@ynysmon.gov.uk](mailto:LisaCapper2@ynysmon.gov.uk).

## Resource Panel

The Resource Panel meets weekly and considers requests for children to be accommodated. The child's social worker provides a referral based on assessment of need for the panel to consider. Panel will also consider making decisions in relation to:

- Referring cases to Legal Gatekeeping Meeting (see below).
- Supporting 'fragile' placements.
- Referring to Family Group Conference.
- Holding disruption meetings due to unplanned placement endings.
- Agree on the need to complete End of Placements reports.

## **Legal Gatekeeping Meeting**

This is the local authority's formal meeting to determine if the threshold for care or supervision orders has been reached. The Legal Gatekeeping Meeting will consider and decide:

- If the threshold for significant harm has been met.
- If it is possible to develop a plan which secures a child(ren)'s safety without an order.
- If it is in the best interest of the child to offer an additional period of support with the aim of avoiding court proceedings (Formal Pre-proceeding).
- If immediate proceedings should be commenced.
- If a formal pre-proceedings process or court action is not recommended, then the Legal Gatekeeping Meeting will agree what, if any other action can be taken.

## **Permanency Planning Meeting**

The purpose of a Permanency Planning Meeting is to consider the most effective route to securing permanency for a child or young person. Every child or young person in care must have an overarching Permanency Plan which is formally agreed at the second Statutory Child in Care Review (see IRO timescales).

A Permanency Planning Meeting should be convened at the earliest appropriate opportunity, according to the circumstances of the case, and certainly prior to the second LAC review.

## Section 3: Now you are a foster carer

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### Foster Carer Registration

Every foster carer must have a registration for a specific fostering task, which also includes the number of children they can foster and their ages. **Anglesey registration categories** are as follows:

<b>Emergency:</b>	Placement made same day without placement agreement or planning meeting. Placement until following day.*
<b>Respite Care:</b>	Available to take short-term planned placements (i.e. weekends and holidays). Up to 120 days a year.
<b>Short Term:</b>	Planned placement for up to 4 months.
<b>Intermediate:</b>	Placements planned for more than 3 months, with the intention of the child moving back home, moving to an alternative placement, or to live independently.
<b>Long Term / Permanent:</b>	A placement for the rest of the child's childhood (not adoption).
<b>Named Placement</b>	A placement for a named child only.

\*The *Social Services and Well-being (Wales) Act 2014, Part 6 Code of Practice (Looked After and Accommodated Children)*, states that the "CPPCR Regulations allow a local authority, in an emergency, to place a child with an approved foster carer, for a period of no more than 6 working days, even if the terms of their approval are not consistent with the placement" (page 39, <http://gov.wales/docs/phhs/publications/160106pt6en.pdf>).

### Changing Registration

Amending foster carers' registration can be discussed with the Child Placement Team social worker but must be formally changed by a fostering review which is then endorsed by the Fostering and Permanency Panel recommendation to the Agency Decision Maker (ADM).

If the ADM does not approve the new registration proposed, then the foster carer will be given an opportunity to provide any representations within 28 days, or decide to be referred to the Independent Review of Determination. This is where an independent panel will consider the review and submit representations to the ADM. Please refer to the [Fostering & Permanency Panel Protocol](#) (appendix; page 105).

Occasionally there will be a need to amend a foster carer's registration to allow a placement to take place in unplanned emergency situations with carers whose approval is not consistent with the needs of the child to be placed i.e. the child could be younger or older than the foster carers registered age or placing a child will exceed the number of children the foster carer is registered for. In this case a 'specific review' will be undertaken by the supervising social worker who will assess briefly how the foster carers will be able to meet the needs of the child/children to be

placed and suggest an amended registration for the agency decision maker to consider and approve. If the amended registration is approved, this will then become the foster carer's new registration. There will be a need for a full review to take place as early as possible.

### **Exemptions**

Exemptions to the fostering limit can also be approved in unplanned emergency situations. The Children Act 1989 provides a 'legal fostering limit' which means that **up to 3 children only may be placed with a foster carer at any one time** UNLESS the children are all siblings to each other OR there is a signed exemption in place which allows the local authority to exceed the legal limit of 3 children.

If an exemption is agreed it must include the names and ages of the children to be placed outside of the legal limit, the length of placement and the reasons as to why this is the best way for the local authority to discharge its functions. Exemptions will be reviewed after 3 months and will only be used as a short term measure with a carefully considered plan and authorisation by the agency decision maker. All exemptions must be agreed by the agency that holds the foster carer's registration but in discussion with the local authority where the placement will take place and the placing authority.

Please note that no amendments can be made to a foster carer's registration within the first year of registration as per the [Fostering Service \(Wales\) Regulations 2003](#) without a full review being undertaken and submitted to the Fostering & Permanency Panel for consideration.

## **Foster Carer's Agreement**

Anglesey fostering service has a foster carer agreement which sets out the expectations on both the fostering service and the foster carer. This is a requirement in law.

A Foster Care Agreement will be completed between the service and the foster carers in the following circumstances:

- When the foster carers are first approved.
- If the foster carer changes their name.
- If the foster carer changes their address.
- Following every foster carer review including a specific review.

A copy will be given to you, the foster carer, for your records and the original will be kept on file at the office.

**All foster carers must notify the fostering service of any change in circumstances**, such as additional household members, convictions, illnesses or

accidents to the child. Please refer to your own Foster Care Agreement for full details.

## **DBS checks**

All foster carers and household members will require an enhanced DBS check (Disclosure and Barring Service – formerly CRB), which will need to be updated every three years. Regular visitors to the home who are likely to have significant unsupervised contact with looked after children should also have a DBS check. Please check with your Child Placement Team social worker whether any of your regular visitors require a DBS check.

## **Recording**

Each fostering household is provided with a robust lockable box in which to store confidential information. All written information relating to the child/young person in your care should be stored securely within this box. If preferred, a small filing cabinet can be provided upon request (please speak to your Child Placement Team social worker to discuss your options).

An A4 ring binder will be provided for each child in placement. The file is clearly divided into separate sections in order for information to be accessed with ease.

Foster carers are also provided with diaries in order to record appointments, meetings etc. as part of the fostering role. These diaries are the property of the department and their return may be requested. Foster carers should keep their diaries for a minimum of 10 years. **They are not to be used to record the day-to-day events of a child's life that will be recorded in the child's file.**

All of the information recorded in relation to individual children or young people should be returned to the Children and Families Service once the child / young person leaves the placement.

## **Guidance on Record Keeping:**

- All information recorded by foster carers should be kept confidential.
- Plain language should be used with no jargon or abbreviations.
- Remember young people can request to access their records and so your records should be written with the young person in mind.
- Efforts should be made to ensure that handwritten records are legible.
- It is good practice for records to be written as soon as possible after the event, when things are still fresh.
- Keep to factual information; a brief, factual recording style is recommended as opposed to lengthy notes.

- If opinions are expressed it should be clear that these are the carer's opinions and not fact.
- Foster carers are not asked to record on a daily basis *unless* there are significant events to note; however, recording sheets are provided within the child's A4 file if you prefer to summarise daily / weekly events.
- All records should be signed and dated by the individual making the recording.
- Children's files should be seen and signed regularly by the Child Placement Team social worker either during supervision or support visits.

## Electronic Recording & Emails

Handwritten notes filed in the relevant section of the child's file is the ideal, however where case recordings are typed these should be printed and kept in the child's file in the lockable box. Electronic files should then immediately be deleted from any electronic device used. They should also be deleted from the device's recycle bin.

Any confidential information sent or stored electronically should be password protected. Foster carers who choose to record electronically should be saving the information in files which are clearly marked 'OFFICIAL / SENSITIVE'.

When emailing information to staff within the department, foster carers should refrain from using individual children / young people's names within the subject bar. Instead use initials only and mark the email 'OFFICIAL / SENSITIVE'. Any documents attached to the email should be password protected. Please speak to your Child Placement Team social worker in order to obtain the correct departmental password.

Please note: there is on-going work in relation to electronic recording and emails that contain confidential information and the service procedures will be updated when this work is complete.

***\*\*Please refer to the Policy on Confidentiality in the [appendix](#) for more advice and good practice guidelines on confidentiality\*\****

## Training & Development

We believe that attending training is essential for foster carers to receive up-to-date information about the fostering task, learn new skills and ways of working with the young people in your care, and meet informally with peers and other professionals.

Anglesey's fostering service has a training plan which is reviewed annually to meet the training needs of foster carers. Please see the most recent copy of this in the [appendix](#). Attending training is an essential element of your personal and professional development as a foster carer, and is integral to your progression



through the *Payment for Skills* scheme. It is also an opportunity to network and meet other foster carers and Children & Families Service staff.

There is a range of training available, from induction training for newly-approved carers to more advanced training including access to QCF qualifications. Some training is available as online modules but this is to complement face-to-face training, rather than being viewed as an alternative.

### Important information about training

Training must be applied for on the training application form that you will receive with the training information flyer. It is essential you receive confirmation that a place has been reserved for you on training, rather than turning up at the training venue, as places are often limited and not guaranteed. This also enables the service to keep you informed of any changes e.g. last minute cancellations outside our control.

- In households with more than one foster carer, both carers should attend training as both have been assessed and have an equal contribution to the fostering task.
- For carers who work, we appreciate that attending training can be challenging. However, more and more employers and organisations are putting '[Fostering Friendly](#)' HR-policies in place for their employees. Where this is not available, it is possible for the fostering service to reimburse up to £70 per day loss of earnings, with an employer's letter. Please speak to your Child Placement Team social worker for more information.
- When you attend a training event that is classed as an all-day event, we will either provide a buffet lunch or reimburse your lunch costs up to £7.50 each; please retain your receipts in order to make your claim.

### ID Cards & Foster Carer Discount Scheme

All Isle of Anglesey County Council foster carers are entitled to an ID card. These are arranged once you are approved as a foster carer. Please ensure it is still current. Arrangements to update ones that have expired can be made through your Child Placement Team social worker.

For more information please refer to the [Policy & Procedure for Foster Carer ID Cards](#) (page 127). Information on any discretionary discounts available to carers using their ID card is available in the [Anglesey Foster Carer Discount Scheme](#) document (page 129). Don't forget, your free membership to [The Fostering Network](#) also entitles you to exclusive discounts.

## Recommend a Friend

Once you are approved to foster with Anglesey, you can benefit from our recommend a friend reward scheme. You've been on the journey to approval, you know what it takes to be a foster carer and you may have friends, family, colleagues or acquaintances that you think would also make an excellent carer.

We pay any existing foster carer who recommends the service to someone interested in fostering the sum of **£20** if their enquiry leads to a successful initial visit, with an additional sum of **£200** after they are approved and have had their first placement. If preferred, you can choose to donate this payment to the Anglesey Foster Care Association.

On approval you will be provided with business cards to help you along the way. Further details are available in *Recommend a Friend – Terms & Conditions (May 2015)*. If you require any information or new cards, please speak to your Child Placement Team social worker or contact [LlinosParry@anglesey.gov.uk](mailto:LlinosParry@anglesey.gov.uk) (01248) 752772.

# Argymell Ffrind

Ydych chi'n 'nabod rhywun ffsa'n gwneud gofalwr maeth ardderchog?  
Gallwch dderbyn **hyd at £220** fel diolch am argymell ffrind!

“MAE PLANT FYSY MŶN EICH ANGEN”

## CHI



“ANGLESEY CHILDREN NEED YOU”

Being a foster carer is challenging but thoroughly rewarding too... If you know someone who has **what it takes** to become a foster carer, please encourage them to get in touch. We need your expertise to help recruit people just like you!

Mae bod yn ofalwr maeth yn heriol ond yn werth chweil hefyd... Os ydych yn adnabod rhywun sydd gyda'r **nodweddion angenrheidiol** i fod yn ofalwr maeth, cofiwch eu hannog i gysylltu â ni. Rydym angen eich arbenigedd i helpu i recriwtio mwy o bobl fel chi!

# Recommend a Friend

Do you know someone who'd make an excellent foster carer?  
Recommend a friend and you could receive **up to £220** as thanks!



**MAETHU**  
GOFALU AM BANT LLEOL  
**FOSTERING**  
CARING FOR LOCAL CHILDREN

**01248 752772**  
[www.maethu-fostering.org](http://www.maethu-fostering.org)



CYNGOR I SIE  
YNYN MŶN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

## Section 4: Caring for a child

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### Looked After Children (LAC) Forms

The Isle of Anglesey County Council updated their LAC documents during 2016/17. Currently foster carers should ensure that they receive the following documentation at the point of placement:

- **Information Record** – This will provide the foster carers with information about the child / young person which includes health, education, emotional and developmental needs.
- **Placement Plan** – This is the agreement to the placement – and provides the initial emergency medical consent.
- **Care Plan** – Which will set out the reason why the child / young person is being looked after and what is expected of the placement in terms of meeting their needs.
- **Delegation of Authority** – (See below), or, if not at the point of placement, as soon as possible after it is made.

A **risk assessment** must be also completed and recorded by the social worker prior to the placement beginning. This form is used to record the nature and evaluation of any risks that have been identified, who may be at risk, and the proposed strategies and control measures to manage them. Risk is dynamic. The risk assessment should be regularly reviewed and updated as a continuous process.

It is the **responsibility of the child care social worker** to complete these documents and ensure that the foster carers have copies of these. Copies are also provided to those with Parental Responsibility and a copy is held on the child's electronic file.

### Delegation of Authority

The *Delegation of Authority* form is a way to ensure that children and young people in foster care are able to enjoy the same opportunities as their peers and that foster carers are given enough autonomy to make everyday decisions about the children in their care. The social worker should take time to explain to the parents what this consent entails and should make the parents aware of the implications, while respecting their rights and their wish to keep some appropriate control about the care of their children.

Foster carers should be provided with a copy of the signed Delegated Authority document as soon as possible after the placement, if it is not available at the point of

placement. A copy of the Delegated Authority document can be located in the [appendix](#) (page 120).

## Overnight stays

### Sleepovers

The Welsh Government has produced guidance around “sleepovers”. The government have given permission to reduce the bureaucracy previously related to sleepovers. This should ‘normalise’ requests so that children looked after experience less stigmatisation (see appendix – [Delegation of Authority](#), page 120).

#### *Sleepovers for looked after children*

Looked after children should as far as possible be granted the same permissions to take part in normal age-appropriate peer activities (such as sleepovers) as would reasonably be granted by the parents of their peers. It should be normal practice for the local authority, in agreement with those with parental responsibility, to delegate to the child’s foster carer day-to-day decision making about allowing a looked after child to stay overnight with friends, and to state this in the placement plan. Foster carers should be expected to make similar judgements as parents when it comes to deciding if there are risks to staying in a particular household or visiting relatives.

Decisions should be based on a reasonable assessment of risks. In all cases foster carers should be made urgently aware of any individuals, addresses or areas which may place a child at risk, and this should also be included in the placement plan.

There may sometimes be exceptional reasons for requiring foster carers to seek the permission from the local authority or a person with parental responsibility for the child, or to place specific restrictions on permitting a child to stay overnight with friends. The restriction should be clearly stated in the placement plan, together with the reasons. Wherever practicable the child should be consulted over the issue, and their views and feelings taken into account in reaching the decision. The restriction and the reasons for it should be fully explained to the child concerned, unless this would not be consistent with the child’s wellbeing. Any restrictions should be reviewed regularly to ensure that they remain relevant.

In making decisions about whether or not to permit a looked after child to stay overnight with a friend, to have a holiday with their friends or with relatives of their foster carers, or to go on a school trip, foster carers and the local authority should consider the following factors:

- Whether there are any relevant restrictions contained in the child’s placement plan.
- Whether there are any court orders that restrict the child from making a particular overnight stay, visit or holiday.

- Whether there are any factors in the child's past experiences or behaviour which would preclude the overnight stay, visit or holiday.
- Whether there are any grounds for concern that the child may be at significant risk in the household concerned or from the activities proposed.
- The age and level of understanding of the child.
- What is known about the reasons for the overnight stay, visit or holiday.
- The length of the stay.

If in doubt about the appropriate decision, or if there is reason to consider that a child may be at specific risk in staying in a particular household, the foster carers should consult the local authority for advice. The child and their carers should always be told of the criteria that will be used to make decisions about overnight stays, visits and holidays.

Foster carers should always have contact details for the household in which the child will be staying. They should also make contact with the household beforehand, as would any good parent, to assist in assessing the request, to confirm arrangements and to ensure that the householder has the foster carer's contact details.

There is no statutory duty for Disclosure and Barring Scheme (DBS) checks to be undertaken in relation to adults in a private household where a child may stay overnight or visit, or who the child may accompany on a holiday or on a school trip. DBS checks should not normally be sought as a precondition.

Where a looked after child visits or spends a holiday with their foster carer's friends or relative, there is no requirement for the individual to be approved as a local authority foster carer, as the child will remain formally placed with their usual foster carers.

## Holidays

We would encourage you to involve any looked after children in your holiday plans, ensuring that consent is given for this beforehand. Whenever there is an opportunity for a child or young person to go on a day trip or holiday either with you or as part of an educational trip, planning ahead and liaising with the child's social worker is the desired approach. The parents and the Head of Service must give written approval for all activities that include day visits and activity-based holidays in which there is an element of risk, unless this has been delegated to you.

## Passports

Arranging holidays for looked after children can be stressful for foster carers and social workers, especially when the department needs to make a passport application on behalf of children subject to care or supervision orders. This can be a lengthy process. Whenever possible, parents should be asked to provide consent for

a passport application; if a child is on a care order the Head of Service will need to sign Part 9 of the passport application form.

We therefore respectfully request that foster carers please do not to book holidays for children in their care until their passports have safely arrived. This is in line with the Identity and Passport Service's advice on this, which is 'not to book any travel arrangements until you receive the child's passport.' For further help and advice, please speak to your child care or Child Placement Team social worker.

## **Respite**

Foster carers with full time placements are entitled to up to 21 days respite during which they will retain the Payment for Skills element of the fostering payments. The fostering allowance, which is paid in relation to the child(ren), will not be paid as this moves with the child.

If a respite arrangement is discussed and agreed within a child's LAC review, it will then be part of that specific child's care plan. Carers will continue to receive the Skills element of the payments for these respite arrangements regardless of the number of days taken.

- The number of respite days taken by fostering households will be recorded within the annual review.
- Wherever possible the issue of respite should be discussed and recorded in the placement agreement.
- Requests should be made via your Child Placement Team social worker giving as much notice as possible (preferably one month).

At the beginning and end of respite placements, a verbal handover should be given to the respite foster carers. They will be provided with their own recording file specific for that child. Any important information such as contact information / medical appointments should be written down and provided to the respite foster carers.

## **Babysitting**

Foster carers can be paid for babysitting for other foster carers – up to a maximum of 3 hours per month. This should take place in the house where the child resides. Please see the [payments booklet](#) and [claim form](#) in the appendix.

There are particular regulations about providing day care to children and therefore foster carers must not provide child minding for other foster carers unless they are also registered child minders. For further information foster carers should contact their Child Placement Team social worker.



## Section 5: Finance

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### Fostering Allowances & Payment for Skills

As a foster carer with the Isle of Anglesey County Council you are paid as a self-employed person and receive regular payments to cover the cost of caring for a child or young person. The payment is separated into two parts:

- I. **Fostering Allowances** – Also referred to as ‘boarding out’, weekly allowances for each child placed with the amount dependent on the type of fostering and the age of the child. This is tax-free and covers costs such as food and clothing.
- II. **Payment for Skills** – Also referred to as ‘fees’, these are additional payments for each child placed as recognition of your skills and growing experience. We want you to feel valued as an integral part of our team, and your progression is reflected in our ‘Payment for Skills’ scheme.

The Anglesey fostering service has a comprehensive finance booklet which explains the above payments made to foster carers in more detail. This can be found in the [appendix](#) (page 94) and should be read thoroughly to ensure that you are aware of the payments available and any eligibility criteria. In recognition of the working in partnership ethos, foster carer AFCA representatives are invited to participate in the annual review of allowances.

There is also a comprehensive *Payment for Skills* scheme policy, details of which are also in the [appendix](#). Your Skills payment will be reviewed with your Child Placement Team social worker during supervision sessions and in annual reviews, in line with your personal training and development plan.

Additional requests for financial assistance should be discussed with your Child Placement Team or child(ren)’s social worker and assumptions should never be made that additional payments will be met without prior permission and agreement.

### Important information about payments

- **What does the allowance/skills payment cover?**

In most cases the allowance will enable carers to meet all usual needs of foster children at the standard of an average family. However, in certain circumstances, other exceptional costs may be met – with agreement. The ‘boarding out’ holiday allowance is expected to cover food and maintenance, adequate clothing, pocket money, activities, playgroup fees, school daytrips, after school clubs and for holidays that the child takes with the foster family. It is recognised that every family is different and hence the specific amounts are



not stated. However, with older children in particular, foster carers have found it useful to contact social workers for discussion and agreement about the level of pocket money/personal allowance payable and the expectations of what the young person should purchase themselves (e.g. toiletries, bus fare, clothing).

- ***How will my allowance be paid?***

Your allowance will be paid on a fortnightly basis through the Isle of Anglesey County Council payroll system and you will be allocated a pay number. Payment will be made electronically through the BACS system and therefore you will be required to complete a bank mandate. If you are unable to receive payment in this way, you will need to speak to your Child Placement Team social worker.

- ***What about respite fostering?***

If you are foster carer who is providing respite care to children, you will need to complete a [respite form](#) (appendix, page 101) where you can note the dates the child was placed with you. These will need to be forwarded to Ceri Griffith ([CeriGriffith@anglesey.gov.uk](mailto:CeriGriffith@anglesey.gov.uk)), Business Support Team Manager, so that they can be processed for payment.

- ***How do I claim travelling expenses?***

The fostering allowance includes an element of travelling, however additional journeys can be claimed providing they meet the eligibility criteria as noted in the [finance booklet](#) in the appendix. We understand that it is important for your mileage to be reimbursed in a timely fashion, therefore in order to prevent unnecessary delay to your claims, please ensure:

- Mileage/subsistence claims are submitted within **3 months**.
- Everyday mileage on blue claims form, mileage incurred due to training on yellow claims form.
- Include a fuel VAT receipt, stapled to the back of the claim, dated in the month of the claim i.e. mileage done in Sept 2017, receipt should be from Sept 2017.
- All travelling expenses claims must be forwarded to Ceri Griffith by the 3<sup>rd</sup> of each month, to ensure payment on the 25<sup>th</sup> of the month.

In addition to the information provided overleaf, when you are approved as a foster carer with the Anglesey fostering service, you will be given free membership to The Fostering Network. As part of your membership welcome pack you will receive a copy of the [Signposts in Fostering](#) publications. These are a series of information booklets giving both new and experienced foster carers guidance in crucial areas, including 'Income tax and national insurance', 'Insurance' and 'Benefits'. Please speak to your Child Placement Team social worker if you require further information.

## Insurance

What happens when a foster child causes damage in your car or home? The Isle of Anglesey County Council has an insurance policy that covers all foster carers and a summary of the cover provided can be found in the *payments booklet* in the [appendix](#).

In case of an insurance query/incident involving a foster child, please contact [insurance@anglesey.gov.uk](mailto:insurance@anglesey.gov.uk) immediately as it is important for all foster carers to go direct through the council's insurance department (rather than via your Child Placement Team social worker). For further advice and guidance relating to the council's insurance policy, please direct any queries to: Julie Jones, Insurance & Risk Manager, **01248 752609**.

In addition, all foster carers must have their own buildings and contents insurance and, where applicable, fully comprehensive motor insurance policy. You must tell your insurance provider(s) in writing that you are a registered foster carer.

## Foster Carers & Tax

All foster carers including those in receipt of an allowance only should inform Her Majesty's Revenue and Customs (HMRC) that they are fostering and in receipt of payments from the local authority for children in their care. Please refer to The Fostering Network booklet on Tax.

HMRC has created a free e-learning module specifically for foster carers. It has been tailored to meet the particular needs of foster carers and includes what you need to know and think about when you start fostering children. With information about self-employment, how to register as self-employed, the 'qualifying care relief', record keeping and more please follow the link to access the e-learning package:

<http://www.hmrc.gov.uk/courses/syob2/fc/index.htm>

From time to time the HMRC also host 'webinars', a seminar conducted over the internet. HMRC webinars are suitable for approved foster carers as well as prospective carers – ask questions too and you won't need a webcam or microphone either. You must pre-register, which couldn't be easier. Please follow this link:

<https://attendee.gotowebinar.com/register/6539951611183350532>

## Benefits

The Isle of Anglesey County Council has a Welfare Rights Team based at the J.E. O'Toole Centre, Holyhead which provides advice, support, and representation on a range of welfare benefit issues. The centre's team is available to give advice to all residents of Anglesey and will offer their services to Anglesey foster carers.

In the main, fostering payments (allowances) when a child is placed with a foster carer are disregarded when calculating welfare benefits. Alternatively, foster carers may be able to claim **Working Tax Credit** because fostering is regarded as 'work' by HMRC when they have a child in placement.

If carers are in receipt of **Disability Living Allowance** for children in their care, the procedure in relation to this should be read carefully and advice sought if you are unsure about any aspect. Details can be found in the payment booklet in the [appendix](#).

Of course, the benefits system is changing rapidly and everyone's circumstances will be slightly different. The J.E. O'Toole Centre can **provide free, independent and confidential advice and representation** on benefits, tax credits and employment. If you wish to see someone at the centre in order to check your own situation and entitlements, you can self-refer by contacting the centre to book an appointment using the contact details provided below:

**J.E. O'Toole Centre**

Trearddur Square  
HOLYHEAD  
Anglesey  
LL65 1NB

Telephone: (01407) 760208

Email: [cathp@anglesey.gov.uk](mailto:cathp@anglesey.gov.uk)

Website: [www.anglesey.gov.uk/advice-and-benefits/benefits-and-welfare-rights/welfare-rights-and-local-support/j-e-otoole-centre/](http://www.anglesey.gov.uk/advice-and-benefits/benefits-and-welfare-rights/welfare-rights-and-local-support/j-e-otoole-centre/)

## Section 6: Health & Safety

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### Health & Wellbeing of Looked After Children

Children and young people in public care are among the most excluded social groups in the UK. The fostering service is committed to promoting the health and development of children and young people in care and ensuring that they receive the same standard of care as children of the same age who live in the same area.

Health incorporates the physical, emotional, sexual and mental health needs of each child or young person. The fostering service is committed to ensuring that Looked After Children and young people reach their potential and enjoy a healthy and fulfilling life; and that children with specific social needs arising from a disability or medical condition live with families or other appropriate locations in the community where their assessed needs can be adequately met and reviewed.

### Child and Adolescent Mental Health Services (CAMHS)

Each area has its own Child and Adolescent Mental Health Services. The teams are multi-disciplinary in nature and include staff from Psychiatry, Psychology, Nursing, Social Work and various therapeutic backgrounds. CAMHS workers are available to work with children and young people who have identified emotional, behavioural and social problems. There are designated workers for looked after children.

If you have concerns about a child that you are looking after, a consultation meeting may be arranged, first between CAMHS and the Child Placement Team social worker, then between yourself and CAMHS. They will help you to understand the needs of children with different backgrounds and may be able to offer advice on how to manage their behaviour. If you feel that this is a service that may benefit you or the children you are looking after, please discuss this with your Child Placement Team social worker.

### LAC Nurse

The support of the Looked After Children's Nurse is available to all carers and children (see ['Who's Who?'](#) page 11).

Employed by Betsi Cadwaladr University Health Board and based in [Môn 5](#), the specialist nurse has a responsibility to support social workers, carers, and other health professionals in meeting the health needs of looked after children and young people. This is done by:

- Informing the relevant health worker a child becomes looked after: health visitor if the child is pre-school age and school nurse if in full time school.
- Arranging the medical / health assessments (sometimes referred to as *Looked After Medical*), required by law. The first one is carried out by a community paediatrician and subsequent reviews can be done by school nurse, health visitor or specialist LAC nurse.

### Health Assessments

- First assessment to be carried out by a paediatrician and must be arranged within 14 days of placement or prior to placement.
- Welsh Government monitors when these health assessments are undertaken and expects them to have been completed within 28 days of a child becoming Looked After.
- Subsequent assessments can be done by Registered Nurses; this may be the health visitor, school nurse or specialist nurse.
- Children under 5 years of age are seen every six months.
- Children over 5 years and young people are seen annually.
- Information collected at the health assessment will inform the *Health Care Plan* for that child/young person where the identified for carrying out the action needed.
- The Health Care Plan is reviewed at LAC Reviews & Planning Meetings. It follows the child in the event of changes in circumstances along with any information pending health appointments.

### Consent Issues

Only those with [Parental Responsibility \(PR\)](#) can consent for invasive procedures and surgery (tooth extraction, immunisations etc.). This includes the local authority where there is a court order.

Consent for any health assessment medical or dental treatment should be sought from the person with PR.

Information regarding PR and consent is held by the social worker and recorded on the Placement Information Record.

Delegation of Authority should also be in place for all placements (see [page 25](#)). The individuals with PR will have clearly indicated what areas they delegate to the foster carers.

Where a child is placed under section 76 of Social Services and Well-being Act (Wales) 2014, consent will be required from the parent or person(s) with parental responsibility (PR).

Young people aged 16+ can give consent to examination or treatment without their decision being referred to their parents or guardian.

Children and young people under 16 who understand what is proposed can give consent to medical examination and some intervention. This applies particularly in relation to contraception advice and treatment where strict guidelines are followed.

The health practitioner would assess the young person's competency to consent using the '[Frazer Guideline Principals](#)'. This includes contraception and sexual health advice.

## Promoting Health & Wellbeing

It is very important that the foster carer has an understanding of health promotion issues. The carer should help children and young people to understand their own responsibilities and contributions towards healthy living. This includes supporting and encouraging active leisure activities, providing a range of foods and helping young people to manage relationships.

It is important to promote and maintain the self-esteem of Looked After Children, and carers should help children to feel good about themselves by praising them and supporting their achievements.

## Registering with a GP

All looked after children should be registered with a local GP (for a list of Anglesey surgeries, please see the directory, pp.72-73). If he/she is only with you for a short time, register with your GP as a temporary resident.

To register go into the GP surgery or Health Centre – if the child's medical card is available, please take this with you and give the required information (usually name, date of birth, previous address and GP name). The child's GP medical records will then be requested by the new GP surgery, via the Patient Data Department in the Local Health Board, from the previous GP.

These records are different to the **child health records** that the health visitor holds for a child and which are passed on to the school nurse when a child enters full time school. Health visitors carry out the routine **health surveillance** on babies and children under 5 years and arrange the **immunisations** together with the GP staff. School Nurses receive these records when the child enters school and takes over the health care responsibility for the child.

## Eye Tests

Generally if there is or thought to be a vision problem in children aged 7 years and under they are referred to a community eye clinic where they are assessed by an orthoptist. Children over 7 years can attend the opticians.

## Registering with a Dentist

All children should be registered with a dentist. The community dentists on Anglesey are:

Llanfairpwll Health Centre	01248 714 388
Ysbyty Penrhos Stanley	01407 766 000

## Sexual Health

Foster carers are uniquely placed to provide support to some of the young people most at risk of unplanned teenage pregnancy and other aspects of poor sexual health. Talking about growing up, relationships, sex (and everything else that goes with it) can be difficult, but conversations about sexual health and healthy relationships matter, and there is help available.

The UK's leading sexual health charity FPA has produced guidance on behalf of the *All Wales Sexual Health Network*, for professionals who are helping young people understand about the facts of life. Their free advice sheets for parents and carers are full of useful advice for talking about puberty, sex and relationships, including helpful hints about tackling this tricky subject.

Factsheets in English and Welsh from the All Wales Sexual Health Network available here: <http://www.shnwales.org.uk/page.cfm?orgid=485&pid=64014>

FPA help and advice pages on talking about the facts of life with children of all ages: [www.fpa.org.uk/help-and-advice/advice-for-parents-carers](http://www.fpa.org.uk/help-and-advice/advice-for-parents-carers)

- **C-Card Scheme**

Young people aged under 25 years can access free, confidential sexual health advice and free condoms through the Condom-Card (**C-Card**) scheme, funded by public health Wales. The C-Card is available from the LAC Personal Advisors and LAC Nurse. The services are also available via Coedlys and Llys-Y-Gwynt (Digartref) and many of the youth clubs on the island.

- **LAC Nurse and Personal Advisor (PA)**

The LAC Nurse can make arrangements to have a chat about sexual health and provide condoms, and both the LAC Nurse and PAs can issue a C-Card.

- **Secondary School Nurse**

The five secondary schools on the island have a weekly school nurse-led health drop-in service. The nurses offer general health advice but also provide sexual health information. The school nurses can provide pregnancy tests, condoms, and the oral contraceptive pill and emergency contraception.



Referrals can also be made to the hospital based sexual health clinics and general practitioners.

- **Sexual health/Contraception Clinics**

Available on Friday afternoons at Penrhos Stanley Hospital. Young people can also access the clinic at Ysbyty Gwynedd on Thursdays. These clinics provide sexual health screening, contact tracing, all forms of contraception including the implant and coil.

- **GP**

All young people can access the surgery for sexual health advice, emergency contraception, condoms and oral contraceptives. Some do provide the injections and refer to the hospital clinic for implants and coils. Some sexual health screening can be offered but they will refer to the hospital clinic if contact tracing etc. is required.

## **Alcohol**

Young people will be discouraged from drinking alcohol. They should be given information regarding the influence and harmful effects that can arise from consuming alcohol. For example, <http://www.talktofrank.com/drug/alcohol>.

Carers will not supply alcohol to a looked after young person unless with the recorded agreement from parents and child care social worker. It should not be possible for children to gain easy access to alcohol.

Where there are incidents with foster carers concerning alcohol these will be seen as a significant concern and a fostering review will be held to consider whether the carer continues to be suitable to foster. These circumstances include:

- Being drunk whilst caring for children.
- A drink driving offence whether there are children in the car or not.
- Having an alcohol dependency.

Where a young person in the care of a foster carer has a known alcohol problem, they will be encouraged and supported to access an appropriate source of help and a decision will be made through a fostering review as to whether it is appropriate for the carer to continue fostering other children during this time.

## **Drugs / Substance Misuse**

Should a foster carer discover that a young person has substances in the foster home e.g. illegal drugs, 'legal highs' or prescription drugs, advice should be sought from the social worker immediately.

If foster carers are concerned that a young person in their care is misusing substances, they should discuss their concerns with the child's social worker / Child Placement Team social worker to ascertain what support can be accessed for them.

## Smoking

BAAF has made a series of recommendations, including:

- Children under five should not be placed with carers who smoke.
- Children with a disability which means they are often unable to play outside or move away from smoking adults, those with respiratory problems, and those with heart disease or glue ear should not be placed with smoking families.
- In long-term fostering, connected persons and adoptive placements, the additional health risks to the child of being placed in a smoking household need to be carefully balanced against the benefits of the placement for the child.
- Carers who have stopped smoking should not be allowed to adopt or foster high-risk groups until they have given up smoking successfully for a year because of the risk of relapse.

Please refer to: [http://www.ash.org.uk/files/documents/ASH\\_927.pdf](http://www.ash.org.uk/files/documents/ASH_927.pdf)

### *Young People & Smoking*

Nicotine is highly addictive. Some looked after children may have been allowed to smoke or did not have their smoking habit curtailed by their parent(s) before they became looked after. No looked after child who is fostered will be supplied by their foster carers with cigarettes or any other forms of tobacco. In England and Wales it is an offence for an adult to buy cigarettes for anyone under 18; it is also an offence to sell e-cigarettes to children under 18.

It is expected that foster carers will encourage children who smoke to spend pocket money and other personal monies on other age appropriate items and / or activities.

**Children in foster care who smoke should be encouraged by their carers to control and limit their smoking to agreed times and at an agreed place in the foster home. Foster carers are asked to do the same.**

### *Foster Carers Who Smoke*

Foster carers who are known to smoke at the time of their application will be expected to be open and honest about the amount they smoke and their smoking habits in and out of the home.

The level of smoking will be considered by the Fostering & Permanency Panel. The Panel may recommend conditions to the approval about the ages and health of children who may be placed such as precluding registration for young children or

those with respiratory, heart or other health conditions.

Foster carers who smoke should be asked not to smoke in front of or in the vicinity of children and young people. This advice is given in respect of their own as well as any looked after child who might be placed.

Foster carers who smoke are asked to designate an area in their home or garden as a smoking area away from children. Carers who smoke outside the home should ensure that the children placed with them are appropriately supervised whilst they are outside. In England and Wales it is an offence to smoke in a private vehicle carrying children.

Foster carers are expected to ensure that cigarettes, matches and lighters are kept safely out of the reach of children and young people and must not supply looked after children with cigarettes or tobacco.

### ***Support available***

[NHS Stop Smoking Services](#) provide free support to help people give up smoking. Evidence shows people are four times more likely to successfully quit smoking when using local NHS services combined with stop smoking medicines.

These services are not designed specifically for young people, although a number of local authorities do have a service specifically for teenagers and young people. National charities such as [QUIT](#) and regional charities like [Kick Ash](#) and [Kick Butt](#) also provide free and confidential smoking cessation services for young people. They offer specialist support and make stop smoking medication available for those over 12 years old.

### ***E-Cigarettes***

A relatively new but growing phenomenon is the increasing use of electronic cigarettes or 'e-cigarettes'. These are battery operated devices that provide a tobacco free form of nicotine consumption and behavioural substitution, often promoted as tools to help stop smoking. There is ongoing research and discussion over their use and recommendations will be reviewed with the latest research. Many agree that e-cigarettes are significantly less harmful than smoking, whilst acknowledging that they are not risk free and therefore the effects must continue to be studied. Please refer to:

[gov.uk/government/uploads/system/uploads/attachment\\_data/file/534708/E-cigarettes\\_joint\\_consensus\\_statement\\_2016.pdf](https://gov.uk/government/uploads/system/uploads/attachment_data/file/534708/E-cigarettes_joint_consensus_statement_2016.pdf).

E-cigarettes play a role in reducing tobacco smoking levels nationally, and they could be a useful aid to foster carers who may wish to use them to cut down or stop smoking. However, e-cigarettes imitate smoking behaviour which has led to some concern that this may 'normalise' smoking, making it more acceptable especially to

children and young people. Please refer to:

[ash.org.uk/files/documents/ASH\\_928.pdf](http://ash.org.uk/files/documents/ASH_928.pdf).

Children should be fostered in a smoke-free environment. The Fostering & Permanency Panel will give consideration to those using products that contain nicotine but do not contain tobacco such as e-cigarettes and advice will be sought from the Medical Advisor. Please refer to the AFA Cymru *Position Statement Regarding the Use of E-cigarettes*:

<http://www.afacymru.org/attachments/article/196/AFA%20Cymru%20Medical%20Group%20position%20statement%20on%20e-cigarettes%20Sept%202017.pdf>

## **Invasive Medication: Administration of Rectal Medication**

It is accepted that we as a department will offer a wide range of services to children who are suffering from epilepsy or other medical conditions, and who on the instructions of their GP or specialists have received a prescription for Rectal Diazepam or other medication, e.g. rectal Valium.

Following a risk assessment for the individual within these situations, the department as part of their duty of care accepts the responsibility to administer the medication unless they voluntarily agree to accept the responsibility and have received training.

Where a child is looked after the agreement for the use of invasive medication should be included in the Placement Agreement. The agreement of how the medication will be used will be recorded and how the transfer of medication will be achieved should also be discussed and agreed. The use of invasive medication should be included in the Child Care Review.

Carers will not be allowed to administer invasive medication without receiving training organised through the department by a community nurse (or doctor). The placement of a child should not commence until the carers have received the training.

Ideally a carer of the same sex as the child placed should administer the medication. However, if this is not possible, the health and safety of the child should be the uppermost concern should diazepam be required, and a carer of the opposite sex should administer the medication. Any Safer Caring issues arising from this should be discussed and written down to safeguard the child in placement and the Carer.

<p style="text-align: center;"><b>For Emergency Treatment and Medicines</b></p> <ul style="list-style-type: none"> <li>• <b>Best Practice:</b> For the social services department to consult those with parental responsibility about the emergency treatment considered essential by a Health Professional. The Social Services Department will also inform the child.</li> <li>• <b>Essential Practice:</b> For the child to receive the appropriate treatment as soon as possible.</li> </ul> <p><b><u>Consent</u></b> Parental consent for the administration of medication and treatment for each looked after child is included in the Placement Plan and Agreement paragraphs 6 and 7. This provides cover for emergency and routine medical treatment. This is applicable to children placed under full or interim care orders and children placed voluntarily by their parents. Foster carers have a copy to show health professionals.</p> <p><b>Or</b> By the child – if of sufficient age and understanding (this can only be assessed by an appropriate Health Professional). In this instance the child may not want to disclose medical advice or treatment to anyone other than a Health Professional.</p> <p><b>Or</b> By the social services designated officer who has placed the child (please note that the Local Authority has parental responsibility if it has a full or interim care order in place).</p> <p><b>Please note that a Health Professional may decide that <u>no</u> consent is necessary in an emergency.</b></p>	<p style="text-align: center;"><b>Routine Medical Treatment and Medicines</b></p> <ul style="list-style-type: none"> <li>• <b>Best Practice:</b> Health Professional to inform those with parental responsibility of planned appointments/medicines/vaccinations/treatment. The child should always be informed and provided the opportunity to discuss treatment.</li> <li>• <b>Essential Practice:</b> Treatment should be carried out in the best interests of the child.</li> </ul> <p><b><u>Consent</u></b> By those with parental responsibility – they are given the opportunity to discuss further.</p> <p><b>Or</b> By the child – if of sufficient age and understanding (this would be assessed by the Health Professional). In this instance the child may not want to disclose medical advice or treatment to anyone other than a Health Professional.</p> <p><b>Or</b> By the social services designated officer who has placed the child (please note that the Local Authority has parental responsibility if it has a full or interim care proceedings are in place)</p>
<p style="text-align: center;"><b>Record Keeping</b></p> <p style="text-align: center;">It is very important that the foster carer keeps legible up-to-date records in relation to medicines. This will provide a complete audit trail of medicines prescribed and administered.</p>	

## Homely Remedies / Non-prescription Medication

Medicines should not be given by a carer to a looked after child except on the advice of an appropriate health professional but in certain circumstances it is acceptable to give one dose of the suggested medicines listed and if concerns/condition persists, carer to seek advice from an identified health professional.

Suggested medicines that may be kept in the fostering household:

- ✓ Paracetamol suspension and/or tablets according to age.
- ✓ Ibuprofen suspension and/or tablets according to age (not recommended for asthmatics).
- ✓ Electrolyte replacement fluid e.g. dioralyte, rehydration salts.

Recommended additions:

- ✓ Sun tan lotion (minimum factor 25).
- ✓ Antiseptic spray/wipes.

Complementary medicines, herbal remedies, multivitamins etc. should only be given on the advice of a health professional and appropriate consent obtained.

### *Administration of Medicines*

- It is important to observe the child taking their medication. Medicines prescribed for one child should not be shared with another.
- Certain medications may mean extra training for foster carers from specialist nurses e.g. for insulin, controlled drugs, rectal diazepam.
- Gloves to be worn when applying creams.

### *Self-Administration of Medication*

- Young persons who are capable of being responsible for their own prescribed medicines should be provided with their own personal lockable drawer or cupboard.
- A risk assessment should be completed with the named social worker prior to this being implemented and a consent form from the parents included.
- Foster carers should agree with the young person that they must be able to access the drawer or cupboard with their permission in an emergency.

### *Disposal of medicines*

- All medicines not used should be returned to Pharmacy.
- Controlled drugs should be returned to Pharmacy and the record of amount returned kept on the medicines chart in the appropriate section of the child's file.
- On transfer to another placement medicines must go with the child, safely stored and labelled clearly.
- Expiry dates should be routinely checked.

## Health & Wellbeing of Foster Carers

We know that fostering can be challenging as well as rewarding. The service recognises the importance of supporting foster carers with issues of health, safety and wellbeing.

It is important to develop a close working partnership with your Child Placement Team social worker from the fostering service. We understand that when things are going well you may not feel the need to communicate with us regularly but a strong link is important, so that when problems do occur, there is an established and trusted relationship. Do not be afraid to ask for practical and emotional support. You are entitled to it.

- ***Foster Carer Medicals***

Each foster carer will have a medical examination during the in-depth fostering assessment (Form F) process, which is passed to the Fostering & Permanency Panel medical advisor. Their role is to comment on whether the health of an applicant will impact upon them in their role as a foster carer. This is because it is important that you are well enough physically to care for a child or young person and that you are emotionally or psychologically resilient enough to cope with the demands of the job. This means that your health will be discussed with you and, as well as being fit and well enough to care for a child, consideration will of course also be given as to whether fostering would impact unduly upon your own health and wellbeing.

The medical undertaken during assessment is a full medical (AH1), and a designated appointment is needed with your own GP for this. Each foster carer will need an update medical (AH2) every two years, which can be completed by your GP - no appointment needed. Should there be any significant health changes for a foster carer a full medical may be advised in lieu of the update medical.

- ***Blood Borne Viruses***

It is recommended that every foster carer be immunised against blood borne viruses which they could be exposed to whilst caring for a child or young person. Please refer to the separate guidance in the [appendix](#). We provide training on blood borne viruses; if you would like more information please discuss training and support needs with your Child Placement Team social worker.

- ***LAC Documents***

To assist the foster carer to care for the child in placement as effectively as possible, foster carers will receive a number of documents referred to as [Looked After Children \(LAC\) Documents](#) (see page 25), which will detail the specific needs of the child including information about specific health needs



and behaviour. There will be a Safer Caring plan for the household and also for each individual as well as a risk assessment for each child placed which will highlight the areas that could potentially present a risk within the foster home and the ways in which those risks will be managed. Please read this section in conjunction with the sections on [Keeping Safe/Behaviour Management](#).

- **Foster Carer Counselling Service**

As part of our commitment to your health and wellbeing, the fostering service works in conjunction with Medra Counselling Services to offer a designated, free, confidential counselling service to all Anglesey foster carers. Referrals can be made through your Child Placement Team social worker.

### **Foster Carer Counselling Service**

This confidential and professional counselling service is provided by Medra to all Isle of Anglesey County Council connected persons and mainstream **Foster Carers**. The aim of counselling is to enable you to reflect on concerns or problems which are affecting you and identify ways of dealing or coping with them in more positive ways.



Our professionally trained and experienced practitioners cover a wide geographical area, helping to ensure that individuals are seen in a location of their choice with counselling appropriate to their needs. We provide Welsh or English speaking, male or female, counsellors:

[www.medracounselling.com](http://www.medracounselling.com)

**To access the service** please request a leaflet or please contact: LLINOS PARRY, (01248) 752772 / [LlinosParry@anglesey.gov.uk](mailto:LlinosParry@anglesey.gov.uk)

Alternatively, please speak to your Child Placement Team social worker. The service is completely **free** and **confidential** to you.

## **Health & Safety in the Home**

### **Fire Safety**

To begin with children in placement are strangers in your home and as such may not be aware of potential hazards. For avoidable hazards that might expose a child to

risk of injury or harm, you must use suitable equipment such as stair gates / fireguards, appropriate to the child's age and development.

All children should be made aware of which exits they might use should there be an incident such as fire in the home. Fire can start very easily and can spread with frightening speed.

The foster home should have smoke alarms, one on each floor of the house (e.g. hallway or landing) and any other area used as an escape route. You must make sure that all alarms are checked weekly and batteries changed as needed.

Upon approval **North Wales Fire and Rescue Service** will be requested to visit your home to undertake a home fire safety check and you may request of your own at any time

A member of the fire service will visit your home and provide:

- Fire safety hints and tips.
- Help you to put together an appropriate fire escape plan.
- Ensure smoke alarms are fitted correctly / fit new alarms if needed.

To request a free home safety check (Ynys Môn and Gwynedd), freephone **0800 169 1234**, email [Gwynedd.mon@nwales-fireservice.org.uk](mailto:Gwynedd.mon@nwales-fireservice.org.uk) or phone the Community Safety Office on 01286 662 999.

## Carbon Monoxide (CO)

Carbon monoxide (CO) is a colourless, odourless gas which is highly poisonous. A common misconception is that gas is the only thing that creates carbon monoxide. However, anything that burns such as wood, oil, coal, mains/bottled gas, biomass pellets, peat and charcoal creates CO. Therefore, even an open coal fire or a wood burner in the home poses a risk. Please remember when you are on holiday, having a day out or on a boat, portable barbeques, stoves, heaters and generators can all produce CO.

- **Gas maintenance** – a Gas Safe engineer must assess all gas appliances and ensure their safety.
- **Log burners** – must be installed by an appropriately qualified person, who will issue a HETAS Certificate of Compliance to certify it is safe.
- **Open fires** – chimneys and flues need to be in good condition and also need to be swept once a year.
- **Carbon monoxide detectors** – must be installed correctly and in the right in the right place.

Remember, an alarm **is not** a substitute for ensuring that appliances are properly installed, maintained and regularly tested. An advice sheet on choosing and locating carbon monoxide alarms is provided below:

## Choosing and locating carbon monoxide alarms – the facts

**1** Choose the alarm to suit the purpose.

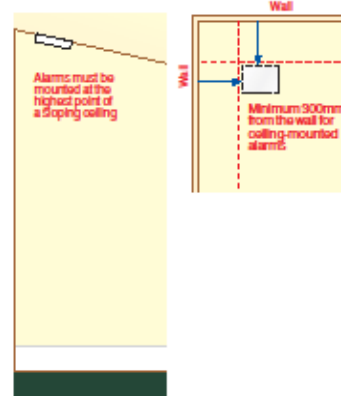
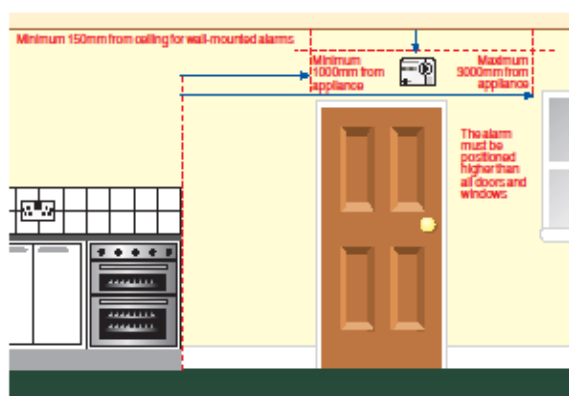
- a) For domestic dwellings only use  
BS EN 50291-1:2010 compliant alarms.
- b) For boats, campers and caravans use  
BS EN 50291-2:2010 compliant alarms

**2** Before locating your new alarm ALWAYS READ THE INSTRUCTIONS they will tell you how and where to site it.

**3** If there are no instructions it won't be compliant with the standards stated above because the law requires manufacturers to put this information in the user instructions.

**4** As an aide memoir the following are the basic requirements set out in the standard BS 50292:2002 *Electrical apparatus for the detection of carbon monoxide in domestic premises – guide on the selection, installation, use and maintenance*, for an alarm sited in the same room as an appliance;

- a) The alarm must be above the line of any doors or windows in the room.
  - b) The alarm must be 1 to 3 metres away from the appliance.
  - c) If mounted on the wall it must be a minimum of 150mm down from the ceiling.
  - d) If mounted on the ceiling it must be a minimum of 300mm away from the wall.
  - e) The alarm must not be sited in any permanently damp areas unless this is allowed by the manufacturer.
  - f) If there is a partition in the room the alarm should be located on the same side of the partition as the appliance.
  - g) Alarms located in rooms with sloping ceilings should be sited at the highest point of the ceiling
- Where alarms are located in sleeping rooms or rooms remote from the appliances they should be located just below but relatively close to the breathing zone of the occupant and between the occupant and the appliance.



The purpose of an alarm is to **ALERT** you to the presence of carbon monoxide and give you time to **EXIT** the building **SAFELY**.

**PROPERLY SITED** an alarm can **SAVE LIVES**. Improperly sited it's as much use as a chocolate fireguard.



Our contact details –  
Call Lynn on 0771 589 9296  
LynnCOAwareness@aol.com  
www.COvictim.org  
REGISTERED CHARITY NO. 1125755  
REGISTERED COMPANY NO. 6611862  
CO-Awareness Week  
starts on the third Monday  
in November



### Further Information

- The RoSPA website (Royal Society for the Prevention of Accidents) offers a wealth of information including carbon monoxide and gas safety:  
<http://www.rosipa.com/home-safety/advice/>
- Carbon Monoxide Awareness, a registered charity, for further information on carbon monoxide: <http://covictim.org/>
- North Wales Fire and Rescue Service – Carbon Monoxide:  
<http://www.nwales-fireservice.org.uk/keeping-you-safe/at-home/carbon-monoxide.aspx?lang=en>

## Online Safety

### Digital Family Agreement

The fostering service has a *Digital Family Agreement*, designed to help keep all household members safe when looked after children and young people use the internet, mobile phones or games consoles. Please refer to [appendix. 8](#) for a copy of the agreement.

### Internet Safety

Foster carers should be aware of the possible dangers of the internet as well as the obvious benefits for education and leisure. There are many sources of further information:

- **Digital Parenting Magazine**  
Developed in partnership with The Parent Zone, Vodafone's *Digital Parenting* magazine is available to download as a PDF or to read online:  
<http://www.vodafone.com/content/digital-parenting/learning-and-fun/digital-parenting-magazine.html>
- **All Wales School Liaison Core Programme**  
Bilingual site providing information and resources for teachers, pupils and parents in Wales, includes information on internet safety, cyberbullying, mobile phones and personal safety.  
[www.schoolbeat.org](http://www.schoolbeat.org)
- **Advice from CEOP Command for Parents / Carers**  
Website also includes age-appropriate guides to internet safety and safe surfing for ages (5-7), (8-10), (11-13) and (14+) years.  
[www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)

- **‘What’s The Problem?’**

A comprehensive guide for parents and carers from Parents Protect; designed to help better understanding of the risks posed to children by the internet, and how to keep them safe online.

[www.parentsprotect.co.uk/files/Parents%20Pack\\_Whats%20the%20problem\\_11Mar2015.pdf](http://www.parentsprotect.co.uk/files/Parents%20Pack_Whats%20the%20problem_11Mar2015.pdf)

- **UK Safer Internet Centre**

*Supporting young people online: Information and advice for foster carers* is a leaflet produced by The UK Safer Internet Centre and Islington Council with advice from Childnet International and co-funded by the European Union. The information from this leaflet is reproduced below, with kind permission from the UK Safer Internet Centre. Please visit [www.saferinternet.org.uk](http://www.saferinternet.org.uk) for the full resource and to access further information including key safety topics like social networking, how-to guides for setting up filters and parental controls.



## **The internet – an inspiring and positive place**

The internet is an amazing resource which enables children and young people to connect, communicate and be creative in a number of different ways, on a range of devices.

However, there are risks online. These will vary depending on a child’s age and online activities, and children in care may be more vulnerable to these risks because of behavioural or emotional difficulties, or because of the people they are in contact with.

### **Content:**

Age-inappropriate, unreliable or illegal content can be available online. Talk to your foster child about what content is appropriate and what is inappropriate, and reassure them that they can always turn to you if something worries them online.

### **Conduct:**

Children may be at risk because of their own behaviour. They need to show respect for other people online and to always be wary of giving away personal information to people they don’t know online.

### **Contact:**

Children can be contacted online by people who seek to bully or abuse them. Cyberbullying can be reported online and offline, and it helps to be aware of how to report or block abusive users. It’s important for children to realise that new friends made online may not be who they

say they are. If a child has been approached sexually online you should report to CEOP ([www.ceop.police.uk](http://www.ceop.police.uk)).

### **Commercialism:**

Young people can be unaware of hidden costs and advertising. Encourage them to keep their personal information private, learn how to block both pop ups and spam emails, turn off in-app purchasing on devices where possible, and use a family email address when filling in online forms.

There are real advantages in maintaining an open dialogue with your foster children about their internet use.

Not sure where to begin? These conversation starter suggestions can help.

- 1. Ask your foster children to tell you about the websites and apps they like and what they enjoy doing online.**
- 2. Discuss with them about how they stay safe online. What tips do they have for you, and where did they learn them? What is OK and not OK to share?**
- 3. Ask them if they know where to go for help, where to find the safety advice, privacy settings and how to report or block on the services they use.**
- 4. Encourage them to help someone! Perhaps they can show you how to do something better online or they might have a friend who would benefit from their help and support.**
- 5. Think about how you each use the internet. Are there online activities that you could enjoy together?**

### **Foster care in a digital age**

It can be difficult to find a balance between giving young people freedom and privacy online, while also developing boundaries and keeping an eye on them. However, with a bit of planning and ongoing dialogue you can help minimise risks without restricting their opportunities.

### **Things to think about when planning a placement**

- Make sure you are familiar with your agency's policies and guidance on internet safety, and discuss technology use at your planning placement meeting. Remember you can speak to your child's social worker and your Child Placement Team social worker if you have any questions – for example, about appropriate contact for the child with their friends and family via technology.
- Consider what technology your foster child will have access to. Do you have a family computer, tablet or games console? Will they be bringing their own devices?
- Decide what family rules you will have when it comes to online technology – remember that these rules apply for you, your foster child and your own children.
- Make use of parental control tools. You can set up filtering on your home internet and use parental control tools on any devices your foster child will use.



- Ask your social worker if the young person has a history of any online harm or risk (e.g. bullying, grooming, self-harm) and, where relevant, incorporate into the young person's risk management plan.

### **Privacy and confidentiality**

- Be careful what you share. For example, you should not share on Facebook that you are a fostering family, or share daily routines and photos. Make sure friends and family know these rules.
- Familiarise yourself with the privacy settings and reporting features on social networks.
- It's okay to be friends on social networks with your foster child if you both feel comfortable with this.
- With shared devices, make sure you log out of websites or apps after using them.

### **Establishing trust and giving advice**

- Maintain an open dialogue with your foster child – encourage them to talk to you about their internet use and teach them to be kind online, to protect personal information and to 'think before you post'.
- Remind them that meeting someone they have only been in touch with online can be dangerous. Online friends are still strangers even if they have been talking to them for a long time.
- The internet can facilitate continued contact from birth family or people who the child needs protection from. If necessary, explain the reasons why unmanaged contact online is not appropriate. Make sure the child knows they can turn to you, and be aware of blocking tools.
- Encourage them to tell a trusted adult if someone or something makes them feel uncomfortable or worried.

### **What to do if something goes wrong**

- Don't overreact if a child tells you about something that has worried them online, or if you discover something inappropriate on their device. You might feel shocked and angry but by dealing with it calmly the child will know they can turn to you again.
- Save all available evidence, for example by taking screen grabs.
- Speak to your social worker and know where to report the incident, for example to the school, service provider, or the police.

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## **Keeping Safe/Behaviour Management**

### **Safer Caring**

Safer Caring generally means that all social workers and foster carers will be alert to the possibilities of abusive situations arising within foster families and in the various aspects of the work carried out by the fostering service.

Safer Caring in the foster home means all efforts will be made to ensure that children and young people will be kept safe from abuse not only by those directly responsible for their care but also others whom they may come into contact with as a result of staying within their household. All members of the foster family, anyone residing or staying within their household or visiting, are alerted and as far as is reasonably



practicable, protected from abuse arising from fostering including the risk of false allegations.

In recognition that different families are affected by different value systems it will be necessary for social workers to work with foster carers to identify practices in their everyday living which would work against the principles of Safer Caring because of law or policy, e.g. smacking, adults walking around nude or in underwear. As a result a *Foster Carers Safer Caring Agreement*, (formerly Safe Care Family Policy) a safer caring agreement which the whole family can adhere to, should be developed and reviewed regularly.

Please read the full [Safer Caring Policy and Guidelines for Staff and Foster Carers](#) in the appendix, page 138. The following chapter on behaviour management is also provided below, for convenience (reproduced from *Fostering Service Procedures* [April 2016], section 5 of the IOACC Children's Services Procedures).

## **10.0 THE USE OF APPROPRIATE PARENTING/DISCIPLINE METHODS IN FOSTER HOMES**

All children and young people Looked After need to be assured of protection from improper or illegal forms of control.

Foster Carers will be provided with guidance and advice about behaviour management and regular training is offered on this topic.

### **10.1 Prior to Approval**

Applicants need to be made aware of the expectation that if approved that they will undertake not to use corporal punishment. Applicants' views on discipline should be explored during assessment, and applicants' ability to understand that corporal punishment is inappropriate for children Looked After. Assessment of applicants' skills in managing behaviours should be made.

### **10.2 Examples of responses which are Unacceptable:**

- Hitting/smacking.
- Shaking.
- Threats to smack, hit and shake.
- Denial of regular meals and drinks.
- Locking a child or young person into a room.
- Being made to wear inappropriate clothing.
- Denial of clothing.
- Denial of sleep unless inappropriate to time of day.
- Denial of prescribed drugs, medication or treatment.
- The use of non-prescribed drugs, medication or treatments inappropriately.
- Frightening or intimidating a child by shouting.
- Abusive, negative, derogatory or humiliating language.
- Withholding contact.

The use of any of these methods of control and discipline may result in the termination of approval of the Carer and if necessary, the prosecution of the Carer.

### **10.3 Appropriate Control and Discipline**

Assessment, training, support and supervision to Carers should aim to build the Carer's understanding and skills in behaviour management. The quality of the Carer's relationship with the child or young person requires emphasis and ways in which the foundations for positive relationships can be laid.

Praise for all positive behaviour and as little recognition or emphasis on negative behaviour as possible work best. Establishing house rules and clear expectations about behaviours is important.

Sanctions need to be age appropriate, need to take into account level of learning ability and abusive experiences. The use of sanctions should be discussed and agreed at placement agreement meetings, in safe caring policies and risk assessments and should be reviewed routinely.

Inappropriate or unacceptable behaviour presented by a child may be known about before placement.

Where behaviours are known about, the Care Plan, Placement Agreement and risk assessment will need to include an agreement as to how the behaviour is to be managed by the Foster Carer.

Where the child and or behaviour are previously unknown, in the first place the Foster Carer will use their skills and knowledge to teach the child more acceptable behaviour and consult the child's Social Worker and Child Placement Social Worker, to agree future management and inclusion in the Care Plan and Placement Agreement. The Foster Carer has the responsibility to discipline and control the child within the confines of what is right. There is no need to contact the Social Worker every time a Carer uses a sanction / method of discipline.

Foster Carers must record the use of sanctions in the child or young person's file. This demonstrates that the Foster Carer is using agreed sanctions in accordance with the Care Plan and Placement Agreement.

The accumulative records may be of use for future planning in order to decrease / eliminate the use of sanctions.

Where a Foster Carer has children or young people of their own, the use of sanctions should not discriminate between the fostered child or the Carer's son or daughter.

### **10.4 Safe and positive behaviour management**

Safe holding and physically guiding a child should only be used to:

- prevent harm to the child or young person.
- prevent harm to others by the child or young person.
- prevent damage to property.

Self-harming behaviours which are a risk to others are usually known about before or at the time of placement, when this is the case the care plan, Placement Agreement and risk assessment must include specific planning in order to:

- Define the behaviour.
- State its risk to the child or young person if appropriate.
- State its risk to others if appropriate.
- Agree appropriate methods of safe holding.

It is the responsibility of the Foster Carer to record any use of safe holding in section 4 of the child's file by completing an incident form. This incident form should then be passed to the Child Care Social Worker and the Child Placement Social Worker involved as soon as possible after the incident. The social workers should review the use of safe holding and review the Care Plan, safe caring policy and risk assessment.

Where the behaviour is new and has not been predicted or planned for, e.g. a child or young person who self-harms for the first time or attacks another child or person the Foster Carers must act as any reasonable parent.

The use of safe holding or the threat to use safe holding to punish, threaten, intimidate or frighten a child or young person is neither acceptable nor legal.

Further guidance and information is available from the Child Placement Team.

### **10.5 The Use of Medication to Control Behaviour**

The use of medication to control behaviour is only acceptable as part of an agreed and carefully monitored treatment plan.

The treatment plan must be included in the overall Care Plan and Placement Agreement.

The treatment plan must be overseen and monitored by a qualified medical practitioner.

The treatment plan must be subject to the informed consent of all those with parental responsibility and the consent of the child or young person whenever possible. Any medication agreed must be according to the prescription details and only administered by those so authorised in the treatment plan.

## **Managing Allegations**

From time to time, professionals working with children and young people can be subject to allegations made by others. The seriousness of complaints may range from minor concerns that require informal discussion, to more serious concerns which need formal consideration and action, up to serious allegations which fall within the council's multi-agency Child Protection procedures. Accordingly, the outcome of complaints range from discussion and advice to concerns and warnings, and up to de-registration and possible prosecution through the courts.

Those employed or approved to care for other people's children are in a very trusted and responsible position, and all concerned are duty bound to thoroughly consider any complaint made, and to deal with the outcome responsibly.

## The Allegation Process

Referrals regarding allegations against foster carers are dealt with by the area where the abuse is alleged to have taken place.

When an allegation is made against a foster carer in Anglesey, the Children and Families Service will follow the ['All Wales Child Protection Procedures' \(AWCPP\)](#); you are encouraged to familiarise yourself with these if an allegation is made against you. Allegations of abuse against foster carers are dealt with under Part IV of the AWCPP.

During the strategy meeting that must take place under Part IV, agreements will be made about the roles that each individual involved will have, which includes the role of your own Child Placement Team social worker. Please note, it is not possible for your social worker to discuss the investigation with you until the initial investigation is completed and after conclusions and recommendations have been made (see 'support', pp. 55-56).

Decisions will also be made at the strategy meeting about whether a child in placement can remain there for the duration of the investigation or whether consideration needs to be given to moving the child to an alternative placement. Decisions such as suspending a foster carer's registration during the investigative process will also be made.

Further details on finance are available in the *Anglesey Fostering Service Procedures* (page 45):

*During the course of an investigation it may be necessary to remove looked after children from the Foster Carers' household, or if children are moved for other reasons, to refrain from making any further placements with the carers until the investigation is concluded and the Independent Annual Review has been carried out (see 18.4 below).*

*During this time the carers are effectively suspended. In order to support them financially, the Department will continue to pay the Payment for Skills element that would normally be paid to them for the number of children that were placed with them at the time (up to the normal fostering limit of 3 children only). The fostering allowance will not be paid as that element will move with the child to an alternative placement.*

*The skills payment will be paid until there is a qualifying decision by the agency decision maker following a Review that has been considered by the Fostering Panel.*

A full fostering review will always take place following a Part IV meeting and

presented to the Fostering & Permanency Panel for recommendation and then passed to the Agency Decision Maker for a final decision. You will be clearly informed of the outcome of the investigation.

Please refer to the [Fostering & Permanency Panel Protocol](#) in the appendix for more information about the role of the Panel and Agency Decision Maker.

### **What can I do to help protect myself from allegations?**

There is no way of completely eliminating the risk of a complaint or an allegation, but you can reduce the chances, and you can arm yourself with knowledge to help prepare yourself to cope should it occur. You will have received a copy of 'Safer Caring' ([The Fostering Network](#)) which is a valuable source of information and advice.

When you were first approved as a foster carer you will have signed an agreement which included a commitment not to use physical punishment. If you would like any more information on Safer Care, please speak to your Child Placement Team social worker to discuss your needs and any opportunities for support and professional development.

All foster carers are offered training on managing allegations to minimise the risk of allegations being made and to become familiar with the process. **Access as many learning opportunities as possible.** Ask your Child Placement Team social worker for any help you need to increase your understanding and skills. Particularly relevant are training courses about managing behaviour, child abuse and child protection.

### **Where can I get support?**

The strategy meeting held under Part IV will identify who will support you during the process of investigation and how you will be kept informed. The fostering service will ensure foster carers are informed of the child protection procedures that will be followed, informed of time scales for the process, know how to access advice and representation, and are aware of the support available; for example:

- ***Independent Support***

We offer foster carers the service of an experienced Independent Support Worker; it is highly recommended that you take up this support. The role of independent support during investigation includes:

- Ensure foster carer understands the process.
- Discuss carer's feelings and concerns.
- Help the carer read and understand documents.
- Help the carer prepare for meetings/interviews.
- Explain the carer's rights.

- Accompany carers to meetings/interviews.
- Supporting carers during meetings if appropriate.
- **Peer Support**  
Foster carers can gain significant support through peer support or mentoring. This is when an experienced foster carer is willing to offer non-judgemental advice and emotional support to another foster carer. This support can be a friendly ear on the end of the phone and/or in person if this was felt to be more helpful. The frequency and nature of this support can be flexible and agreed between the two foster carers depending on the specific situation. Please speak to your Child Placement Team social worker if you would like to be connected to a peer. Mainstream foster carers may also choose to access peer support directly through the [Anglesey Foster Care Association](#) (see page 6).
- **The Fostering Network**  
The Fostering Network provides a general helpline, Fosterline Wales, on behalf of the Welsh Government. This includes a legal advice line for members when they are subject to allegations or serious complaints. Membership of the Fostering Network includes legal expenses insurance cover for foster carers and their families (legal representation is free) contact:
  - **Fosterline Wales (0800 316 7664):** 9am to 12.30pm excluding Bank Holidays, 24hr answer machine will call back within 2 days.
  - **Legal Advice Line (0845 013 5004):** 365 days a year. Legal expenses insurance cover is provided. You must provide your Fostering Network membership number (call 0207 620 6400 if you require this).
- **MEDRA Counselling Service**  
Foster carers can access independent, therapeutic support through Medra Counselling Service (see [page 44](#) for details). This service is free for all Anglesey foster carers. You may choose to access counselling for complaints and allegations or other issues, whether fostering related or not.

## Section 7: Review

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### Foster Carer Reviews

A review is a meeting arranged by a social worker from the Child Placement Team with the foster carer to review the carer's registration. If the fostering household contains more than one registered foster carer e.g. a couple or family members, all carers will need to be present at the review.

There is a statutory requirement for every foster carer to have a review at least once a year. Reviews also need to be undertaken in the following circumstances:

- If there has been an allegation made against a foster carer, or a strategy meeting held under Part IV of the [All Wales Child Protection Procedures](#).
- If there are any changes in a foster carer's personal circumstances i.e. change of address, new partner, marriage and so on.
- If the foster carer wishes to change their registration category or, if the foster carer's registration category has been changed in an emergency (i.e. following a specific review or an exemption – see page 19).
- If the foster carer is in significant dispute with the fostering service.
- Consideration should be given to holding a review after a complaint against a foster carer that has *not* led to a Section 47 (child protection) investigation.

### Purpose of Foster Carer Review

The purpose of the review is to ensure standards and to satisfy the local authority of the continuing capacity of the carer to carry out the fostering task, and the continued suitability of the fostering household.

Prior to the review the carers will be sent a consultation form to complete in order to provide their views and comment on the fostering undertaken and the support received from the fostering service.

The Child Placement Team social worker will then produce a report as a record of the meeting. The report needs to be presented to Fostering & Permanency Panel under the following circumstances:

- If it is the first review;
- If there has been an allegation, complaint or dispute;
- If it is an Independent Review (see below), OR;
- If there is any proposed change in the registration category.

If the review does not meet any of the above criteria, it will not be presented to Fostering & Permanency Panel but considered directly by the Agency Decision



Maker for approval.

#### ***Matters to Discuss at the Review:***

- Placements during the year – have they been appropriate and within the carer(s) registration?
- Current placements – are they appropriate, and what is the care plan for the children placed?
- The fostering service's view on the carer(s) work over the past 12 months.
- Views of the children's team social workers who have placed children with the carer(s) over the past 12 months.
- The foster carer(s) views about placements, support, finances, equipment etc.
- Views of any birth children of the foster carer(s) residing in the household.
- Views of children placed; if possible and appropriate, children should be seen individually by the Child Placement Team social worker undertaking the review to obtain their views.
- Have there been any changes in the household? E.g. someone joined / left the family – new partner, grandparents, lodger etc.
- If so, have they had a DBS check?
- Are the statutory checks up to date?
- Equipment – any required or to be returned?
- Training, learning and development needs.
- Sleeping arrangements.
- Consideration of Health & Safety Checklist.
- Consideration of the carer(s) registration. Does the carer want to change their registration?
- If so, what will the implications be – on any child currently placed, future placements and the carer(s) own children?
- Is there a need to consider a reassessment?
- What is the recommendation to the Fostering & Permanency Panel or Agency Decision Maker and the registration category?

### **Independent Reviews of Foster Carer Registration**

When an allegation is made against a foster carer, which leads to a police investigation, there needs to be an Independent Fostering Review.

An independent person will chair the meeting and the Child Placement Team social worker will also be present and will need to:

- Prepare a report outlining the allegations made against the foster carer(s) and the details of the investigation.
- Note the outcome of the investigation.

- Make recommendations to the review on behalf of the local authority about the foster carers' registration.
- Complete a health and safety check on the home, training plan, and interviews with birth and Looked After Children to feed into the review.

The social worker responsible for the child who has made the allegation and any other social worker who has placed children with the foster carer since the previous review also need to provide a written report with their views on the placement.

When an allegation / complaint is made against a foster carer but there is no police investigation, the Child Placement Team social worker, in conjunction with the Team Manager, needs to consider whether it is necessary to complete an Independent Annual Review:

- If a review *is* necessary the Child Placement Team social worker will need to write a report based on the guidelines above.
- If a review *is not* required, the complaint / allegation will need to be referred to in the next Annual Review.

Independent reviews of foster carers' status will also take place in the following circumstances:

- Every 4 years for all foster carers.
- When a foster carer is in significant dispute with the department.
- Any other situation where it may be felt to be helpful to have independent scrutiny of a foster carer's suitability to foster.

In these circumstances the Child Placement Team social worker will need to prepare a report for the review.

After each review foster carers receive a copy of their review report, a new Certificate of Registration and are asked to sign a new Foster Care Agreement.

### **Disputes regarding Foster Carer's Registration**

If there is a recommendation by the Child Placement Team social worker about the foster carer's registration which the foster carer is not in agreement with; or, if the Fostering & Permanency Panel or agency decision maker recommends a different registration category to the registration the foster carer wishes to be approved for; the fostering service will inform the foster carer in writing about the proposal to revise the registration and invite the carer to submit any representations within 28 days of the notice or to have their case referred to the Independent Review of Determination (IRD). This is where an independent panel will consider the facts and make a recommendation to the agency decision maker.

## Termination of Approval

Regulation 29 (11) of The Fostering Services (Wales) Regulations 2003 states:

*“A foster parent may give notice in writing to the fostering service provider at any time that the foster parent no longer wishes to act as a foster parent whereupon the foster parent's approval is terminated 28 days from the date of receipt of the notice.”*

Where carers decide to withdraw from fostering, for example due to retirement or changes in personal circumstances, this should be put in writing to the Head of Service for Children and Families. The letter will be presented to the Fostering & Permanency Panel for information.

Carers who cease fostering will be offered an exit interview by the Child Placement Team Manager. The foster carer's registration will be terminated in accordance with the foster carer's wishes 28 days from the date of receipt of the notice. A formal letter of confirmation of termination of registration will be sent.

If the Fostering Service Provider following a recommendation by the Fostering & Permanency Panel is no longer satisfied that a foster carer or fostering household is suitable, or that the terms of approval are appropriate the agency will:

Give written notice to the foster carer that it proposes to terminate the approval or revise the terms of approval and invite the foster carer to submit any written representations within 28 days of the date of the notice have their case referred to the Independent Review of Determination (IRD), where an independent panel will consider the facts and make a recommendation to the agency decision maker. (Please refer to the [Fostering & Permanency Panel Protocol](#) in appendix).

## Upon Termination of Approval

All foster carers who have resigned or whose registration has been terminated must please return their:

- Lockable filing box.
- Foster carer ID card(s) & Max Card.
- All information in connection with a child or placement.
- Any equipment provided by the service e.g. car seat/cot/fire guard.
- Any official documents provided by Children & Families Services e.g. books or Foster Carers' Handbook.

### *The Fostering Network - Retired Foster Carer Membership*

Foster carers who are retiring can apply for retired membership of The Fostering Network. This currently costs £18.50 per year and ensures you are covered by The

Fostering Network's Legal Protection Insurance Scheme, offering continued legal protection insurance as well as access to a 24-hour legal helpline.

Applicants must currently be foster carer members of The Fostering Network who are retiring and retired membership must follow on directly from your foster carer membership. Retired foster carer membership is not provided by Isle of Anglesey County Council; it is for individual carers to consider themselves and is included here for information.

Read more including how to join: [www.thefosteringnetwork.org.uk/get-involved/membership/retired-foster-carer-membership](http://www.thefosteringnetwork.org.uk/get-involved/membership/retired-foster-carer-membership)

## Section 8: Frequently Asked Questions

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### FAQs

The following frequently asked questions are adapted with thanks from Conwy County Borough Council fostering team.

#### Can I get a baby sitter?

Yes, babysitters must be 16 years of age or older and DBS checked. If you have any queries please discuss this with your Child Placement Team social worker.

#### Who do I call in an emergency?

Please contact the **Emergency Duty Team** on **01248 353551** (out of office hours).

#### What financial support is available?

All foster carers receive a weekly allowance for each child placed. Please see [‘Section 5: Finance’](#) and the [payments booklet](#) in the appendices section. The amount carers are paid depends on the age of the child they are caring for. Carers also receive additional payments for holidays and children’s birthdays. Allowances are only paid when children are in placement.

#### What support is provided?

Isle of Anglesey County Council provides an excellent support package to our carers which includes:

- ✓ Regular visits from your own Child Placement Team social worker, offering support and supervision
- ✓ An experienced team at the end of the telephone
- ✓ Out-of-hours support 365 days a year
- ✓ A team of professionals around the child including LAC social worker / LAC nurse / Education Liaison Officer / Personal Advisor / CAMHS
- ✓ Regular opportunities to meet other carers through the forum, training and social events
- ✓ Quarterly ‘Coffee & Cake’ sessions – coffee morning with learning opportunities – support groups available for mainstream and connected persons foster carers
- ✓ An ongoing training programme
- ✓ Annual membership to The Fostering Network
- ✓ Anglesey foster carers’ discount, Max Card and Cadw schemes
- ✓ Free counselling for foster carers
- ✓ Anglesey Foster Care Newsletter

### **As a foster carer can I have another job?**

Some foster carers do work in addition to providing care for Anglesey looked after children and young people. You will need to consider the impact of your work on the children in your care. The children you care for may have lived with a number of carers and need consistency and routine. If you are planning to work please discuss your intentions with your Child Placement Team social worker.

### **Can I childmind in addition to fostering?**

Yes, it is possible to combine being a foster carer and a childminder. However, we would recommend you carefully consider the impact childminding would have on any looked after children you care for. In order to ensure that placements made are planned and risk assessed, a foster carer who is also a childminder cannot be registered for emergencies.

### **Do you have a policy about not physically smacking children?**

Yes, it is unacceptable for foster carers to smack children under any circumstances. Any behaviour which is damaging to children is not acceptable. [Read more.](#)

### **How much pocket money should I give?**

Pocket money gives young people independence, allowing them to make their own decisions and begin to develop budgeting skills. As a child grows up it is important they gain an understanding of how much clothes and essentials cost; this will aid their ability to lead independent lives. The amount of pocket money should be agreed at the start of the placement. This should be agreed with the child or young person, your Child Placement Team social worker and the child's social worker.

The amount each child receives will depend on any expectations there are for them to use their money. For some children they may purchase bus passes with their pocket money, and therefore, the amount they receive should reflect this.

### **How can I help prepare a young person for independence?**

As a foster carer you will play a significant role in preparing a young person for independence. You will need to:

- ✓ Show the young person how to complete household tasks such as cleaning and preparing meals
- ✓ Discuss with the young person what their long term plans are; where do they see themselves living, who would they ideally live with and how are they going to financially support themselves
- ✓ Assist the young person to open a bank account
- ✓ Advise with any benefit claims if applicable
- ✓ Encourage the young person to find employment
- ✓ Offer support and advice with regards to job interviews
- ✓ Assist the young person to explore educational opportunities/college courses

- ✓ Educate the young person about healthy living, diet, exercise and leisure activities
- ✓ Encourage the young person to utilise health services, GP, dentist, optician, sexual health clinic
- ✓ Support the young person to develop a sense of personal safety.

### **How much contact does the birth family have after a child is fostered?**

Every child's circumstance, history and needs are different, and therefore, each case is unique. Children who are unable to live with their birth families need to retain links to their family and friends; this is an important part of their identity. Children who are in short term foster care may have a higher level of contact with their birth families, possibly several times a week. Children in long term placements may have contact on a less frequent basis.

Contact is always made in the best interests of the child. If contact with their birth family is distressing for the child or young person in your care please consult your Child Placement Team social worker immediately. Record any behaviour patterns and how the child is feeling around contact visits. This important information can be passed to the child's social worker and through discussions at the child's LAC review.

Contact arrangements will have been agreed prior to the placement being made. Any amendments to the plan need to be made with the agreement of your Child Placement Team social worker and the child's social worker.

### **Is there any training to care for children with disabilities?**

We offer a range of training to all our foster carers. If you are interested in specialist training, such as manual handling, please contact your Child Placement Team social worker who will be able to advise you further.

### **What sort of disabilities might a child have?**

The children and young people in foster care have a huge range of experiences and needs. Some children have a physical disability or a learning impairment. The children can have mild to severe disabilities. Some children may have autism, cerebral palsy, need tube feeding or have foetal alcohol syndrome. All carers are provided with support and training.

### **What do I do if a young person starts smoking?**

Ensure the child or young person has all the appropriate health advice, leaflets and support to stop the habit. The NHS offer excellent advice and support to give up smoking. For some young people this will not be easy, and some may not want to stop smoking. It may be necessary to reach an agreement with the young person on where they smoke. For example, it is not acceptable to smoke in your home. Discuss your concerns with your Child Placement Team social worker and the child's social worker.



### **Should I inform my household insurance company that I am an approved foster carer?**

When you become a foster carer you must inform your insurance company of this.

### **Should I inform my car insurance company that I am an approved foster carer?**

When you become a foster carer you must inform your insurance company and ensure your insurance policy is for fully comprehensive car insurance.

### **How many children can I care for at any one time?**

The Children Act 1989 states that foster carers maximum occupancy is three children. In very special circumstances exceptions to the fostering regulations limit can be sought. If you would like to have your approval changed and extended to care for more than one child please discuss this with your Child Placement Team social worker. They will have to consider the space and time you have, the impact on your family and any children you currently have in placement. Any amendment to your approval will have to be supported by the Fostering & Permanency Panel.

### **What is CAFCASS Cymru?**

CAFCASS stands for Children and Family Court Advisory Support Service. CAFCASS is independent of the courts, social services, education and health authorities and all similar agencies. The powers and duties of CAFCASS were set out in [the Criminal Justice and Court Services Act 2000](#). CAFCASS Cymru was established through The Children Act 2004. Its primary duties are the following:

- Safeguard and promote the welfare of the child
- Give advice to court about applications made in proceedings
- Making provision for children to be represented
- Provide information, advice and support for children and families.

Visit the CAFCASS Cymru website here: <http://cafcass.gov.wales/?lang=en>

### **What is 'When I am Ready' (WiR)?**

From April 2016, young people in Wales have the right to stay with their foster families beyond the age of 18, currently until their 25th birthday if they remain in education or training. This is known as the When I am Ready scheme (WIR). This change to the law came into force with the Social Services and Well-being (Wales) Act, and is the result of a joint campaign between The Fostering Network and Action for Children.

We are committed to preventing social exclusion amongst care leavers and in North Wales the six local authorities have developed a *When I Am Ready Policy* in order to ensure that 'vulnerable' care leavers and those in education receive continued support. For more information about WIR please speak to your Child Placement Team social worker or:

- Welsh Government When I am Ready good practice guidance (March 2016): <http://gov.wales/docs/dhss/publications/160307guidanceen.pdf>
- The Fostering Network: When I'm Ready FAQs: [https://www.thefosteringnetwork.org.uk/sites/www.fostering.net/files/public/resources//wir\\_faq\\_final\\_version.pdf](https://www.thefosteringnetwork.org.uk/sites/www.fostering.net/files/public/resources//wir_faq_final_version.pdf)
- Short film: When I'm Ready: <https://www.youtube.com/watch?v=erwPtpBBRA>

## **How much will I know about the child/young person before they are placed with me?**

Every placement is discussed with the foster carer. It is your decision as to whether you care for a child or young person. We provide as much information on the child and young person as possible enabling you to make an informed decision for you and your family. At times we may have very little information on a young person, for example if it is an emergency placement. We will always endeavour to find out as much information as we can and will share this with you.

## **What age can a child be left alone at home?**

There is no legal age limit for leaving a child on their own, but it is an offence to leave a child alone if it places them at risk. Parents can be prosecuted if they leave a child unsupervised 'in a manner likely to cause unnecessary suffering or injury to health' (Children and Young Person's Act 1989). Consider:

### ***How mature is the child?***

The most important factor to consider is how mature the child is. For example, it may be okay to leave a mature 12 year old alone, but not a 13 year old who is not mature. The National Society for the Prevention of Cruelty to Children (NSPCC) advises that:

- Children under the age of about 12 are rarely mature enough to be left alone for a long period of time
- Children under the age of 16 should not be left alone overnight
- Babies, toddlers and very young children should never be left alone.

### ***Things to remember:***

If you do leave your child home alone, remember to do the following:

- Leave a contact phone number and make sure you can answer it right away
- Leave a separate contact list of people you trust, in case they can't get hold of you
- Talk to your child before you leave about how to stay safe, and tell them not to answer the door to unexpected visitors/strangers
- Make sure dangerous objects like matches and knives are out of reach, as well as medicines and dangerous chemicals
- Leave clear instructions on what to do in case of an emergency (like a fire)

- Tell them what time you will be back, and don't be late
- Set some basic rules about what they can and cannot do while you are out
- Teach them basic first aid
- Finally, it is important to make sure that your child is happy to be left alone. If they are not confident about being left alone then find someone to look after them.

## Section 9: Directory of Services



### Tîm Lleoli Plant / Child Placement Team

Cyngor Sir Ynys Môn  
Swyddfeydd y Cyngor  
LLANGEFNI  
LL77 7TW

Isle of Anglesey County Council  
Council Offices  
LLANGEFNI  
LL77 7TW



[maethu@ynysmon.gov.uk](mailto:maethu@ynysmon.gov.uk)

[fostering@anglesey.gov.uk](mailto:fostering@anglesey.gov.uk)

Enw Name		
<b>LLŶR BRYN ROBERTS</b> Rheolwr Gwasanaeth - Ymyrraeth Ddwys <i>Service Manager – Intensive Intervention</i>	01248 752765	LlyrRoberts@ynysmon.gov.uk
<b>DAWN OWEN</b> Rhelowr Tîm / <i>Team Manager</i>	01248 752734	DawnOwen@ynysmon.gov.uk
<b>HAYLEY ENNIS</b> Gweithiwr Cymdeithasol Ymgynghorol / <i>Consultant Social Worker</i>	01248 752794	HayleyEnnis@ynysmon.gov.uk
<b>ANONA DAVIES</b> Gweithiwr Cymdeithasol / <i>Social Worker</i>	01248 752772	AnonaDavies@ynysmon.gov.uk
<b>CATHRIN OWEN</b> Gweithiwr Cymdeithasol / <i>Social Worker</i>	01248 752788	CathrinOwen@ynysmon.gov.uk
<b>DEBBIE ECKLEY</b> Gweithiwr Cymdeithasol / <i>Social Worker</i>	01248 751855	DeborahEckley@ynysmon.gov.uk
<b>DORIAN HUGHES</b> Gweithiwr Cymdeithasol / <i>Social Worker</i>	01248 752783	DeborahStammers@ynysmon.gov.uk
<b>HILDA KINGHORN</b> Gweithiwr Cymdeithasol / <i>Social Worker</i>	01248 751866	HildaKinghorn@ynysmon.gov.uk
<b>KATY SMITH</b> Gweithiwr Cymdeithasol / <i>Social Worker</i>	01248 752758	KatySmith@ynysmon.gov.uk
<b>NIA HARDAKER</b> Gweithiwr Cymdeithasol / <i>Social Worker</i>	01248 752777	NiaHardaker@ynysmon.gov.uk
<b>CLAIRE HUGHES</b> Uwch Swyddog Cefnogi Busnes / <i>Senior Business Support Officer</i>	01248 752769	ClaireHughes@ynysmon.gov.uk
<b>LLINOS PARRY</b> Swyddog Recriwtio & Marchnata / <i>Recruitment &amp; Marketing Officer</i>	01248 752772	LlinosParry@ynysmon.gov.uk

## Gwasanaeth Mabwysiadu Gogledd Cymru / North Wales Adoption Service



Rhadffôn / Freephone: 0800 085 0774  
 Llinell uniongyrchol / Direct line: 01978 295 311  
 Gwefan / Website: [www.northwalesadoption.gov.uk](http://www.northwalesadoption.gov.uk)

Enw Name		
<b>CAROLYN JONES</b> Gweithiwr Cymdeithasol / Social Worker	01248 752714	CarolynJones@ynysmon.gov.uk
<b>LYDIA MURPHY</b> Gweithiwr Cymdeithasol / Social Worker	01248 751858	LydiaMurphy@ynysmon.gov.uk

### YSGOLION / SCHOOLS

There are 43 primary schools, 5 secondary schools and one special school in Anglesey.

### YSGOLION CYNRADD / PRIMARY SCHOOLS

Ysgol School		
<b>YSGOL GYNRADD AMLWCH</b> Amlwch, Ynys Môn LL68 9DY	01407 830414	YSG2130@ynysmon.gov.uk
<b>YSGOL BEAUMARIS</b> Biwmares, Ynys Môn LL58 8HL	01248 810451	YSG2131@ynysmon.gov.uk
<b>YSGOL GYNRADD BODEDERN</b> Bodedern, Ynys Môn LL65 3TZ	01407 740201	YSG2132@ynysmon.gov.uk
<b>YSGOL BODFFORDD</b> Bodffordd, Llangefni LL77 7LZ	01248 723384	YSG2133@ynysmon.gov.uk
<b>YSGOL BODORGAN</b> Bodorgan, Ynys Môn LL62 5AB	01407 840386	YSG2134@ynysmon.gov.uk
<b>YSGOL BRYNGWRAN</b> Bryngwran, Caergybi LL65 3PP	01407 720400	YSG2135@ynysmon.gov.uk
<b>YSGOL BRYNSIENCYN</b> Brynsiencyn, Llanfairpwll LL61 6HZ	01248 430457	YSG2136@ynysmon.gov.uk
<b>YSGOL CAERGEILIOG</b> Caergeiliog, Ynys Môn LL65 3NP	01407 740619	richardwilliamsheadmaster@ btconnect.com
<b>YSGOL CEMAES</b> Cemaes, Ynys Môn LL67 0LB	01407 710225	YSG2138@ynysmon.gov.uk
<b>YSGOL DWYRAN</b> Dwyran, Ynys Môn LL61 6AQ	01248 430447	YSG2139@ynysmon.gov.uk

<b>YSGOL ESCEIFIOG</b> Gaerwen, Ynys Môn LL60 6DD	01248 421669	YSG2140@ynysmon.gov.uk
<b>YSGOL GARREGLEFN</b> Amlwch, Ynys Môn LL68 0PH	01407 710508	YSG2141@ynysmon.gov.uk
<b>YSGOL Y FFRIDD</b> Gwalchmai, Ynys Môn LL65 4SG	01407 720477	YSG2142@ynysmon.gov.uk
<b>YSGOL Y PARC</b> Caergybi, Ynys Môn LL65 1LA	01407 763156	YSG2144@ynysmon.gov.uk
<b>YSGOL MOELFRE</b> Amlwch, Ynys Môn LL72 8NA	01248 410546	YSG2145@ynysmon.gov.uk
<b>YSGOL LLANBEDRGOCH</b> Llangefni, Ynys Môn LL76 8SX	01248 450291	YSG2146@ynysmon.gov.uk
<b>YSGOL LLANFACHRAETH</b> Llanfachraeth, Ynys Môn LL65 4UY	01407 740610	YSG2150@ynysmon.gov.uk
<b>YSGOL FFRWD WIN</b> Llanfaethlu, Ynys Môn LL65 4YW	01407 730448	YSG2151@ynysmon.gov.uk
<b>YSGOL LLANFAIRPWLLGWYNGYLL</b> Llanfairpwll, Ynys Môn LL61 5TX	01248 714478	YSG2152@ynysmon.gov.uk
<b>YSGOL LLANFECHHELL</b> Amlwch, Ynys Môn LL68 0SA	01407 710512	YSG2153@ynysmon.gov.uk
<b>YSGOL Y GRAIG</b> Llangefni, Ynys Môn LL77 7LP	01248 723092	PENNAETHGRAIG@ynysmon.gov.uk
<b>YSGOL LLANGAFFO</b> Gaerwen, Ynys Môn LL60 6LT	01248 440666	YSG3035@ynysmon.gov.uk
<b>YSGOL LLANGOED</b> Llangoed, Ynys Môn LL58 8SA	01248 490680	YSG2155@ynysmon.gov.uk
<b>YSGOL HENBLAS</b> Llangristiolus, Ynys Môn LL62 5DN	01248 723944	YSG2156@ynysmon.gov.uk
<b>YSGOL LLANNERCH-Y-MEDD</b> Llannerch-y-Medd, Ynys Môn LL71 8DP	01248 470466	YSG2157@ynysmon.gov.uk
<b>YSGOL CYLCH Y GARN</b> Llanrhuddlad, Ynys Môn LL65 4HT	01407 730432	YSG2158@ynysmon.gov.uk
<b>YSGOL PARC Y BONT</b> Llanddaniel, Ynys Môn LL60 6HB	01248 422350	YSG3034@ynysmon.gov.uk
<b>YSGOL PARCH. THOMAS ELLIS</b> Lon Tresefion, Caergybi LL65 2AP	01407 762387	YSG3033@ynysmon.gov.uk
<b>YSGOL PENCARNISIOG</b> Pencarnisiog, Ynys Môn LL63 5RY	01407 810622	YSG2160@ynysmon.gov.uk
<b>YSGOL PENTRAETH</b>	01248 450315	YSG2161@ynysmon.gov.uk

Pentraeth, Ynys Môn LL75 8UP		
<b>YSGOL PENYSARN</b> Amlwch, Ynys Môn LL69 9AZ	01407 830678	YSG2162@ynysmon.gov.uk
<b>YSGOL RHOSCOLYN</b> Caergybi, Ynys Môn LL65 2DX	01407 860264	YSG2163@ynysmon.gov.uk
<b>YSGOL RHOSNEIGR</b> Rhosneigr, Ynys Môn LL64 5XA	01407 810571	YSG2164@ynysmon.gov.uk
<b>YSGOL RHOSYBOL</b> Amlwch, Ynys Môn LL68 9AP	01407 830484	YSG2165@ynysmon.gov.uk
<b>YSGOL SANTES FAIR</b> Caergybi, Ynys Môn LL65 1TR	01407 763176	YSG3304@ynysmon.gov.uk
<b>YSGOL TALWRN</b> Llangefni, Ynys Môn LL77 7TG	01248 723363	YSG2166@ynysmon.gov.uk
<b>YSGOL GYMUNED Y FALI</b> Y Fali, Ynys Môn LL65 3EU	01407 740518	YSG2168@ynysmon.gov.uk
<b>YSGOL LLANFAWR</b> Caergybi, Ynys Môn LL65 2DS	01407 762552	YSG2169@ynysmon.gov.uk
<b>YSGOL GORONWY OWEN</b> Benllech, Ynys Môn LL74 8SG	01248 852667	YSG2170@ynysmon.gov.uk
<b>YSGOL LLAINGOCH</b> Caergybi, Ynys Môn LL65 1LD	01407 762938	YSG2171@ynysmon.gov.uk
<b>YSGOL NIWBWRCH</b> Niwbwrch, Ynys Môn LL61 6TE	01248 440651	YSG2172@ynysmon.gov.uk
<b>YSGOL Y TYWYN</b> Caergeiliog, Ynys Môn LL65 3LW	01407 740781	YSG2173@ynysmon.gov.uk
<b>YSGOL LLANDEGFAN</b> Porthaethwy, Ynys Môn LL59 5UW	01248 713431	YSG2174@ynysmon.gov.uk
<b>YSGOL Y BORTH</b> Porthaethwy, Ynys Môn LL59 5DS	01248 713000	YSG2175@ynysmon.gov.uk
<b>YSGOL KINGSLAND</b> Caergybi, Ynys Môn LL65 2TH	01407 763295	YSG2176@ynysmon.gov.uk
<b>YSGOL MORSWYN</b> Caergybi, Ynys Môn LL65 2TF	01407 762233	YSG2177@ynysmon.gov.uk
<b>YSGOL CORN HIR</b> Llangefni, Ynys Môn LL77 7JB	01248 722558	YSG2226@ynysmon.gov.uk

## YSGOLION UWCHRADD / SECONDARY SCHOOLS



<b>Ysgol School</b>		
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<b>YSGOL SYR THOMAS JONES</b> Amlwch, Ynys Môn LL68 9TH	01407 830287	YSTJPEN@ynysmon.gov.uk Ffacs/Fax: 01407 830967
<b>YSGOL UWCHRADD CAERGYBI</b> Caergybi, Ynys Môn LL65 1NP	01407 762219	YUCPEN@ynysmon.gov.uk Ffacs/Fax: 01407 769958
<b>YSGOL GYFUN LLANGFNI</b> Llangefni, Ynys Môn LL77 7NG	01248 723441	YGLLPEN@ynysmon.gov.uk Ffacs/Fax: 01248 750884
<b>YSGOL UWCHRADD BODEDERN</b> Bodedern, Ynys Môn LL65 3SU	01407 741000	YUBPEN@ynysmon.gov.uk Ffacs/Fax: 01407 742343
<b>YSGOL DAVID HUGHES</b> Porthaethwy, Ynys Môn LL59 5SS	01248 712287	YDHPEN@ynysmon.gov.uk Ffacs/Fax: 01248 713919


### YSGOLION ARBENNIG / SPECIAL SCHOOLS

We maintain one special school - Ysgol y Bont, Llangefni.

<b>Ysgol School</b>		
<b>CANOLFAN ADDYSG Y BONT</b> Llangefni, Ynys Môn LL77 7JA	01248 750151	YSG7011@ynysmon.gov.uk

### MEDDYGFEYDD / GP SURGERIES

This page list all GP Surgeries within the local area. Up to date information on opening times and services provided can be obtained from [NHS Direct Wales](#) on their website or by telephone on 0845 46 47.

<b>Ardal Area</b>	<b>Meddygfa Surgery</b>	
<b>AMLWCH</b>	<b>CANOLFAN IECHYD AMLWCH</b> Parys Road, AMLWCH, LL68 9AB	Enquiries: 01407 833058 Emergencies: 01407 830235 Appointments: 01407 830878
<b>BENLLECH</b>	<b>GERAFON SURGERY</b> Benllech, LL74 8TF	01248 852122
<b>BIWMARES BEAUMARIS</b>	<b>THE HEALTH CENTRE</b> Beaumaris, LL58 8AL	Appointments & enquiries: 01248 810818 Emergencies: 01248 810333
<b>BODORGAN</b>	<b>PARC GLAS SURGERY</b> Bethel, Bodorgan, LL62 5NW	01407 840294
<b>BODEDERN</b>	<b>THE SURGERY</b> Bro'r Ysgol, Bodedern, LL65 1UR	01407 740242

<b>BRYNGWRAN</b>	<b>THE SURGERY</b> Bryngwran, LL65 3SW	01407 720798
<b>CAERGYBI HOLYHEAD</b>	<b>CAMBRIA SURGERY</b> Ucheldre Avenue, HOLYHEAD, LL65 1RA	01407 762735 / 764239
	<b>LONGFORD HOUSE SURGERY</b> Longford Road, HOLYHEAD, LL65 1TR	01407 762314
	<b>MEDDYGFA VICTORIA SURGERY</b> Victoria Road, HOLYHEAD, LL65 1UD	01407 762713
<b>CEMAES</b>	<b>MEDDYGFA CEMAES</b> High Street, CEMAES BAY, LL67 0HU	Enquiries: 01407 711488 Emergencies: 01407 710251 Appointments: 01407 710104
<b>DWYRAN</b>	<b>PENBRYN SURGERY</b> Dwyran, LL61 6YD	01248 430253
<b>GAERWEN</b>	<b>MEDDYGFA STAR SURGERY</b> Star, GAERWEN, LL60 6AH	01248 714533
	<b>THE SURGERY</b> Bronllys, GAERWEN, LL60 6BP	01248 421645
<b>GWALCHMAI</b>	<b>THE SURGERY</b> Gwalchmai, LL65 4RS	01407 720202
<b>LLANERCHYMEDD</b>	<b>GLAN MENAI SURGERY</b> Llannerch-y-medd, LL71 8DA	01248 470213
<b>LLANFAELOG</b>	<b>MEDDYGFA MAELOG</b> Llanfaelog, TY CROES, LL63 5SS	01407 810313
<b>LLANFAIRPWLL</b>	<b>THE HEALTH CENTRE</b> Llanfairpwll, LL61 5YZ	01248 714388
<b>LLANGFNI</b>	<b>COED Y GLYN SURGERY</b> Church Street, LLANGFNI, LL77 7DU	01248 722229
	<b>MEDDYGFA TALYBONT</b> 43-47 High Street, LLANGFNI, LL77 7NA	01248 722105
<b>PORTHAETHWY MENAI BRIDGE</b>	<b>THE SURGERY</b> Coronation Road, MENAI BRIDGE, LL59 5BD	01248 712210
<b>RAF VALLEY</b>	<b>MEDICAL TREATMENT FACILITY (MTF)</b>	01407 762241
<b>Y FALI VALLEY</b>	<b>VALLEY PHARMACY</b> London Road, VALLEY, LL65 3NP	01407 740706

## Useful Numbers

Always dial **999** to contact emergency services for urgent assistance i.e. police, ambulance, fire brigade, coastguard.

## Council Services

The council's main switchboard telephone number is **01248 750057**. The hours of operation are Mon–Fri, 8.45am–5pm, excluding public holidays.

**Emergency telephone numbers** for outside normal office hours, including weekends and public holidays are available for the following services:

- **Social Services: 01248 353551**
- Housing: 08081 68 56 52
- Highways: 01248 723062

## Health

North Wales GP out of hours service: **0300 123 55 66**, Mon – Fri, 6.30pm – 8am, and all day Sat, Sun and Bank Holidays.

North Wales Dental Helpline (NHS Direct Wales): **0845 46 47** / Ysbyty Gwynedd main switchboard: **01248 384 384** and Dewi Ward (Children's Unit): **01248 384 134**

**Emergency Departments (A&E)** are located at:

[Ysbyty Gwynedd](#)

[Ysbyty Glan Clwyd](#)

[Wrexham Maelor Hospital](#)

### Minor Injury Unit

Ysbyty Penrhos Stanley

Penrhos Beach Road

Holyhead

Anglesey

LL65 2QA

Open 24 hours a day, every day.

**(01407 766000)** Open 8am–8pm, 7 days a week.

For life threatening emergencies, if someone is seriously ill / injured or their life is at risk.

For less serious injuries such as sprains, cuts and grazes.

## Useful Numbers (A to Z)

<b>Adoption</b>	<b>Coram BAAF Advice Line:</b> 0300 222 5775 Mon – Fri, 9-1pm, or email <a href="mailto:advice@corambaaf.org.uk">advice@corambaaf.org.uk</a>
	<b>North Wales Adoption Service (NWAS):</b> 0800 085 0774 (Freephone) Combined service from local authority adoption teams in Anglesey, Conwy, Denbighshire, Flintshire, Gwynedd and Wrexham. <a href="http://www.northwalesadoption.gov.uk">www.northwalesadoption.gov.uk</a>

	<p><b>New Family Social</b> The UK network for LGBT (lesbian, gay, bisexual and transgender) adoptive and foster families. <a href="http://www.newfamilysocial.org.uk">www.newfamilysocial.org.uk</a></p>
<b>Advocacy</b>	<p><b>Tros Gynnal:</b> 0800 111 6880 Advice, information and advocacy service for Anglesey's looked after children and young people. <a href="mailto:northwalesadvocacy@trosgynnalplant.org.uk">northwalesadvocacy@trosgynnalplant.org.uk</a></p>
	<p><b>Meic:</b> 0808 80 23456 / text 84001 (24-hr) / online chat <a href="http://meiccyrmru.org">meiccyrmru.org</a> Free national advocacy and advice for children and young people in Wales aged 0-10yrs, 11-17yrs &amp; 18-25yrs</p>
<b>Bereavement</b>	<p><b>Cruse Bereavement Care North Wales:</b> 0844 561 7856 Bereavement support or counselling for adults and children through the medium of Welsh, English, Polish, Italian, Spanish and BSL (British Sign Language). <a href="http://www.crusenorthwalesarea.btck.co.uk">www.crusenorthwalesarea.btck.co.uk</a></p>
	<p><b>SANDS Stillbirth &amp; Neonatal Death Helpline:</b> 020 7436 5881 Support for anyone affected by the death of a baby (prenatal / post birth). Mon – Fri, 9.30am – 5.30pm, Tue &amp; Thu, 6pm – 10pm <a href="http://www.uk-sands.org">www.uk-sands.org</a></p>
	<p><b>Winston's Wish:</b> 08452 03 04 05 / <a href="http://www.winstonswish.org.uk">www.winstonswish.org.uk</a> A leading UK childhood bereavement charity – offer practical support and guidance to bereaved children, their families and professionals. Mon – Fri, 9am – 5pm &amp; Wed, 7pm – 9.30pm</p>
<b>BME (Black &amp; Minority Ethnic)</b>	<p><b>BAWSO:</b> 0800 731 8147 (24-hr) Information, refuge, advice and support for Black &amp; Minority Ethnic people in Wales on domestic abuse, forced marriage, female genital mutilation and human trafficking.</p>
	<p><b>Female Genital Mutilation Helpline:</b> 0800 028 3550 UK-wide 24hr. Operated by NSPCC. <a href="mailto:fgmhelp@nspcc.org.uk">fgmhelp@nspcc.org.uk</a></p>
	<p><b>Home Office (FMU) Forced Marriage Unit:</b> 0207 008 0151 0044 20 7008 0151 if you are overseas.</p>
	<p><b>Honour Network Helpline (run by Karma Nirvana):</b> 0800 5999 247 Supporting all victims of honour based abuse and forced marriage. Mon – Fri, 9.30am – 5pm <a href="http://www.karmanirvana.org.uk">www.karmanirvana.org.uk</a></p>
	<p><b>NWREN (North Wales Regional Equality Network)</b> Challenging and eliminating discrimination and hate crime. Advocacy and support, various projects. <a href="http://www.nwren.org">www.nwren.org</a></p>
	<p><b>Reunite International Child Abduction Advice Line:</b> +44 (0) 1162 556 234 Mon – Fri, 9.30am – 5pm. Diverted to 24hr emergency service out-of-hours. <a href="http://www.reunite.org">www.reunite.org</a></p>
	<p><b>The Monitoring Group Ltd.:</b> (24-hr) 0800 374 618 To provide support for victims of racial violence, domestic violence and hate crime. <a href="http://www.tmg.uk.org">www.tmg.uk.org</a></p>
	<p><b>UK Border Agency:</b> 0901 226 20000 <a href="http://www.ukba.homeoffice.gov.uk">www.ukba.homeoffice.gov.uk</a></p>
<b>Careers</b>	<p><b>Careers Wales:</b> 01248 672 800 / Freephone: 0800 100 900 For careers information, advice and guidance – centres in Holyhead and Bangor. <a href="http://www.careerswales.com">www.careerswales.com</a></p>

	<p><b>Digartref:</b> 01407 761 653 / <a href="mailto:enquiries@digartrefynysmon.co.uk">enquiries@digartrefynysmon.co.uk</a></p> <p><b>Learn4Life</b> Aims to assist and support young people aged 16-25 who would like to increase their employment, training or educational opportunities.</p> <p><b>Get Started</b> is an Agored Cymru Accredited programme for young people aged 16-25 who are not in employment, education or training (NEET).</p>
	<p><b>TRAC 11-24 Project</b> 01824 708155</p> <p>Supporting young people aged 11-24 disengaging with education and at risk of becoming NEET (not in Education, Employment or Training).  <a href="http://www.denbighshire.gov.uk/trac-11-24-project">www.denbighshire.gov.uk/trac-11-24-project</a></p>
<b>Children &amp; Young People</b>	<p><b>CAMHS:</b> 01248 355 825 / <a href="http://www.mental-health-matters.org.uk">www.mental-health-matters.org.uk</a></p> <p>Child and Adolescent Mental Health Service for Anglesey and Gwynedd.</p>
	<p><b>CAFCASS Cymru:</b> 0300 0625821  <a href="mailto:cafcasscymrunorthwales@wales.gsi.gov.uk">cafcasscymrunorthwales@wales.gsi.gov.uk</a></p> <p>Children and Family Court Advisory and Support Service – Llandudno office.</p>
	<p><b>Childline:</b> 0800 1111 (24-hr) <a href="http://www.childline.org.uk">www.childline.org.uk</a></p> <p>Advice, information, help. Play games. Message boards and 1-2-1 online chat.</p>
	<p><b>Children's Commissioner for Wales:</b> Sally Holland</p> <p>Advice and support line 0808 801 1000, Mon-Fri, 9am-5pm. Games, quizzes, information and more: <a href="http://www.childcomwales.org.uk">www.childcomwales.org.uk</a></p>
	<p><b>Library Services (Anglesey)</b> <a href="http://anglesey.gov.uk/libraries-childrens-services">anglesey.gov.uk/libraries-childrens-services</a></p> <p>Children and Young People's Librarian: 01248 752 088</p>
	<p><b>MEIC:</b> 0808 80 23456 / text 84001 (24-hr) / online chat <a href="http://meiccymru.org">meiccymru.org</a></p> <p>Free national advocacy and advice for children and young people in Wales aged 0-10yrs, 11-17yrs &amp; 18-25yrs</p>
	<p><b>NHS 'The Room' website:</b> Offers information for 13-17year olds on all aspects of health for this age group (includes smoking, bullying, sexual health and lots more) <a href="http://www.theroom.wales.nhs.uk">www.theroom.wales.nhs.uk</a></p>
	<p><b>NSPCC Child Protection Helpline:</b> 0808 800 5000 (24-hr)  <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a></p>
	<p><b>Runaway Helpline:</b> 0808 800 70 70 (24-hr) <a href="http://www.runawayhelpline.org.uk">www.runawayhelpline.org.uk</a></p> <p>Helpline for children and young people whom have run away or forced to leave.</p>
	<p><b>School-based counselling services</b></p> <p>Available in every secondary school, contact relevant school for details.</p>
	<p><b>Specialist Children's Service (SCS)</b></p> <p>Anglesey children with disabilities team, currently updating their information. Any queries, please contact: Gabbey Allan  <a href="mailto:GabbeyAllan@anglesey.gov.uk">GabbeyAllan@anglesey.gov.uk</a> /  Maureen Stowell <a href="mailto:MaureenStowell@anglesey.gov.uk">MaureenStowell@anglesey.gov.uk</a></p>
	<p><b>The Who Cares? Trust:</b> 020 7017 8901 <a href="mailto:advice@thewhocarestrust.org.uk">advice@thewhocarestrust.org.uk</a></p>

	Help and advice for children in care and care leavers, 10.30am-3pm, Mon-Fri.
	<b>Voices From Care (VFC) Cymru: 02920 451431</b> <a href="mailto:Info@vfcc.org.uk">Info@vfcc.org.uk</a> National independent organisation in Wales dedicated to upholding rights and welfare of children and young people who are or have been looked after. <a href="http://www.voicesfromcarecymru.org.uk">www.voicesfromcarecymru.org.uk</a>
	<b>Youth Justice Service:</b> 01248 679183 <a href="mailto:gci@gwynedd.gov.uk">gci@gwynedd.gov.uk</a> Menai Office, Beach Road, Y Felinheli, Gwynedd, LL56 4RQ
<b>Counselling</b>	<b>MEDRA Counselling Services</b> <a href="http://www.medracounselling.com">www.medracounselling.com</a> Free counselling for all Anglesey council foster carers and staff. Please speak to your Child Placement Team social worker for details or to request a leaflet.
	<b>(BACP) British Ass. for Counselling &amp; Psychotherapy: 01455 883 300</b> Mon – Fri, 8.45am-5pm / Find a private counsellor online: <a href="http://www.bacp.co.uk">www.bacp.co.uk</a>
	<b>NHS:</b> Your GP can also refer you to counselling. Waiting list likely.
	<b>Parabl:</b> 0300 777 2257 <a href="http://www.parabl.org.uk">www.parabl.org.uk</a> Parabl Talking Therapies is a service to meet the needs of adults aged 18 and over, who are resident within North Wales offering counselling, therapeutic groups, stress management and supporting self-help.
	<b>Rape &amp; Sexual Abuse Support Centre RASASC (North Wales):</b> 0808 80 10 800 (helpline), 01248 670 628 (office), <a href="mailto:info@rasawales.org.uk">info@rasawales.org.uk</a> Counselling by appointment available across North Wales. Men, women and children over 13 years. Helpline diverts to Live Fear Free.
	<b>Relate “The Relationship People”:</b> 0300 100 1234 <a href="http://www.relate.org.uk">www.relate.org.uk</a> Relationship counselling, family counselling, children & young people’s counselling. Mon – Thu, 8.30am – 10pm / Fri, 8.30am – 6pm / Sat, 8.30am – 1pm
	<b>School-based counselling services</b> Available in every secondary school, contact relevant school for details.
<b>Crime</b>	<b>Crimestoppers:</b> 0800 555 111 (24-hr) <a href="http://www.crimestoppers-uk.org">www.crimestoppers-uk.org</a>
	<b>The National Probation Service:</b> <a href="http://www.probation.homeoffice.gov.uk">www.probation.homeoffice.gov.uk</a> for local probation areas and contacts.
	<b>Victim Support &amp; Witness Service:</b> 0845 30 30 900 (National line) or 01248 717148 (based in Menai Bridge Police Station) <a href="http://www.victimsupport.org.uk">www.victimsupport.org.uk</a>
	<b>Youth Justice Service:</b> 01248 679183 <a href="mailto:gci@gwynedd.gov.uk">gci@gwynedd.gov.uk</a> Menai Office, Beach Road, Y Felinheli, Gwynedd, LL56 4RQ
<b>Disabilities</b>	<b>Agoriad:</b> 01248 361 392 <a href="mailto:info@agoriad.org.uk">info@agoriad.org.uk</a> Helping people with disabilities to find training and employment. Porth Penrhyn, Bangor, Gwynedd, LL57 4HN. <a href="http://www.agoriad.org.uk">www.agoriad.org.uk</a>
	<b>Blue Badge Scheme:</b> 01248 752704 or <a href="#">apply online</a> Parking concessions for people with a permanent and substantial disability, whether the person is a driver or a passenger.

	<a href="http://www.anglesey.gov.uk/transport-and-roads/parking/blue-badge-scheme">www.anglesey.gov.uk/transport-and-roads/parking/blue-badge-scheme</a> <b>Creatasmile Cymru</b> (across North Wales inc. Llangefni, Beaumaris, Bangor) North Wales charity (no. 1152558) for families of children with ASD, ADHD and special needs. Activities, coffee mornings, coach trips. Facebook: <a href="https://www.facebook.com/groups/creatasmile">www.facebook.com/groups/creatasmile</a>
	<b>Cylch Teulu/Family Circle</b> (Amlwch) Club for families with an individual with a disability. Come and take part in activities such as sport and crafts most weekends. Twitter: <a href="https://twitter.com/Cylchteulu1">@Cylchteulu1</a> / Facebook: <a href="https://www.facebook.com/CylchTeuluFamilyCircle">Cylch Teulu/Family Circle</a> <b>Gwynedd &amp; Anglesey Asperger/Autism Support Group</b> Contact via the website: <a href="http://www.asperger-autismsupport.org.uk">www.asperger-autismsupport.org.uk</a> <b>NWREN</b> (North Wales Regional Equality Network) Challenging and eliminating discrimination and hate crime. Advocacy and support, various projects. <a href="http://www.nwren.org">www.nwren.org</a> <b>Specialist Children's Service (SCS)</b> Anglesey children with disabilities team, currently updating their information. Any queries, please contact: Gabbey Allan <a href="mailto:GabbeyAllan@anglesey.gov.uk">GabbeyAllan@anglesey.gov.uk</a> / Maureen Stowell <a href="mailto:MaureenStowell@anglesey.gov.uk">MaureenStowell@anglesey.gov.uk</a>
<b>Domestic Abuse</b>	<b>Gorwel (Anglesey Domestic Abuse Service):</b> 01248 750 903 / 924 Support for women, children and men suffering domestic abuse. Hold a regular Domestic Abuse One Stop Shop (multi-agency support for victims) at Hen Agraaffdy, Lon Yr Efail, Llangefni. <b>Broken Rainbow:</b> 0300 999 5428 LGBT domestic abuse helpline. Mon & Thurs, 2pm – 8pm / Wed, 10am – 1 pm <a href="http://www.broken-rainbow.org.uk">www.broken-rainbow.org.uk</a> <b>Live Fear Free:</b> 0808 80 10 800 (24-hr) <a href="http://livefearfree.gov.wales">livefearfree.gov.wales</a> National domestic/sexual abuse helpline in Wales for women, children and men. Can make referrals to specialist support services.
<b>Eating Disorders</b>	<b>(BEAT) Beating Eating Disorders Helpline:</b> 0845 634 1414 <b>(BEAT) Youth Helpline:</b> 0845 634 7650 Mon – Fri, 10.30am – 8.30pm (adults) 4.30pm – 8.30pm (youth) Sat, 1pm – 4.30pm (adults & youth)
<b>Education</b>	<b>Looked After Children's Education Liaison Officer:</b> Heulwen Owen 2702, Mob: 07825 862817/ Email: <a href="mailto:HeulwenOwen@anglesey.gov.uk">HeulwenOwen@anglesey.gov.uk</a> <b>Schools</b> – see pages 69-71 for a list of all Anglesey Schools. <a href="http://www.anglesey.gov.uk/education">www.anglesey.gov.uk/education</a>
<b>Elderly</b>	<b>Adult Services – Isle of Anglesey County Council:</b> 01248 752752 Emergency out of hours tel: 01248 353551 / Email: <a href="mailto:duty@ynysmon.gov.uk">duty@ynysmon.gov.uk</a> <b>Age Cymru Gwynedd a Môn:</b> 01286 677 711 <a href="http://ageuk.org.uk/gwyneddamon">ageuk.org.uk/gwyneddamon</a> Includes <b>Cadwyn Môn</b> , free befriending service for Anglesey Residents 50+. Call 01248 724970 for more information. <a href="mailto:cadwynmon@acgm.co.uk">cadwynmon@acgm.co.uk</a> <b>Wales Dementia Helpline:</b> 0808 808 2235 Emotional support to anyone, of any age, affected by Dementia.



<b>Families</b>	<b>Family Group Conferencing Service (Isle of Anglesey):</b> 01248 751974 FGC Coordinator: <a href="mailto:monfamilygroup@ynysmon.gov.uk">monfamilygroup@ynysmon.gov.uk</a>
	<b>Gingerbread Single Parent Helpline:</b> 0808 802 0925 <a href="http://www.gingerbread.org.uk">www.gingerbread.org.uk</a> Support and expert advice on anything from relationships to tax credit issues. Mon, 10am – 6pm / Tues, Thu, Fri, 10am – 4pm / Weds, 10am – 1pm & 5-7pm.
	<b>Family Lives (formerly Parentline Plus):</b> 0808 800 2222 (24-hr) National family support charity for all aspects of family life. 24/7 freephone helpline, live online chat and free online parenting courses. <a href="http://www.familylives.org.uk">www.familylives.org.uk</a>
	<b>Rural Family Service (Barnardo's Cymru):</b> 01248 751194 (office hrs) For families in Anglesey with children under 11. Range of services inc. behaviour management, parenting advice, Mindfulness, Incredible Years.
<b>Finances</b>	<b>(CAB) Citizens Advice Bureau</b> - Amlwch, Holyhead, Llangefni CAB Adviceline Cymru: 03444 772020 or <a href="http://www.citizensadvice.org.uk/wales/citizensadvice.org.uk/ynysmoncab.htm">www.citizensadvice.org.uk/wales/citizensadvice.org.uk/ynysmoncab.htm</a>
	<b>J.E. O'Toole Centre:</b> 01407 760208 Make an appointment to speak to an adviser about your financial situation, contributions and entitlements. Trearddur Square, HOLYHEAD, LL65 1NB
	<b>National Debt line:</b> 0808 808 4000 <a href="http://www.nationaldebtline.org">www.nationaldebtline.org</a> Mon – Fri, 9am – 9pm / Sat, 9.30am – 1pm
	<b>Step Change (Consumer Credit Counselling Service):</b> 0800 138 1111 Freephone helpline Mon – Fri, 8am – 8pm, Sat 8am – 4pm. Registered debt charity, free budgeting advice. <a href="http://www.stepchange.org">www.stepchange.org</a> Live chat available Mon – Fri, 8am – 8pm, Sat 9am – 2pm.
<b>Foster Care</b>	<b>Anglesey Foster Care Association (AFCA)</b> Registered charity run by mainstream council foster carers in Anglesey. Request to be put in contact via your Child Placement Team social worker or by email to <a href="mailto:fostering@anglesey.gov.uk">fostering@anglesey.gov.uk</a> .
	<b>Care and Social Services Inspectorate Wales (CSSIW):</b> 0300 7900 126 (General enquiries) <a href="mailto:cssiw@wales.gsi.gov.uk">cssiw@wales.gsi.gov.uk</a> / <a href="http://cssiw.org.uk">cssiw.org.uk</a>
	<b>Child Placement Team (CPT) Anglesey</b> The Anglesey fostering service – see <a href="#">useful contacts</a> . <a href="mailto:fostering@anglesey.gov.uk">fostering@anglesey.gov.uk</a> / <a href="http://www.maethu-fostering.org">www.maethu-fostering.org</a>
	<b>Coram BAAF Advice Line:</b> 0300 222 5775 Mon – Fri, 9-1pm, or email <a href="mailto:advice@corambaaf.org.uk">advice@corambaaf.org.uk</a>
	<b>Fosterline Wales:</b> 0800 316 7664 (Freephone) Independent information about fostering, practical advice and support for foster carers, managers, social care staff or the general public. Mon – Fri, 9.30am – 12.30pm <a href="mailto:fosterlinewales@fostering.net">fosterlinewales@fostering.net</a>
	<b>The Fostering Network:</b> 020 7620 6400 (general enquiries) 02920 440 940 (Cardiff Office) <a href="mailto:wales@fostering.net">wales@fostering.net</a> / <a href="http://www.fostering.net">www.fostering.net</a>

	<p><b>The Who Cares? Trust:</b> 020 7017 8901 <a href="mailto:advice@thewhocarestrust.org.uk">advice@thewhocarestrust.org.uk</a> Help and advice for children in care and care leavers, 10.30am-3pm, Mon-Fri.</p>
	<p><b>Voices From Care (VFC) Cymru:</b> 02920 451431 <a href="mailto:Info@vfcc.org.uk">Info@vfcc.org.uk</a> National independent organisation in Wales dedicated to upholding rights and welfare of children and young people who are or have been looked after. <a href="http://www.voicesfromcarecymru.org.uk">www.voicesfromcarecymru.org.uk</a></p>
<b>Health</b>	<p><b>Looked After Children's Nurse:</b> Llinos Edwards: 01248 751861 Mob: 07900 051767 / Email: <a href="mailto:LlinosEdwards@ynysmon.gov.uk">LlinosEdwards@ynysmon.gov.uk</a></p>
	<p><b>Change 4 Life:</b> <a href="http://change4lifewales.org.uk">change4lifewales.org.uk</a> Bilingual information and online support. Helping families eat well, move more and live longer.</p>
	<p><b>NHS Direct:</b> 0845 46 47 (24-hr) <a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a></p>
	<p><b>NHS 'The Room' website:</b> Offers information for 13-17year olds on all aspects of health for this age group (includes smoking, bullying, sexual health and lots more) <a href="http://www.theroom.wales.nhs.uk">www.theroom.wales.nhs.uk</a></p>
<b>Internet Safety</b>	<p><b>All Wales School Liaison Core Programme:</b> <a href="http://www.schoolbeat.org">www.schoolbeat.org</a> Bilingual site providing information and resources for teachers, pupils and parents in Wales, includes information on internet safety, cyberbullying, mobile phones and personal safety.</p>
	<p><b>Childnet International:</b> <a href="http://www.childnet.com">www.childnet.com</a> Wealth of resources for young people, professionals, parents and carers on making the internet a safe place for children.</p>
	<p><b>Digital parenting from Vodafone:</b> <a href="http://www.vodafone.com/content/parents.html">www.vodafone.com/content/parents.html</a> 'Helping you to help your child manage their digital world'. Browse the website and download the magazine for free.</p>
	<p><b>Parents Protect - Internet safety links</b> Top internet safety tips on how to keep children safe online. <a href="http://www.parentsprotect.co.uk/internet_safety_links">www.parentsprotect.co.uk/internet_safety_links</a></p>
	<p><b>Share Aware (NSPCC)</b> Online safety helpline 0808 800 5002 – help and advice on parental controls, privacy settings and social networks. Joint campaign from the NSPCC and the O2. Help your child stay safe on social networks, apps and games. <a href="http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware">www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware</a></p>
	<p><b>Think U Know:</b> <a href="http://www.thinkuknow.co.uk">www.thinkuknow.co.uk</a> Website also includes age-appropriate guides to internet safety and safe surfing for ages (5-7), (8-10), (11-13) and (14+) years. Also advice section for carers and parents.</p>
	<p><b>UK Safer Internet Centre:</b> <a href="http://www.saferinternet.org.uk">www.saferinternet.org.uk</a> Including key safety topics like social networking, how-to guides for setting up filters and parental controls.</p>
	<p><b>Wise Kids</b> <a href="http://wisekids.org.uk">wisekids.org.uk</a> Promoting innovative, positive and safe internet use.</p>

<b>LGBT</b>	<b>Broken Rainbow:</b> 0300 999 5428 LGBT domestic abuse helpline. Mon & Thurs, 2pm – 8pm / Wed, 10am – 1 pm <a href="http://www.broken-rainbow.org.uk">www.broken-rainbow.org.uk</a>
	<b>LGBT Housing Helpline</b> (via Shelter Cymru): 0844 264 2554 Mon - Fri, 9am - 5pm <a href="mailto:lgbthousinghelpline@sheltercymru.org.uk">lgbthousinghelpline@sheltercymru.org.uk</a>
	<b>New Family Social</b> The UK network for LGBT (lesbian, gay, bisexual and transgender) adoptive and foster families. <a href="http://www.newfamilysocial.org.uk">www.newfamilysocial.org.uk</a>
	<b>NWREN</b> (North Wales Regional Equality Network) Challenging and eliminating discrimination and hate crime. Advocacy and support, various projects. <a href="http://www.nwren.org">www.nwren.org</a>
	<b>Stonewall:</b> (info & signposting helpline) 08000 50 20 20 <a href="http://www.stonewall.org.uk">www.stonewall.org.uk</a> Mon – Fri, 9.30am – 5.30pm
<b>Mental Health</b>	<b>(CALL) Community Advice &amp; Listening Line:</b> 0800 132 737 (24-hr) Emotional support and information/literature on mental health and related matters to the people of Wales. <a href="http://www.callhelpline.org.uk">www.callhelpline.org.uk</a>
	<b>CAMHS:</b> 01248 355 825 <a href="http://www.mental-health-matters.org.uk">www.mental-health-matters.org.uk</a> Child and Adolescent Mental Health Service for Anglesey and Gwynedd.
	<b>Mental Health Services:</b> 01248 363475 (Ysbyty Cefni, LL77 7PP) Mon-Fri, 9am-5pm. An answerphone is in operation at Ysbyty Cefni. Emergency contact out of hours is through the Hergest Unit at Ysbyty Gwynedd: 01248 353551
	<b>MIND Info Line:</b> 0300 123 3393, Text: 86463, <a href="http://www.mind.org.uk">www.mind.org.uk</a> Mon – Fri, 9am - 6pm <b>YoungMinds Parents Helpline:</b> 0808 802 5544 Anyone with concern for child’s emotional problems, behaviour or mental health. Mon – Fri, 9.30am – 4pm <a href="http://youngminds.org.uk">youngminds.org.uk</a>
	<b>SANeline:</b> 0845 767 8000 <a href="http://www.sane.org.uk">www.sane.org.uk</a> National, out-of-hours helpline offering specialist emotional support and info to anyone affected by mental illness, inc. family, friends and carers. 7 days a week, 6pm – 11pm
	<b>Samaritans:</b> 116 123 (24-hr) <b>Welsh Language Line: 0808 164 0123</b> - this number is free to call (from 7pm - 11pm 7 days a week). Email: <a href="mailto:jo@samaritans.org">jo@samaritans.org</a> . Write: Chris, PO Box 9080, Stirling, FK8 2SA
<b>Police</b>	<b>DIAL 999 in an EMERGENCY / 101 for non-emergency calls</b> <b>North Wales Police:</b> 0845 607 1002 <b>Dyfed Powys Police:</b> 0845 330 2000 <b>Gwent Police:</b> 01633 838 111 <b>South Wales Police:</b> 01656 655 555
	<b>(IPCC) Independent Police Complaints Commission:</b> 0300 0200 096 9am – 5pm, or e-mail <a href="mailto:enquiries@ipcc.gsi.gov.uk">enquiries@ipcc.gsi.gov.uk</a>
<b>Relationships</b>	<b>Relate “The Relationship People”:</b> 0300 100 1234 <a href="http://www.relate.org.uk">www.relate.org.uk</a> Relationship counselling, family counselling, children & young people’s counselling. Mon – Thu, 8.30am – 10pm / Fri, 8.30am – 6pm

<b>Self-harm &amp; Self-injury</b>	<b>Self-harm information from MIND</b> Explains self-harm, including possible causes and how you can access treatment and support. Includes tips for helping yourself, and guidance for friends and family. <a href="http://www.mind.org.uk/information-support/types-of-mental-health-problems/self-harm/#">http://www.mind.org.uk/information-support/types-of-mental-health-problems/self-harm/#</a>
	<b>Self-injury Support National Helpline</b> run by Bristol Crisis Services for Women (BCSW): 0808 800 8088 / <a href="http://www.selfinjurysupport.org.uk">www.selfinjurysupport.org.uk</a> Tue, Wed, Thurs, 7-10pm / Frim 3-6pm  Also run, <b>TESS text &amp; email support service girls up to 25 years:</b> 07800 472 908 Mon, Tue, Wed & Fri, 7pm-9pm. Email via BCSW website as above
	<b>National Self-Harm Network:</b> 0800 622 6000 (7-11pm) Support helpline & online survivor-led forum: <a href="http://www.nshn.co.uk">www.nshn.co.uk</a>
<b>Sexual Violence</b>	<b>Amethyst SARC:</b> 0808 156 3658 <a href="http://www.amethystnorthwales.org.uk">www.amethystnorthwales.org.uk</a> Sexual Assault Referral Centre (SARC) for the North Wales area. Service for men, women and children who have been sexually assaulted, either recently or in the past.
	<b>Barnardo's Cymru Seraf Service:</b> 029 2049 1743 Children and young people who are at risk of sexual exploitation in Wales. <a href="mailto:SerafService@barnardos.org.uk">SerafService@barnardos.org.uk</a>
	<b>Live Fear Free:</b> 0808 80 10 800 (24-hr) <a href="http://livefearfree.gov.wales">livefearfree.gov.wales</a> National domestic/sexual abuse helpline in Wales for women, children and men. Can make referrals to Women's Aid, MARAC, refuge or to RASASC (North Wales) for specialist sexual abuse counselling.
	<b>Parents Protect</b> <a href="http://www.parentsprotect.co.uk">www.parentsprotect.co.uk</a> Advice, info on how to protect children from sexual abuse.
	<b>Rape &amp; Sexual Abuse Support Centre RASASC (North Wales):</b> 0808 80 10 800 (helpline), 01248 670 628 (office), <a href="mailto:info@rasawales.org.uk">info@rasawales.org.uk</a> Counselling by appointment available across North Wales. Men, women and children over 13 years. Helpline diverts to Live Fear Free.
	<b>Survivors UK:</b> <a href="http://www.survivorsuk.org">www.survivorsuk.org</a> Specialist support for male sexual abuse and male rape. Web and SMS chat available. Mon, Tue & Thurs, 7pm – 9.30pm
	<b>The Courage to Be Me (by Nina Burrowes)</b> An illustrated story about courage, self-compassion and hope after rape or sexual abuse. Available to read online for free *trigger warning* <a href="http://ninaburrowes.com/books/the-courage-to-be-me/preface/">ninaburrowes.com/books/the-courage-to-be-me/preface/</a>
<b>Stalking &amp; Harassment</b>	<b>National Stalking Helpline:</b> 0808 802 0300 <a href="http://www.stalkinghelpline.org">www.stalkinghelpline.org</a> Mon – Fri, 9.30am – 4.30pm *except Wed 1pm – 4.30pm only Email: <a href="mailto:advice@stalkinghelpline.org">advice@stalkinghelpline.org</a>
	<b>Network for Surviving Stalking:</b> <a href="http://www.nss.org.uk">www.nss.org.uk</a> for online info and advice.
	<b>Paladin - National Stalking Advocacy Service:</b> 020 7840 8960 <a href="mailto:info@paladinservice.co.uk">info@paladinservice.co.uk</a> <a href="http://www.paladinservice.co.uk">www.paladinservice.co.uk</a>

<b>Substance Misuse</b>	<b>Al Anon Family Groups:</b> 0207 403 0888 <a href="http://www.al-anonuk.org.uk">www.al-anonuk.org.uk</a> Support for family & friends of problem drinkers.
	<b>DAN 24/7 (Wales Drug &amp; Alcohol Helpline):</b> 0808 808 2234(24-hr free phone) or TEXT 81066. Helpline run in association with CAIS. <a href="http://www.dan247.org.uk">www.dan247.org.uk</a>
	<b>FRANK (Talk to Frank):</b> 0800 77 66 00 (24-hour) Text: 82111. Free & confidential info on drugs. <a href="http://www.talktofrank.com">www.talktofrank.com</a> (also link to email Frank on website)
<b>Suicide</b>	<b>HOPEline UK:</b> 0800 068 41 41 <a href="mailto:pat@papyrus-uk.org">pat@papyrus-uk.org</a> Mon-Fri, 10am-10pm / weekends, 2-10pm / bank holidays, 2-5pm. SMS service: 07786209697. Confidential support and advice service for: Young people under the age of 35 who may be having thoughts of suicide Anyone concerned a young person may be having thoughts of suicide Part of the charity PAPYRUS Prevention of Young Suicide <a href="http://www.papyrus-uk.org">www.papyrus-uk.org</a>
	<b>Samaritans:</b> 116 123 (24-hr) / <b>Welsh Language Line: 0808 164 0123</b> - this number is free to call (from 7pm - 11pm 7 days a week). Email: <a href="mailto:jo@samaritans.org">jo@samaritans.org</a> . Write: Chris, PO Box 9080, Stirling, FK8 2SA
	<b>Support After Suicide</b> <a href="http://www.supportaftersuicide.org.uk">www.supportaftersuicide.org.uk</a> UK's online hub for finding support if you have been affected or bereaved by suicide.

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### I. Statement of Purpose



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

ISLE OF ANGLESEY COUNTY COUNCIL'S FOSTERING SERVICE

## STATEMENT OF PURPOSE

## **1. INTRODUCTION**

This Statement of Purpose has been drawn up in compliance with Standard 1 of The National Minimum Standards for Fostering Services and Regulation 3(1) of the Fostering Services (Wales) Regulations 2003. This Statement of Purpose outlines the range of information required under Standard 1.4.

This document will be presented to the Council's Executive Committee for review on an annual basis.

## **2. FOSTERING SERVICE**

The Isle of Anglesey County Council delivers its statutory responsibilities as a fostering service, as defined and set out in the Fostering Service (Wales) Regulations 2003 and Care Standards Act 2000, across teams within Children Services. Social workers for the fostering service are based in the Council offices in Llangefni.

The Fostering Team provides family based foster placements on behalf of Isle of Anglesey County Council. Most of its carers live within the boundaries of the island. There is an Inter-Agency Foster Placement protocol which establishes a framework for co-operation in relation to using Foster Care placement resources, between the 6 North Wales Social Services Departments.

## **3. KEY RESPONSIBILITIES**

The fostering service holds five key service responsibilities. It:

- recruits individual and families that wish to apply to become foster carers for Isle of Anglesey County Council,
- assesses whether those individual are suitable to be foster carers
- provides pre-registration and post registration training
- provides support and supervision to its foster carers
- matches those foster carers approved by the Isle of Anglesey County Council to meet the needs of looked after children.

In providing those key responsibilities the fostering service works within the legislative framework of the Fostering Services (Wales) Regulations 2003 and the accompanying National Minimum Standards. The Fostering Service is subject to an annual inspection by the Care and Social Services Inspectorate Wales (CSSIW) to ensure that it is compliant with these Regulations and Standards.

The fostering service also recognises good practice, and is committed to meeting, the UK National Standards as published by Fostering Network (1999).

The Fostering Service will proactively offer a service through the medium of Welsh and will publicise all information material in both Welsh and English in accordance with the Welsh Government's Welsh Language Strategic Framework 'More Than Just Words' and the Language Standards



implemented by the Welsh Language Commissioner for Wales. We recognise the right of all our children and young people being offered a placement that meets their linguistic needs and that foster carers receive a service in their preferred language.

#### **4. CORPORATE PARENTS**

The Isle of Anglesey County Council act as a Corporate Parent to children they look after. The primary responsibilities of the Corporate Parent are mostly directly associated with those children who need to be looked after away from their home. Once it is determined that a child needs to be looked after, the Corporate parent must be satisfied that the child's safety, health and educational needs are met.

#### **5. AIMS OF THE SERVICE**

The Fostering Service aims to provide a range of placements for children and young people in need of being Looked After so that they can live in an environment that keeps them safe from abuse and neglect and encourages their emotional, physical health and educational development.

#### **6. OBJECTIVES OF THE SERVICE**

- a) To maximise positive outcomes for looked after children.
- b) To provide a stable family based environment for children and young people who are placed to allow them the opportunity to reach their developmental potential
- c) To provide a service that is committed to keeping the needs of the Looked After Child/ Young Person central to all it does
- d) To work within a clear and accountable framework for matching children and young people's needs to the skills of foster carers which takes account of potential risks
- e) To promote the racial, cultural, linguistic and religious identity of children and young people and give consideration to the gender, sexuality, disability of fostered children and young people when identifying a placement
- f) To improve placement choice by the recruitment of foster carers from diverse backgrounds that reflects the needs of children and young people and the community of Isle of Anglesey County Council
- g) To ensure that we support our social worker and foster carers to be the best they can be by provision of a rolling programme of training for carers and staff, including the QCF Level 3 Caring for Children and Young People
- h) The operation of a payment for skills scheme that allows for career progression for carers and to provide sufficient financial support for them to meet the child's needs in line with Welsh Government financial guidance.

- i) To ensure that we develop the skills, knowledge and competency of foster carers and recognise their skills and expertise with an element of financial payment through the payment for skills scheme
- j) Provide Support and Supervision to foster carers in a variety of means including social work support, CAMHS consultation, peer support, telephone support and a response after 5pm and on weekends by the out of hours Service.
- k) To ensure effective partnerships within the service and with external partners to support the implementation of individual children and young people's care/pathway plan
- l) To provide and maintain arrangements to support foster carers: ensure that lines of communication remain clear and to minimise the risk of placement disruption for the child.
- m) We will involve foster carers in the way the service is developed. This includes discussions through the Foster care Forum
- n) To operate appropriate information systems that will provide the opportunity of collating and monitoring relevant data with which to measure outcomes for looked after children that will achieve or exceed the National Minimum Standards for Foster Care.

## **7. LEGAL AND PRACTICE GUIDANCE**

Isle of Anglesey County Council Fostering Service operates within the framework defined by:

- a) The Children Act 1989
- b) The Children Act 2004
- c) The Fostering Service (Wales) Regulations 2003
- d) National Minimum Standards for Fostering
- e) Department of Health Guidance 'Promoting the Health of Looked After Children (2002)
- f) Guidance on the Education of Children Looked After by Local Authorities (National Assembly of Wales, 2001)
- g) The Public Law Outline 2008
- h) All Wales Child Protection Procedures 2008
- i) Social Services and Wellbeing (Wales) Act 2014, which will be implemented from 1<sup>st</sup> April 2016.

## **8. IN ORDER FOR IT TO ACHIEVE ITS OBJECTIVES**

- a) Every Carer will have an allocated Fostering Supervising Worker (this will be monitored by the Fostering Team Manager during regular supervision).
- b) Children's needs are identified and matched to the appropriate Foster Care Placement

- c) Each Placement will be underpinned by a Placement Agreement. This will specify the day to day care of the Child, role of Parties and delegation of responsibility.
- d) Child Protection issues will be dealt with immediately and in line with the All Wales Child Protection Procedures
- e) Every child will have an annual Personal Education Plan.
- f) Every Foster Carer will be provided with pre and post approval training.
- g) Staff and Foster carers will be expected to adhere to Health and Safety standards.
- h) Staff and Foster carers will encourage, support and promote contact unless otherwise stated.
- i) Staff and Foster carers will ensure confidentiality of information relating to all relevant children adhering to the IOACC Information Governance Policies.
- j) Qualified Social Workers will conduct all relevant assessments for potential carers. Once approved, Foster Carers will receive regular support and supervision in line with required standards and the internal supervision policy.
- k) Our Fostering staff will be appropriately qualified and supported (this will be monitored by Managers at the point of recruitment, during regular supervision sessions and via Personal Performance and Development plans).

## 9. STAFFING

Dawn Owen RSW	Team Manager (Part time)	DipSW (1995)
Deborah Stammers RSW	Team Manager (Part time) (Acting)	DipSW (2006)
Hayley Ennis RSW	Consultant Social Worker (Part time) (Acting)	DipSW (1997)
Hilda Kinghorn RSW	Social Worker	DipSW (2006)
Debbie Eckley RSW	Social Worker (Part time)	DipSW (1998)

Cathrin Owen RSW	Social Worker	DipSW (2006)
Katy Smith RSW	Social Worker	DipSW (2007)
Anona Davies	Social Worker	DipSW (2006)
Nia Hardaker RSW	Social Worker (Part time)	DipSW (2005)
Llinos Parry	Recruitment Officer	Dip (Couns) BA (Hons)
Claire Hughes	Administration Officer	HND in Administrative & Business Procedures - 1999 ILM – First Line Management – 2005 IOSH – Managing Safely 2014

## **10.FOSTER CARE SERVICES PROVIDE**

- a) Short Term Fostering Placements
- b) Emergency Fostering Placements
- c) Long Term Fostering Placements

## **11.RECRUITING, APPROVING, TRAINING, SUPPORTING AND REVIEWING**

The Fostering Service seeks to recruit applicants, regardless of gender, sexuality, marital status, religion, disability, and culture or employment status. It is our objective to provide a diverse range of placements.

The Recruitment Officer plays a crucial role in the promotion, recruitment and general activities in marketing.

## **12. APPLICATION PROCESS**

Applications are welcome from anyone over 21 years of age and each enquirer receives a personal response from the Service. Our aim is to send out an information pack within 24 - 48 hours. Information packs are available in both Welsh and English; other languages will be made available upon request. Following a request for a home visit, our aim is for the Fostering Service Recruitment Officer to undertake a visit within two weeks.

## **13. ASSESSMENT AND APPROVAL**

### **Safeguarding Checks**

Applicants will be expected to complete an application for an enhanced Disclosure and Barring Service. Checks with local, national and voluntary agencies are also undertaken. Specialist checks will be undertaken if the

applicant has lived or worked overseas. Birth, marriage and divorce certificates will also be viewed in addition to any passports and / or driving licences in order to verify the applicant's identity. Verification of the applicant's employment history is undertaken.

At least two non-relative references per applicant are taken up. Additional references may be given by family members.

## **15. PREPARATORY TRAINING**

Applicants will be required to attend a preparatory training course. If couples apply both partners are expected to attend. Isle of Anglesey County Council uses the recommended *Skills to Foster* training provided by the Fostering Network. Training groups take place 2-3 times per year, depending on the number of applicants. Training is held over three days. The basic subjects covered are as follows:

- What Do Foster Carers Do?
- Identity & Life chance
- Working Together
- Safe Caring
- Understanding Behaviour
- Transitions

The training is facilitated by the Fostering Service Team along with Isle of Anglesey County Council Foster Carers.

## **16. TIMESCALES FOR ASSESSMENT**

Every prospective Foster Carer is assessed using the assessment tool by the Fostering Network Competency Based Assessment for Foster Carers and in compliance with regulation 27 of The Fostering Services (Wales) Regulations 2003. The same assessment process is completed in relation to approvals for individual/couples who wish to provide Short Breaks Service for children with disabilities.

A decision on whether or not someone is approved as a Foster Carer will be made within six months from the time the application is accepted unless there are exceptional circumstances.

Every prospective Family and Friends Carers are assessed using the *Connected Persons* assessment tool developed regionally by the North Wales Local Authorities.

## **17. APPROVAL OF FOSTER CARERS**

Following the completion of the assessment, applicants have a copy of their assessment report to read and comment on.

All applicants have their assessments forwarded to the IOACC Fostering Panel for recommendation to the Head of Children Services (Agency Decision Maker) on approval together with any terms and conditions in relation to that approval. Applicants are invited to attend the Fostering Panel meeting in person, along with the assessing Social Worker

and Child Care Social Worker for Connected Persons Assessments. Applicants will be supported and helped to prepare for this meeting.

The recommendation of the Fostering Panel is shared verbally with the applicants on the day. Once recommended by the Fostering Panel, the final decision on approval is considered by the Agency Decision Maker, with written communication to the applicants within 2 weeks of the application's presentation at Panel.

Following their approval each Foster Carer is required to sign a Foster Carer Agreement prior to any placement of a child in their care, in accordance with Regulation 34 and Schedule 6 of the Fostering Services (Wales) Regulations 2003.

## **18. TRAINING, SUPPORT AND REVIEW OF CARERS**

Approved Foster Carers will be offered a rolling programme of training covering the essential core subjects required to provide a skilled service. Carers are also given the opportunity to achieve the QCF Health and Social Care Level 3 award.

IOACC is committed to providing support and supervision to all of its foster carers and will provide supervision on a 3 monthly basis (in the foster carer's preferred language), unless otherwise agreed with the carer. Supervision is formally recorded and signed by both the Supervising Social Worker and the foster carers.

There will be an annual review of suitability to foster which will include an appraisal of the foster carers progress and development during the year. This review will include an evaluation of training received in the past year and recommended training for the year to come.

## **19. FINANCIAL AND SUPPORT SERVICES**

The rates of allowance and fees are available from the Fostering service and will be published annually and are available on request at any other time from the Administration officer. The allowances are reviewed annually, and foster carers are notified of changes. Updated financial information is provided to all carers on an annual basis. The fostering service has implemented the National Minimum Allowances for Foster Carers. The current allowances and fees and Payments for Skills allowances are attached in Appendix 1.

## **20. INSURANCE**

All foster carers with the Isle of Anglesey County Council are fully covered for Public Liability Insurance within the Isle of Anglesey County Council own insurance policy.

Isle of Anglesey County Council Fostering service pays for foster carer's membership of the Fostering Network, which ensures that carers receive

legal insurance cover to pay for legal costs incurred as the result of an allegation made against them or a member of their immediate family.

All Foster Carers are required to have their own house and contents insurance. In the event of damage caused as a result of fostering, carers are asked to claim from their own insurers. The Isle of Anglesey County Council will cover any excess or increase in premium incurred as a result of this claim. Should carers' own insurers reject an insurance claim then financial re-imburement in relation to the claim will be considered by Isle of Anglesey County Council. Foster carers arrange their own car insurance and are required to have business cover. Information regarding Insurance cover is attached in Appendix 1 [see *handbook appendix 2. Finance Booklet*].

## **21. COMPLAINTS PROCEDURE**

The full procedure on making a complaint regarding the provision of services to a child or family is available from the Fostering Service. What follows is a brief summary. The complaints process follows the good practice outlined in the Welsh Governments guidance "Making things Better". Child protection concerns are dealt with under the All Wales Child Protection Procedures.

Our main aim is to deal with problems as they arise, with the intention of resolution at the earliest possible time. However we also recognise that there will be occasions when this is not possible.

A complaint can be made to the worker involved, the workers manager, the complaints officer or by contacting any member of Children Services staff who will pass the complaint on to the relevant manager. There are two stages at which complaints are dealt with.

Stage 1 – Local Resolution – complainant brings concerns to the attention of the person providing the services locally. We must make an attempt to resolve matters within 10 working days.

If it is not resolved, or the complainant asks for formal consideration, then the complaint proceeds to stage 2.

Stage 2 – Formal Consideration – the complainant has the right to ask the local authority for formal consideration of the complaint. This is usually an independent investigation, but could take some other form such as mediation. A report with findings, conclusions and recommendations must be produced by the Independent Investigating Officer. The authority must respond to the complainant within 25 days of the request to move to this stage. If not resolved at this stage then the complainant may take any outstanding complaint about the actions or decisions of the local authority to the Public Services Ombudsman for Wales.



Public Services Ombudsman for Wales  
1 Ffordd yr Hen Gae  
Pencoed  
CF35 5LJ  
Tel: 0845 601 0987  
Fax: (01656) 641199

Complainants can also contact the Care and Social Services Inspectorate for Wales who are responsible for the registration and inspection of fostering services in Wales.

CSSIW  
Government Buildings,  
Sarn Mynach,  
Llandudno Junction

## **22. SCRUTINY OF THE COMPLAINTS AND ALLEGATIONS PROCEDURE**

All complaints and allegations received by the Fostering Service are collated centrally by the Customer Care Officer. A report is produced by the Officer on both a quarterly and an annual basis on the nature, process and outcomes of these complaints and allegations. This report is presented to the Quality Assurance Panel and presented to the Fostering Panel for independent scrutiny as part of their quality assurance role.

## **23. THE INDEPENDENT REVIEW OF DETERMINATIONS PROCESS**

Existing foster carers and applicants who are unhappy with a decision made regarding their non-approval or approval status can apply to Children in Wales to have this decision scrutinised by the Independent Review of Determinations body. This is an independent panel that can make recommendations to the fostering service regarding decisions made.

## **24. QUALITY ASSURANCE**

The Fostering Service has in place a Quality Assurance Framework. This quality assurance framework will provide the foundations for all staff within the Fostering Services on which they can build on existing performance and strive for further improvements.

The Quality Assurance Framework has a number of key elements, each of which addresses the different sources of information about the effectiveness, efficiency and quality of the services we provide. When combined all the elements can provide a holistic picture of how well we are working to provide positive outcomes for children and young people.

Whilst different individuals and teams will have responsibility for delivering the key elements of the Framework the oversight of the entire Framework will be the responsibility of all Managers as part of the Quality Assurance Panel. This group will set priorities and assist in implementing the systems for recording, monitoring, evaluating and analysing both our performance and the quality of services we provide. However, in order for it to be

successful it will be essential to involve and share information with staff, service users and stakeholders.

From January 2008, an annual Quality of Care Report has been submitted to the CSSIW as part of the annual inspection process.

## 2. Finance Booklet



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

**2018 - 2019**

**FOSTERING ALLOWANCES**

**PAYMENT FOR SKILLS**

**FOSTERING AND SUPPLEMENTAL ALLOWANCES 2018-2019****(1) LEVEL OF PAYMENTS (FOSTERING ALLOWANCE)**

AGE	FOOD	CLOTHING	TRANSPORT	PERSONAL	HOUSEHOLD	TOTAL
<b>0 - 4</b>	34%	22%	8%	6%	30%	100%
	59.50	38.50	14.00	10.50	52.50	<b>175.00</b>
<b>5 - 10</b>	32%	26%	7%	8%	27%	100%
	50.88	41.34	11.13	12.72	42.93	<b>159.00</b>
<b>11 - 15</b>	32%	26%	11%	10%	21%	100%
	57.53	46.74	19.78	17.98	37.75	<b>179.78</b>
<b>16+</b>	30%	26%	9%	17%	18%	100%
	65.45	56.72	19.63	37.09	39.27	<b>218.16</b>

**NOTE:**

The percentages should be used as a general guide, not as a hard and fast rule.

As a general reminder, foster children are not entitled to free school meals or school clothing grants.

## **(2) PAYMENT FOR SKILLS**

**Level 1** - Will receive Fostering Allowance for each placement.

**Level 2** - Will receive Fostering Allowance and £77.26 per week per placement.

**Level 3** - Will receive Fostering Allowance and £128.78 per week per placement.

**Level 4** - Will receive Fostering Allowance and £154.54 per week per placement.

**Level 5** - Will receive Fostering Allowance and £206.06 per week per placement.

## **(3) RESPITE CARE**

### **Level 1**

- Will receive weekly Fostering Allowance divided by days of respite placement.

### **Level 2**

- Will receive weekly Fostering Allowance divided by days of respite placement and a Level 1 payment of £11.03 per day (£77.26 divided by 7 days).

### **Level 3**

- Will receive weekly Fostering Allowance divided by days of respite placement and a Level 2 payment of £18.39 per day (£128.78 divided by 7 days).

### **Level 4**

- Will receive weekly Fostering Allowance divided by days of respite placement and a Level 3 payment of £22.08 per day (£154.54 divided by 7 days).

### **Level 5**

- Will receive weekly Fostering Allowance divided by days of respite placement and a Level 4 payment of £29.44 per day (£206.06 divided by 7 days).

### **Introductory Visits**

- Will be paid at a flat rate of £2.50 per hour - up to a maximum of 6 hours.

### **Childminding**

- Will be paid at a rate of £5.00 per hour – up to a maximum of 3 hours per month.

## **Note**

**Level 2 - 5** payments should be declared as income and are liable to taxation.

#### **(4) INITIAL CLOTHING**

Allowances may be paid after placement at the discretion of the Social Worker as follows:

0 - 4	=	£174.00
5 - 11	=	£215.00
12 - 17	=	£270.00

This payment is of course dependent on need.

#### **(5) ADDITIONAL CLOTHING**

Financial assistance is only available towards the purchase of school uniforms when the child changes school. No other payments are payable.

#### **(6) ADDITIONAL ANNUAL PAYMENTS**

These are all paid automatically as follows:

- (a) **Religious Festival Grant** e.g., Christmas, Divali - an allowance equal to 1 week's fostering allowance for a child of that age will be paid.
- (b) **Holiday Grant** - an allowance equal to 2 weeks fostering allowance for a child of that age will be paid, in the early summer. This can be applied for earlier in the year in exceptional circumstances.
- (c) **Birthday Gift** - an allowance equal to 1 week's fostering allowance for a child of that age will be paid at the appropriate time.

#### **(7) FOSTER CHILDREN IN FULL-TIME/FURTHER EDUCATION**

The weekly allowance (pro-rata) remains the same whilst the young person resides at the foster home. Financial needs of children away on courses will be assessed individually to reflect their personal circumstances.

**(8) FOSTER CHILDREN ON YOUTH SCHEMES OR IN RECEIPT OF INCOME SUPPORT OR THOSE IN EMPLOYMENT**

Foster children on Income Support and on Youth Schemes will not normally be in a position to make a contribution towards their own accommodation. The weekly allowance for those aged 16+ will continue to be paid to each foster child.

However, young people of 16 years of age and over in full time employment will be expected to make a contribution.

Foster carers may provide a clothing allowance or personal allowance at their discretion.

The foster child is expected to meet clothing and personal needs from their weekly allowance.

**(9) TOOLS, PROTECTIVE CLOTHING FOR EMPLOYMENT OR OTHER ASSISTANCE TO PROMOTE WORK**

Assistance will be provided by approval and dependent on assessment of need.

**(10) TRAVELLING EXPENSES**

The fostering allowance payment has a transport element included within it. Additional travelling expenses will be paid for:

- medical/optical/dental appointments
- departmental meetings
- to facilitate contact with the child/young person and the natural family
- travel between home and placement - where transport cannot reasonably be provided by parents
- in extraordinary and exceptional circumstances travelling to and from school may be paid as an emergency measure
- Tros Gynnal or groupwork for looked after children
- work experience.
- as part of agreed Peer Mentoring arrangements

Travelling will be paid at a flat rate as the appropriate Local Authority car user rate.

**Travelling claims should be submitted promptly and within 3 months of the travelling taking place otherwise claims will be rejected.**

### **TRAVELLING TO TRAINING:**

The travelling allowance for foster carers to attend training will be paid at a flat rate at the appropriate Local Authority training rate.

Claims must be made on a separate claim form to other travelling claims.

### **(11) THE FOSTERING NETWORK MEMBERSHIP**

The Department pays the subscription for every registered foster carer. This enables foster carers to make use of all The Fostering Network services including legal advice and representation.

### **(12) FOSTER CARERS AND DISABILITY LIVING ALLOWANCE**

Some Foster Carers are in receipt of Disability Living Allowance on behalf of the children in their care. The DLA is an additional payment to meet the special need of the child and should be used for that purpose.

Foster Carers should keep a record of this expenditure so that they can account for the benefit received and the expenditure incurred on behalf of the child.

The Fostering Agency believes that this practice should safeguard Foster Carers should the payment and expenditure be queried at any stage.

When the young person reaches the age of 16 years, the appointeeship, i.e the person authorised to receive the payment on behalf of the young person must be reviewed.

If a Foster Carer feels that a child is entitled to Disability Living Allowance, they must discuss this with the child's social worker.

### **(13) WHEN I AM READY ARRANGEMENT**

From the age of 18 - 21 years a looked after child is entitled to transition over onto the 'When I am Ready' (WIR) scheme. It is suggested that discussion regarding future living arrangements under WIR take place between the carer, social worker and young person from the age of 15 to ensure effective future planning for all involved in the agreement. Such arrangements will mean that the young person is no longer classed as looked after and in turn foster carer allowances will cease. The financial options for such future living arrangements are documented in our 'When I am ready policy and practice guidelines.'

## (14) **INSURANCE**

Ynys Môn Local Authority cover all foster carers with the following insurance:

Policy	Public Liability	Employer's Liability	Personal Accident	All Risks	Motor
Summary	Indemnifies the foster carer against damages and costs payable in respect of injuries, damage or losses, which arise out of the fostering of children in the care of the Council.	Not covered	Provides the foster carer with a financial benefit in the event of disablement they suffer directly arising from fostering or providing respite care.  It does not cover any disablement suffered whilst engaged in any occupation or when not fostering.	In the event of a foster carer's property being damaged due to the actions, wilful or otherwise, of a foster child residing with them, providing there is no other insurance in force in respect of the damage, the policy will cover a maximum of £50k per household.  As a foster carer, you must ensure that you notify your home insurer that you foster children.	In the event that a foster carer's vehicle is stolen and damaged by a fostered child, the policy will pay the loss or reduction in the No Claims Discount and any policy excess.  As a foster carer, you must insure your vehicle on a fully comprehensive basis, and you must ensure that you notify your insurer that you foster children.
Foster Carers	Limit of Indemnity £35 million	Not Covered	Maximum £25,000	Maximum £50,000	Lost no claims discount and excess

### **HOW TO CLAIM:**

It is imperative that you notify the Council as soon as possible of any incident likely to give rise to a claim.

Any correspondence from a third party, their insurer or solicitor alleging that you are liable due to your role as a foster carer must be passed to the Council immediately.

### **CONTACT DETAILS:**

Julie Jones, Risk & Insurance Manager  
01248 752609 | [insurance@anglesey.gov.uk](mailto:insurance@anglesey.gov.uk)

## **3. Payment for Skills Scheme Policy**

This is due to be reviewed; please refer to the *2015/16 Payment for Skills* scheme policy.



## 4. Respite Form

<p align="center"><b><u>GOFAL YSBEIDIOL / RESPITE CARE</u></b></p> <p align="center"><b><u>Rheoliadau Lleoli Maeth (Plant) 1989</u></b>  <b><u>The Foster Placement (Children) Regulation 1989</u></b></p>	
Enw Rhieni Maeth / <b>Name of Foster Parents:</b>	_____
Rhif Ffon/Phone Number:	_____
Enw'r Plentyn / Child's Name:	_____
Dyddiad Geni / Date of Birth :	_____
_____	
Dyddiad Cyrhaeddodd y Plentyn / Date the Child Arrived :	_____
Dyddiad Gadawodd y Plentyn / Date the Child Left :	_____
_____	
Dyddiad Cyrhaeddodd y Plentyn / Date the Child Arrived :	_____
Dyddiad Gadawodd y Plentyn / Date the Child Left :	_____
_____	
Dyddiad Cyrhaeddodd y Plentyn / Date the Child Arrived :	_____
Dyddiad Gadawodd y Plentyn / Date the Child Left :	_____
_____	
<p><b>LLOFNOD / SIGNATURE:</b> _____</p> <p><b><u>DYCHWELER AT / RETURN TO:</u></b>  <u><a href="mailto:cwgss@anglesey.gov.uk">cwgss@anglesey.gov.uk</a></u>          Mrs Ceri Griffith          Rheolwr Tim Cefnogi Busnes (Plant) / Business Support Team Manager (Children)          Gwasanaethau Plant / Children's Services, Adran Tai a Gwasanaethau Cymdeitbasol / Housing &amp; Social Services          Department          Cyngor Sir Ynys Mon / Anglesey County Council, LLANGEFNI, Ynys Mon/ Anglesey LL777TW          Ffon/ Tel: 01248 752773</p>	

## 5. Training Plan 2016-17

### Foster Care Training Plan 2016-2017

#### 1. Proposed Training Structure

##### **Level 1: Pre-approval training:**

- *Skills to Foster / Friends and Family who foster*
  - All mainstream foster carers must complete the Skills to Foster course prior to approval. If a couple are being assessed jointly as foster carers, BOTH must complete the training.
  - It is not always possible for Friends and Family foster carers to complete the pre-approval training before they are registered. However, it is good practice for them to complete the course as soon as reasonably practicable. Friends and Family foster carers will not be eligible to move up to Level 2 of the Payment for Skills scheme until they have completed the Friends and Family who Foster training. We aim to offer this (2-day) course twice in 2016-7 but will consider arranging further courses or one to one courses as the demand arises.

##### **Level 2: Induction Training**

- To be undertaken within 18-24 months of initial approval. Again, where carers are part of a couple, both should undertake the training. It is usually preferable that carers undertake the training in group sessions, however, it is recognised this is not always possible. In exceptional circumstances the Pathways training can be delivered on a 1-1 basis through Y Bont, but there is also the option to undertake these modules online.

##### **Fostering Network Pathways Courses**

- *Safer Caring*
- *Attachment*
- *Behaviour*
- *Contact*
- *Education*
- *Health*

##### **Further Basic Training**

- *Basic Safeguarding (Children and Adults)*
- *First Aid*
- *Safe and Positive Behaviour Management (2 day initial course)* [It may be that some carers who are only registered for pre-school children could be exempted from this training – this should be discussed with the supervising social worker]
- *Recording*
- *Hepatitis B and Blood Borne Viruses*

##### **Level 3: Further Training – to be identified as per carers' training plan**

- *LAC Reviews*

- *Parenting (young children or teenagers)*
- *Managing allegations*
- *Working with Birth Families*
- *Social Media and the Internet*
- *The Secure Base Model*
- *Child Development*
- *Recording half day refresher (should complete after 5 years)*

### **QCF**

Every year, carers who have not yet done so will be offered the chance to complete the QCF qualification (which has replaced the NVQ). There are a limited number of places, and it is proposed that priority will be given to carers who have been approved for more than 2 years and who have completed the 11 induction training courses.

### **Other courses**

There may be other, one-off cases which arise throughout the year which look at specific issues, or which are set up for staff but which may also be considered suitable for foster carers.

Courses we are hoping to offer include:

- Moving on to adoption
- Social Services and Wellbeing Act
- Supporting children through rehabilitation
- Long-term / Permanent fostering
- Foetal Alcohol Syndrome
- Attachment through Play
- Data Protection
- Child Sexual Exploitation

### **Level 4:**

#### **QCF Level 5**

Every year there are a limited number of places for foster carers at Level 4 and Level 5 of the Payment for Skills scheme to complete the QCF level 5 qualification.

### **Refresher courses – Keeping up to date**

Some courses need to be kept up to date on a regular basis:

#### Safe and Positive Behaviour Management

Carers must complete the initial training course as part of their induction. They should then complete the shorter 'refresher' course **every year** to keep the course up to date. If they have an 18-month gap without completing a refresher course, they will need to re-take the initial course.

#### First Aid

Carers must undertake a first aid course **every year**.

#### Safeguarding

A safeguarding course should be completed **every three years**. Initially carers must complete the 1-day induction course.

### Safer Caring

A Safer Caring course should be completed **every three years**. Initially carers must complete the 1-day Pathways course. Subsequently they may undertake the half-day course entitled 'Managing allegations'.

Each foster carer has a training plan which is updated at every Annual Review. Foster Carers should initially focus on completing all the Pathways induction courses. They may then move on to level 3 courses and consider the QCF. However, if specific training needs are identified from level 3, these can be completed earlier if deemed appropriate.

## 6. Fostering & Permanency Panel Protocol



### **The Ynys Môn Fostering & Permanency Panel Protocol**

This protocol has been written taking in to account the Fostering & Permanency Panel members views.

All Authorities should have a Foster Care Panel which makes recommendations in accordance with the terms of reference and the agreed procedures.

The Fostering Panel membership should reflect the community it serves and should include among its membership appropriate professionally qualified and experienced staff, Foster Carers and those with experience of being in Foster Care and Authority representatives.

Ynys Mon has decided that children who require permanency through means other than adoption will be considered by the Fostering & Permanency panel as good practice.

#### **(1) The Role & Functions of the Fostering Panel**

The primary responsibility of the Fostering Panel is to act in the best interests of children and young people placed in Foster Care by the Authority.

The Fostering Panel also has a commitment towards Foster Carers, their support, well being and training needs. The Fostering Panel will make recommendations to the agency on a range of issues regarding prospective Foster Carers, approved Foster Carers, and with regards to the placements of children. Panel members will receive management information about the Fostering Service and be able to contribute to the planning and development of the service.

The Fostering Panel will make recommendations on the following:

- The approval or rejection of a prospective Foster Carer having reviewed all the information gathered during the assessment and ensured that it is complete. If the recommendation is to approve the Carers, the Panel has to agree the approval detail, for example, age and numbers of children. If the recommendation is not to approve the applicants, the agency should inform them in writing of this decision and how the Panel reached that decision;
- The continuation of an assessment with prospective Carers if difficulties or concerns have arisen during the assessment process. If the decision is not to continue with an assessment the panel adviser should inform the applicants in writing of the decision and how the Panel has reached that decision;
- The continued registration of Foster Carers through the annual review process. This will sometimes include recommendations that need to be taken following an allegation against the Carers;
- The plan for permanence for a child (not adoption) and the matching of a child with prospective foster carers/Special Guardians.

The following be taken to the Panel for information:

- Any specific review of registration of a particular Carer in respect of age, category of registration or numbers of children placed;
  - Any exemption to the usual Fostering limits.
- Other functions of the Fostering Panel include:
- The Fostering Panel must also advise on the procedures under which reviews in accordance with regulation 29 are carried out and periodically monitor their effectiveness;

- Oversee the conduct of assessments carried out by the Fostering Service provider;
- Give advice and make recommendations on such other matters or individual cases as the Fostering Service provider may refer to it;
- To provide a quality assurance function in relation to the assessment process - in particular; to monitor and review the work of the assessors; to provide feedback; to identify problems; and to ensure that there is consistency of approach in assessment across the agency, that it is fair to all applicants and that it has been completed in a thorough and rigorous way;
- Monitoring the management information for the matching of children to Carers and the degree of choice available, as well as monitoring the range and type of Foster Carers available to the Authority in comparison with the needs of children;
- A quarterly report is prepared by the Child Placement Team Leader which addresses these issues;
- Monitoring the use of specific reviews and exemptions to Foster Carer registration;
- Considering/debating both policy and practice issues relating to the Fostering Service Standards;
- Contributing to the CSSIW inspection process.

## **(2) The Process of the Fostering Panel**

The Fostering Panel is chaired by an independent person appointed by the Fostering Service.

All members of the Panel should be given training for the task, receive information describing their role and responsibilities and sign a confidentiality agreement.

Decisions which affect children should be taken speedily. A range of decision-making procedures for different circumstances may be necessary, with guidelines to ensure professional accountability and managerial responsibility as well as the maintenance of the standards.

Approval decisions about new Foster Carers should also be taken as speedily as possible and appropriate arrangements made to notify them of the outcome. The agency decision maker should be responsible for ensuring that Foster Carers are provided with the terms & conditions of their approval, and of the services and support provided by the Agency to assist them with the task.

Applicants who are not approved or re-approved should receive clear information on the right of appeal or complaint in relation to the assessment procedure and the decision taken on approval. Details regarding the Independent Review Mechanism Panel must be provided to the carers in these circumstances. See attached documentation.

A record of how the recommendation was reached is required, rather than a record of the decision only. When assessments of prospective foster carers are being considered for approval, the minutes should have a summary of the reasons why the panel are recommending approval or not.

Although the Panel will strive to reach a consensus, unanimity of Panel members may not be possible. At such times the balance of the recommendation must always favour the best interest of the child, and the Chair will have the casting vote. It is important that any dissensions or reservations are recorded and attributed.

### **With Respect to Permanence Plans for Children the Panel Will:**

- a) make recommendations about the permanence plan approved by the Looked After Children's review. To enable the panel to do this, the panel will require a comprehensive BAAF Form E in respect of each child to be presented to the panel with a plan for permanency. The following will need to be demonstrated in the Form E or additional paperwork so that the panel can make a recommendation:

- The child's wishes and feelings;
  - Evidence that the child is being prepared for permanence and that life story work is being prepared;
  - Assessment and planning for support services;
  - Arrangements for direct or indirect contact;
  - Evidence that birth parents are clear about the permanence plan and its implications for them and their changing relationship with their child(ren).
- b) When a child's plan for permanency returns to the fostering & permanence panel for matching the panel will require.
- The matching forms indicating the carers considered for the child and the preferred family;
  - based on the matching criteria;
  - The updated Form F in respect of the preferred family including updated checks- medicals, CRB, References;
  - The Form E for the child;
  - The medicals for the child;
  - The support plan including the assessment for financial support;
  - The post placement contact plan.

### **The Membership of the Fostering Panel**

The Panel must not consist of more than 10 members including the:

- Chair;
- Two Social Workers;
- Elected Member;
- At least four other persons referred to as Independent Members including at least one person who is, or within the previous two years has been a Foster Carer for a Fostering Service provider other than the one whose Fostering Panel is established.

The current membership of the Panel consists of:

- Chair – a member of BAAF (independent member)
- Elected Member;
- Two Social Workers;
- A Foster Carer registered by a neighbouring Local Authority (Independent Member);
- Medical Advisor (Independent Member);
- Education Liaison Officer for Looked After Children;
- Representative from CAMHS (Independent Member);
- Representative from the community with an interest in fostering (independent member).

Other:

- Legal Advisor;
- Agency Advisor.

Neither of the advisors are panel members.

**(4) Meetings of the Fostering & Permanence Panel**

The Fostering Panel will meet every 4th Wednesday of each month at 1.00pm.

**(5) Quorum**

For the panel meeting to be quorate there must at least five members, including the person appointed to chair the panel, or the vice chair, at least one of the social workers employed by the fostering service, and at least two of the independent members.

No business will be conducted by the panel if there is no quorum.

**(6) The Members Roles and Responsibilities**

**Chair**

- Ensure confidentiality;
- Advise the Panel members of the purpose of the meeting and identify the main issues;
- Ensure the Panel has enough information and is focused on their role;
- Facilitate a discussion of the relevant issues;
- Ensure that every Panel member contributes to the recommendations and that individual view points and opinions are considered;
- Summarise the recommendations at the end of the Panel meeting for the minutes.

**Vice Chair**

To ensure the role of the Chair is carried out.

**Medical Advisor**

The role of the Medical Advisor is to make any medical comments on every case that is discussed at the Panel. However, the Medical Advisor's contribution is not limited to medical matters.

**Panel Members**

All panel members have an important task to fulfil and they have a responsibility to:

- Attend the Panel meetings regularly and advise accordingly when they cannot attend including giving their apologies and safeguarding Panel papers;
- Ensure confidentiality;
- Read the Panel papers prior to the meeting, and ensure the safe keeping of them at all times;
- Declare an interest if the case is known to them - the Chair will need to decide if the Panel member should partake in the discussion about the case;
- Take personal responsibility to raise issues that are unclear or, issues they are eager to question;
- Listen to the views of the other Panel members and workers when they are presenting their case;
- Offer their recommendation following consideration of the facts;
- Return the Panel papers to the Panel Administrator;
- Attend training days arranged specifically for panel members.

The panel members should have a commitment to the safe care of Looked After Children and have their welfare central (in accordance with the Section 1 'Welfare Checklist' when considering the Panel's work. They should be clear about the philosophy of the Children Act 1989 and the work it is expected of Foster Carers to undertake. There is a need to have an understanding and commitment to equal opportunities. With reference to equal opportunities the Panel members should be aware of any issues regarding race, gender issues, sexuality, language and identity, class and disability. Every Panel member should



ensure that their contribution and other members contribution, does not discriminate on the basis of prejudices.

Every Panel member will be asked to sign a document whereby they commit to keeping every aspect of the Panel confidential.

At the end of the meeting all the reports and minutes will be collected and destroyed, and the main copy will be kept by the Social Services.

**(a) Role of the Professional Adviser & Legal Adviser**

**The Professional Adviser**

- The Professional Adviser is not a member of the Fostering & Permanence Panel, and does not take part in reaching a recommendation. The role of the Adviser is to brief and advise the Chairperson and Panel Members as required on matters of Agency Policy, Practice and Procedure. The Adviser can also take back to the Department, general issues raised by the Panel and ensure Panels are consulted about relevant developments in Fostering and Permanence Practice within the Agency.
- Concerns that Panel Members may have about the standard of the information that they are sent should normally be raised via the Chairperson and the Professional Adviser. The Adviser or the Chairperson will need to raise these concerns with the Social Worker and his or her Manager.
- Monitor and feedback quality assurance issues from Panel to the Fostering Service.
- Make arrangements to recruit, interview, appoint and induct all new Panel Members and deal with complaints arising from the business at Panels.
- Assist the Panel in carrying out their duty to monitor the quality of the work of the Agency.
- Ensure that the Panels properly carry out duties as set out in Regulations.
- Ensure that appropriate and comprehensive papers are sent out to Panel Members and that the documents have been quality assured.

**The Legal Adviser**

- The Legal Adviser will not be a full Member of the Panel.
- The role of the Legal Adviser is to give legal advice on each case. Complicated legal issues can be explained to the Panel by the Legal Adviser.

**(7) Time as a Panel Member**

**(Fostering Services (Wales) Regulations 2003). Amended Regulations**

The amendments to the regulations extend the maximum period of office to three terms of three years, and do not have to be served consecutively. The maximum period of office may include periods served before the amendment regulations came into force, and should not exceed a total of 9 years.

Once a panel member has served their three terms of three years it is not possible for them to return to sit on the panel unless there has been a three year gap. (See amended regulations for more detail).

Any Panel Member may resign his or her office at any time by giving one month's notice in writing to the Fostering Service provider.

Where the Fostering Service provider is of the opinion that any member of the Fostering Panel is unsuitable or unable to remain in office, it may terminate that member's office at any time by giving to the member notice in writing.

**(8) Agency Decision Making**

- No member of the Fostering Panel is to take part in any decision made by the Fostering Service provider;
- The Agency Decision Maker will receive all the papers presented to the Panel;

- Recommendations made by the Fostering & permanency Panel will be sent to the Agency Decision Maker within 7 days of the Panel for signing decision on the recommendations of the Panel;
- The minutes will then be sent to the Panel Chairperson for agreement, and will be considered by the Panel members at the next Panel;
- If the Agency Decision Maker decides to approve a person as a Foster Carer it must give notice in writing specifying the terms of approval and enter into a written Foster Care Agreement;
- If the Agency Decision Maker considers that a person is not suitable to act as a Foster Carer or that their terms of approval are no longer suitable, he / she must give written notice that it proposes not to approve him or her together with its reasons and a copy of the Panel's recommendation. The Agency Decision Maker must also invite the person to submit any written representations within 28 days of the notice or whether the person would like their case to be reviewed by the review panel (see section 11).

**(9) Confidentiality**

All Panel Members should sign a confidentiality agreement with the agency.

**(10) CRB Checks**

All Panel members should have a CRB check which should be updated every 3 years.

**(11) The Fostering Panel Appeals and Complaints Procedure**

If the Agency Decision Maker decides not to approve a person to act as a suitable Foster Carer there are three options available to the person:

1. Accept the proposal by the Agency Decision Maker;
2. Submit any written representations to the provider within 28 days of the provider's letter;
3. Apply for a qualifying determination by the independent review panel (IRD).

If the Agency Decision Maker does not receive any representations within 28 days it may proceed to make its decision.

If the Agency Decision Maker receives written representations within the period referred to above it must:

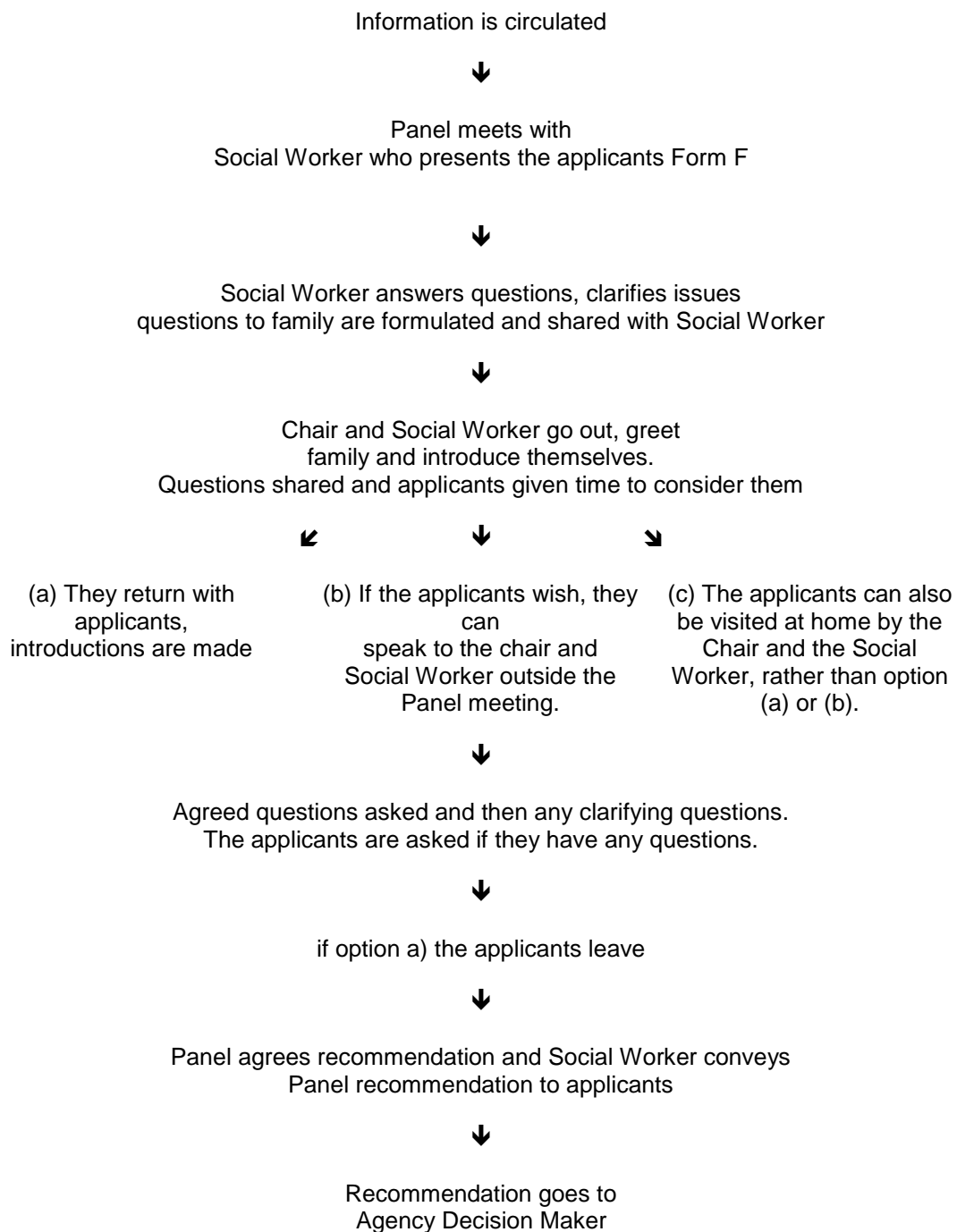
- Refer the case to the Fostering Panel for further consideration; and
- Make its decision, taking into account any fresh recommendation made by the Fostering Panel.

As soon as practicable after making the decision referred to above as the case may be, the Fostering Service provider must notify the prospective foster parent in writing and:

- (a)** If the decision is to approve the person as a Foster Parent, comply with paragraph (5) of the regulations.
- (b)** If the decision is not to approve the person, provide written reasons for its decision.

If the person chooses the third option, the review panel will review all the information that was provided to the original fostering panel and make a fresh recommendation about the suitability of the individual to be, or to remain approved and/or about the terms of the approval, as the case may be. When the review panel has made its recommendation, the provider will be required to take this, along with their fostering panel's original recommendation, into account when making their final decision about approval or the terms of approval.

**(12) Applicants Attending The Fostering Panel**



- If option (c) is chosen, the recommendation of the Panel is adjourned until the next panel.\*not sure how this works in practice, is the home visit by the Chair and Social Worker, therefore, part of the assessment process?

**Information For Applicants Attending The Fostering & Permanency Panel**

**Legislation**

Every Fostering Agency has certain recommendations about Fostering made to it by a Fostering Panel.

Ynys Môn has its own Fostering Panel and the agency must take into account the view of the Panel before deciding on certain important decisions.

The Panel can recommend:

- (a) Whether prospective applicants are suitable to be approved as Foster Carers and determine the appropriate category of approval in terms of age, numbers and type, for example, short or long term.
- (b) Whether an assessment of particular Foster Carers should continue if difficulties or concerns arise during the assessment process.
- (c) The continued registration of Foster Carers through the Annual Review process and following any changes in circumstances including complaints.
- (d) To ratify the permanence plan for a child together with the matching of the child to permanent carers.

#### **Applicants Attending Panel**

Ynys Môn invites all prospective Foster Carers to attend the Panel, so they can speak to their application and they can also question the Panel if they wish.

Before attending the Panel there will be an opportunity to discuss with the Social Worker completing the assessment, the purpose of attending and what will take place at the Panel.

If the prospective Foster Carers do not wish to attend the Panel, but would like to be available to answer questions, it is possible for them to meet with the Chair of the Panel and the assessing Social Worker.

This can either be done through a home visit by the Chair and Social Worker, or the prospective Foster Carers can attend at the Department on the day of the Panel to meet the Chair and Social Worker in a separate room to that in which the Panel is held.

Ynys Môn wants to work in partnership with applicants and attendance/participation at Panel is part of that process.

The Panel will consider your application, and discuss any issues with your Social Worker and will then formulate questions for you. The Panel will explain to you why they are asking a particular question.

The Chairperson will invite you to join the Panel and you will be introduced to all the Panel members.

The Chair on behalf of the Panel will ask any questions they have agreed beforehand and will give you the opportunity to add anything you want or for you to ask any questions.

After you leave the Panel, the Panel will make its recommendation. You will be notified verbally of the Panel's recommendation as soon as possible.

Following consideration of the Panel minutes and the recommendation of the Panel, the agency has to decide whether to endorse the Panel's recommendation. You will be notified of the Agency decision within 7 working days.

## 7. Data Protection

### Data Protection

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[Procedure Details](#)  
[Photography](#)  
[Publicity](#)

#### Good Practice Guidelines which carers **MUST** follow

##### 1. Policy Statement

Confidentiality relates to the duty to maintain confidence and respect privacy. We believe that our files should be as open as possible to those to whom they relate and we welcome the right of the subjects of our records to access the information we hold about them. We also undertake to keep confidential the information which we gather about the subjects of our records and to act responsibly in disclosing information, by ascertaining the legal position and the reason for which the information is being sought. These are legal restrictions placed on us in relation to what information we can hold, how long it may be held for, to whom we can disclose it. We also have a legal duty to ensure its accuracy.

This policy seeks to apply our strategy to the records about children who are being looked after in foster homes and to provide them with a level of confidentiality which does not breach their human rights.

##### 2. Policy Information

This policy covers Foster Carers we approve and the Fostering Service. It is also to be applied to foster carers approved by another local authority or working for an agency, who look after children for us.

##### 3. Procedure Details

- 3.1 All information given about a child who is or who has been placed with a foster carer is confidential. This applies equally to information given as part of a written record, passed electronically or given verbally during meetings and discussions concerning the child or family.
- 3.2 All information collected by a foster carer, in whatever form, about a child they are looking after, or have looked after, is confidential. Foster carers must avoid collusive relationships with the parents of children who have been placed for adoption to avoid the possibility of disclosing the whereabouts of adoptive placements.

- 3.3 Confidential information must be stored securely if it is retained in the foster home. A lockable metal document holder will be provided by the Fostering Service to all carers.
- 3.4 Confidential information must be returned to the child's social worker or Supervising social worker at the end of every placement. All records are the property of Anglesey Children's Services and are subject to the Data Protection Act 1998.
- 3.5 No one will disclose confidential information except where the person to whom it is to be disclosed has a need to know the information. This might include a doctor needing to know past medical details, a teacher needing to know educational history or an organisation need to know date of birth.
- 3.6 Disclosure of confidential information to someone who has a need to know of that information must be restricted to the information they need.
- 3.7 Where there is doubt about a person's need for knowledge, advice should be sought from the child's social worker or the fostering service, before any information is disclosed.
- 3.8 Discussing the child, their history, their family connections etc. with foster carer's family members, friends and others who do not need to know of such details is contrary to the Data Protection Act and is illegal. Positive aspects of the child's progress can be shared with friends and family members.
- 3.9 No matter concerning a fostered child should be discussed in a public place under any circumstances whatsoever. This includes the foyers of Social Services offices, school entrances and doctors' surgeries as members of the public have access.
- 3.10 A foster carer may seek support from another foster carer who has a current fostering registration and Anglesey Council, either through established routes such as the Anglesey Foster Carers forum or through individual support in supervision sessions with the allocated Supervising Social Worker. In this circumstance carers should endeavour to access a consistent source of support rather than sharing confidential information with several people. At all times the carer should restrict the information shared to that which is needed for them to receive the advice and support they need.
- 3.11 When a child seeks information about records that are being maintained about them, other than the foster carer's file, they should be referred to their social worker who will arrange for them to have access

to their file. The social worker will follow the procedures for access to information in such cases.

- 3.12 A child has the right to see what is being recorded about them in the foster carer's file. This does not necessarily include the right to see other documents, such as care plans, child protection conference reports, review reports etc. Where such documents are on the foster carer's file, advice should be sought from the child's social worker. Good practice would suggest that foster carer's reports should be discussed with the child at the time they are written and the child's views of the reports recorded.
- 3.13 Where a child has special needs in relation to communication, the fact that records are kept by carers, and the content of the records, must be shared with the child in a way they will understand.
- 3.14 The child's social worker and the fostering social worker have the right to inspect the foster carer's file at any reasonable time. Managers of Anglesey Children's Services have the right to remove the file at any time. No other person has the right to examine or remove the foster carer's file; this includes the police and the child's parents, who should be referred to the child's social worker. The child's social worker will be guided by the policy on disclosure of information.
- 3.15 Breaching this policy has legal implications and is contrary to the placement agreement.

#### **4. Photography**

Foster carers should exercise caution and discretion when taking photographs of children. This includes video recording equipment transferable to DVD, digital images and film. Looked After Children should only be photographed with their consent or prior warning e.g. for their own life story work, a family celebration or at their request if it is considered reasonable at the time. If a child objects to being photographed please do not insist as their objection may be based on previous bad experiences.

Children should always be fully clothed when photographed unless they are wearing bathing costumes in natural settings e.g. swimming pool, beach etc. Children should never be partially dressed or photographed in the bath even if they request it. Photographing children in compromising situations may have been used as a form of abuse prior to being Looked After and should therefore be avoided.

Digital photographs should not be sent by e-mail as this could disclose the identity of the foster carers and could compromise children who are to be placed for adoption. There have been instances of birth parents discovering the identity and location of adopted children through accessing digital photographs on the internet.

Where Looked After Children take part in group activities e.g. school plays, holidays, youth clubs, you must check with the Child's social worker whether the parent or the authority has given permission for photos to be published. If not they cannot be used.

## **5. Publicity**

Foster carers should not involve Looked After Children in any form of media publicity (newspapers, radio, TV, Facebook and e-networking) which either discloses their identity or identifies them as a Looked After Child.

If a foster carer is approached directly by the media for an interview by the media they should immediately ask the reporter to contact the fostering team on 01248 752769.

In some circumstances teenagers over the age of 16 and able to give informed consent may agree to give an interview to the media but this would also be arranged through the PR section and after consultation with the young person's Social Worker.

Please sign to say that you understand and have read the Confidentially statement:

Name of foster Carers:

.....

Signature of foster Carers:

.....

Email:

.....

Date:

.....

Supervising Social Workers Signature:

.....

*\*Copy for file and copy to be sent to the foster carers*

## **Good Practice Guidelines in relation to Confidentiality and Data Protection**

Foster carers will have access to a lot of sensitive information relating to children in their care, therefore foster carers should take every reasonable step to keep the child's information as secure as possible and the following guidelines should be applied at all times:

- All information relating to a looked after child should be filed under the relevant section of the child's file and kept securely in your lockable box



- Information relating to children who are no longer in your care must be returned to the fostering social worker or the child's social worker as soon as possible.
- Ideally all contact notes about children in your care should be handwritten and placed in the relevant section of the child's file and kept securely in your lockable box. However, where daily case recordings are typed these should be printed and kept in the child's file in the lockable box. The electronic files should then immediately be deleted from any electronic device used. They should also be deleted from the device recycle bin.
- Any confidential information sent or stored electronically should be password protected. Foster carers who choose to record electronically should be saving the information in files which are clearly marked OFFICIAL / SENSITIVE.
- Any information you are given about a looked after child where there is a need to transfer the information from an outside location to your home should be kept securely and be in your possession at all times.
- Should any information relating to a looked after child be misplaced or get lost you must report this to the child's social worker or your own supervising social worker immediately (or in their absence another member of staff within children's Services) as soon as possible in order to record the incident and make every attempt to recover the lost item.

## 8. Digital Family Agreement

### Digital Family Agreement

**I agree to follow these rules when I use the internet, mobile phones or games consoles.**

**I will keep myself and others safe by:**

- Keeping my personal information private. This includes my full name, age, address, photos, passwords, school information, telephone numbers and places where I spend time. I will always ask my foster carer's permission if I need to give out personal details online.
- Not letting strangers know where I am by tagging photographs or identifying your location on apps such as Foursquare or Facebook.
- Only becoming friends with people on Facebook if I know them in the real world and promise to use the privacy settings in any services I use.
- Never arranging to meet somebody that I have met online in the real world without my foster carer's knowledge and permission.
- Telling my foster carers straightaway if I feel uncomfortable about anything I have seen online or if someone is making me feel uncomfortable or scared online. I will block anyone who upsets or offends me or makes me feel awkward.
- Not posting material online that could put me or somebody else in danger.
- Respecting other people online by only sending or posting friendly messages.
- Only downloading files from trustworthy and legal sources. If I am unsure, I will ask my foster carers. I understand that downloading music, games and films for free can sometimes be illegal and infringe copyright.
- Not opening messages or email from people that I don't know. I will also delete any unwanted email or spam messages without opening them.
- Always reporting inappropriate messages; it's not my fault if I get a message like that.
- Asking my foster carers before registering or signing up for things online, including competitions and social networking websites.
- Only buying products or services online once I have permission from my foster carers. This includes in-app purchases such as power-ups, restricted levels, virtual money, special characters and boosts.
- Never downloading illegal or harmful items.

**I will be good digital citizen by:**

- Helping to stop cyber bullying if I know it is happening. I will let my foster carers know.
- Only posting photos or videos online of friends, birth family and foster family after I have got permission to do so.
- Never sending unfriendly messages online.

- Asking my foster carer before registering or signing up for things online, including competitions and social networking websites.
- Only downloading files online from reliable and legal sources and if unsure I will first check with my foster carer. I understand that downloading music, games and films for free can be illegal.

**I will think first and:**

- Take care with my online activities. This especially applies to gaming in front of younger children.
- Not believe everything I read online is true and people might not be who they say they are.

**I will have a healthy balance between the real and digital world by:**

- Making sure I finish all my homework before I go online.
- Only going online for the agreed time.
- Taking regular breaks if asked.

**I agree to help my foster carers understand that the internet can be a fun place and I will help them have fun, learn things online and teach them things about the internet, computers and other technology.**

**I accept that my internet access can be monitored, filtered or blocked to ensure that I am safe.**

**I accept my foster carer's Digital Family Agreement.**

**Foster carers agree that they will never say 'no' without explaining their reasons why.**

**My social worker has talked through and explained this agreement to me.**

**Young person's name**

**Signature**

**Foster carer's name**


**Signature**

**Social worker's name**

**Signature**

**Date:**

## 9. Delegated Authority document / Delegated authority policy

 <b>CYNGOR SIR YNYS MÔN ISLE OF ANGLESEY COUNTY COUNCIL</b>		Dirprwyo caniatâd i blentyn LAC  <b>LOOKED AFTER CHILDREN</b>  <i>Delegated consent for LAC children</i>	
		Rhif Cleient <i>Client No</i>	
Enw'r Plentyn <i>Child's Name</i>		Dyddiad Geni <i>DOB</i>	
Statws Cyfreithiol <i>Legal Status</i>			
Enw'r Gofalwr Cyfredol <i>Name of Current Carer</i>			
Awdurdodaf <i>I authorise</i>	(Enw'r Gofalwr) / (name of Carer)		
Sy'n gofalu am fy mhlentyn / <i>Who is current Carer to my child</i>			
I roi caniatâd i'm plentyn / <i>To give consent for my child</i>			
Yn y meysydd canlynol / <i>In the following areas:</i>			
<b>CYMDEITHASOL / SOCIAL</b>			
	Ie / Yes	Na / No	Rheswm / <i>Reason</i>
Aros dros nos gyda ffrindiau (hyd at 3 noson ar y tro)* <i>Overnight stays with friends (Up to 3 consecutive nights)*</i>			
Ymweld â ffrindiau* <i>Visiting friends*</i>			
Os oes rhywun NAD yw'r plentyn / person ifanc yn cael ymweld neu aros â hwy, dylid llenwi'r rhan isod os gwelwch yn dda, (e.e. nain, taid, perthynas arall, ffrind i'r teulu a.y.y.b.).			

<p><i>If there is anyone with whom the child / young person is NOT allowed to visit or stay, (e.g. grandparent, other relative, family friend, etc.) please complete the section below.</i></p>			
Enw / Name	Perthynas / Relationship		Rheswm / Reason
	le / Yes	Na / No	Pam nad oes caniatâd / Reason why consent is withheld
<p>Gweithgareddau wedi eu trefnu (heb gynnwys gweithgareddau peryglus)*  <i>Organised Activities (excluding hazardous activities)*</i></p> <p>Gweler rhestr o weithgareddau y mae'r teulu maeth yn eu gwneud  <i>See attached list of activities foster family participate in.</i></p>			
<p>Chwaraeon neu glybiau / mudiadau cymdeithasol*  <i>Sport or social clubs / organisations*</i></p>			
<p>Gweithgareddau / dathliadau crefyddol**  <i>Religious activities / ceremonies**</i></p>			
<p>Cymryd rhan mewn gweithgareddau peryglus e.e. dringo creigiau, sgio a.y.y.b. – gweler rhestr ynghlwm o weithgareddau y mae'r gofalwr yn eu gwneud.**  <i>Participating in hazardous activities e.g. rock climbing, skiing, etc. – please see attached list of activities foster family participate in.**</i></p>			
<p>Lluniau ar gyfer eu cyhoeddi a gweithgareddau cyfryngol eraill**  <i>Photographs for publicity and other media activities**</i></p>			
<p>Cais am basbort***  <i>Passport application***</i></p>			
<p>Penderfynu ar faterion cyswllt***  <i>Decisions regarding contact***</i></p>			

Cais am rif Yswiriant Gwladol*** <i>National Insurance number application***</i>			
Defnydd o alcohol*** <i>Alcohol use***</i>			
Cael ffôn symudol a'i ddefnyddio* <i>Possession and use of mobile phones*</i>			
Torri gwallt* <i>Haircuts*</i>			
<b>ADDYSG / EDUCATION</b>			
	le / Yes	Na / No	Pam nad oes caniatâd / <i>Reason why consent is withheld</i>
Tripiau ysgol am y dydd* <i>School day trips*</i>			
Gweithgareddau addysgol* (e.e. clwb gwaith cartref) <i>Educational activities* (e.g. homework club)</i>			
Tripiau ysgol estynedig o fewn y D.U.* <i>Longer school trips within the UK*</i>			
Tripiau tramor** <i>Trips abroad**</i>			
Newid ysgol*** <i>Change of school***</i>			
Defnyddio cyfrifiaduron yn yr ysgol* <i>Use computers in school*</i>			
Lluniau ysgol* <i>School photographs*</i>			
Meddyg ysgol* <i>School doctor*</i>			
Caniatâd i ysgol roi Paracetamol, Calpol a.y.y.b.* <i>Permission for school to give Calpol, Paracetamol, etc.*</i>			
Caniatâd i ofalwyr maeth roi Paracetamol, Calpol, a.y.y.b.* <i>Permission for foster carers to give Paracetamol, Calpol, etc.*</i>			

Cyfarfodydd gyda staff yr ysgol* <i>Meetings with school staff*</i>			
Addysg ryw* <i>Sex education*</i>			
<b>IECHYD / HEALTH</b>			
	Ie / Yes	Na / No	Pam nad oes caniatâd / <i>Reason why consent is withheld</i>
Imiwneddiadau** <i>Immunisations**</i>			
Triniaeth deintyddol arferol (yn cynnwys llenwi dant ac anaesthetic lleol, ond heb gynnwys pan fo angen anaesthetic cyffredinol)* <i>Routine dental treatment (including local anaesthetic, but excluding when general anaesthetic is required)*</i>			
Optegydd – apwyntiadau / profion / spectol* <i>Optician – appointments / tests / glasses*</i>			
Tyllu corff**: nodwch os oes rhannau o'r corff lle na roddir caniatâd <i>Body piercing**: please give details of body parts where consent is withheld</i>			
Defnyddio atal-cenhedlu*** <i>Use of contraception***</i>			
Eraill, manylion <i>Other, please specify</i>	Ie / Yes	Na / No	Pam nad oes caniatâd / <i>Reason why consent is withheld</i>
Llofnod Rhiant <i>Parent's signature</i>			Dyddiad <i>Date</i>
Llofnod Rhiant <i>Parent's signature</i>			Dyddiad <i>Date</i>

Llofnod plentyn / person ifanc <i>Child / young person's signature</i>		Dyddiad <i>Date</i>	
Llofnod Gofalwr/wyr Maeth <i>Foster Carer/s signature</i>		Dyddiad <i>Date</i>	
Llofnod Gweithiwr Cymdeithasol Gofal Plant <i>Child Care Social Worker's signature</i>		Dyddiad <i>Date</i>	
Llofnod Gweithiwr Cymdeithasol Maethu <i>Fostering Social Worker's signature</i>		Dyddiad <i>Date</i>	
Awdurdodi gan Uwch-Reolwr / Rheolwr enwebedig <i>Authorised by Senior Manager / Nominated Manager</i>		Dyddiad <i>Date</i>	
Wedi Argymhell gan IRO/ <i>Recommended by IRO</i>  Llofnod/Signature		Dyddiad <i>Adolygiad Gofal Plant cyntaf/</i> <i>Date of first LAC Review</i>	
Awdurdodi gan Pennaeth <i>Gwasanaeth/Authorised by Head of Service/Nominee</i>		Dyddiad <i>Date</i>	
Copi i / Copies to be sent to	Dyddiad ei yrru / Date sent		
Rhiant / Parent			
Gofalwr(wyr) Maeth / Foster Carer(s)			
Ysgol / School			
Meddyg / G.P.			
Plentyn / Person Ifanc / Child / Young Person			
S.A.A. / I.R.O.			
Nyrs LAC / LAC Nurse			
Eraill, manylion <i>Other, please specify</i>			
Dyddiad cau'r ddogfen: <i>Document closure date:</i>			



### **Sylwer / Please note**

1. Lle nodir \* disgwylir i'r hawl i ganiatau gael ei ddirprwyo i'r gofalwr maeth oni bai bod rheswm penodol am hyn, a rhaid nodi'r rheswm ar y ffurflen.
2. Lle nodir \*\* fe ellir dirprwyo'r hawl i ganiatau i'r gofalwyr maeth.
3. Lle nodir \*\*\* ni fydd yr hawl i ganiatau fel arfer yn cael ei ddirprwyo i'r gofalwyr maeth.
4. Mae Adran 3(5) o Ddeddf Plant 1989 yn datgan:  
"Gall person nad oes ganddo gyfrifoldeb rhiant dros blentyn penodol; ond sydd â gofal dros y plentyn (yn amodol ar ddarpariaethau'r Ddeddf) wneud yr hyn sy'n rhesymol yn holl amgylchiadau'r achos er diogelu neu hybu lles y plentyn."

### **Please note**

1. *Those marked \* it is expected that the right to consent will be delegated to the foster carer unless there is a specific reason which must be recorded on this form.*
2. *Those marked \*\* the right to consent may be delegated to the foster carer.*
3. *Those marked \*\*\* the right to consent will not ordinarily be delegated to the foster carer.*
4. *Section 3(5) of the Children Act 1989 states that:  
"A person who does not have parental responsibility for a particular child; but has care of the child, may (subject to the provisions of the Act) do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare."*

**Rhaid cadw copi o'r ddogfen hon ar ffeil y plentyn ac ar ffeil y gofalwyr maeth.**

***A copy of this form must be placed on both the files of the child / young person and the foster carers.***

### **Tynnu'r hawl i ganiatáu yn ôl**

Os bydd pryderon yn codi ynglyn â gallu gofalwyr i weithredu'r gorchwylion hyn, dylid ystyried tynnu awdurdod dirprwyedig yn ôl. Dylid trafod unrhyw benderfyniad i dynnu awdurdod dirprwyedig yn ôl trwy'r broses adolygiad statudol PMG, a dylid ystyried adolygu cofrestriad y gofalwyr maeth.

### **Withdrawal of Delegated Authority**

***If concerns arise about the foster carer's capacity to discharge these functions then consideration must be given to the withdrawal of delegated authority. Any decision to withdraw delegated authority should be considered under the LAC review process and a review of the foster carer's approval should be considered.***

## 10. Babysitting Claim Form (example)



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

### Cais am Gostau Gwasanaethau Gwarchod Plant / Claim for Childminding Services

Enw'r Plentyn / Child's Name: .....

Cais am Fis / Claim for month of: ..... 20 .....

Rhif Archeb / Order Number: .....

Enw / Name: .....

Cyfeiriad / Address: .....

Dyddiad / Date: .....

### Manylion y Cais / Details of the Claim

	Dyddiad / Date	yb / am	yp / pm	Milltiroedd / Miles		£	p
Llun / Mon					.....awr / hrs @ £.....		
Maw / Tue					.....awr / hrs @ £.....		
Mer / Wed					.....awr / hrs @ £.....		
Iau / Thu					.....awr / hrs @ £.....		
Gwe / Fri					.....awr / hrs @ £.....		

	Dyddiad / Date	yb / am	yp / pm	Milltiroedd / Miles		£	p
Llun / Mon					.....awr / hrs @ £.....		
Maw / Tue					.....awr / hrs @ £.....		
Mer / Wed					.....awr / hrs @ £.....		
Iau / Thu					.....awr / hrs @ £.....		
Gwe / Fri					.....awr / hrs @ £.....		

## 11. Policy & Procedure for Foster Carer ID Cards



### Policy & Procedure for Foster Carer ID Cards

<b>Prepared by:</b>	Child Placement Team (CPT)
<b>Date:</b>	May 2015
<b>Reviewed:</b>	May 2017 (LP – no changes)
<b>Review Due:</b>	May 2018

#### 1. Purpose

The purpose of this document is to clarify the authority's policy on the issue, use and return of ID cards given to foster carers.

#### 2. Policy

All foster carers approved and supported by the Isle of Anglesey County Council will be issued with an Anglesey foster carer ID card for the following purposes:

- To enable foster carers to identify themselves to children and young people;
- To enable foster carers to identify themselves to parents and birth families;
- To enable foster carers to identify themselves to police officers and health staff;
- To enable foster carers to identify themselves to social workers and support workers;
- To enable foster carers to identify themselves when undertaking fundraising tasks as part of the Anglesey Foster Care Association (AFCA).

#### 3. Financial Benefits

Foster carers may choose to access discounts offered by some local shops or attractions, at their discretion. ID cards provide no financial benefits or additional services. Information on any benefits negotiated and agreed by the Isle of Anglesey County Council will be issued separately to foster carers.

#### 4. Access to Council Offices

Foster Carer ID cards are for general identification purposes and do not enable swipe access to council properties. For health and safety purposes, Anglesey foster carers are advised to follow the visitors' procedure for entry to Council Offices, as is the case for all professionals including health and the police.

#### 5. ID Card Issue

Please make an appointment through your Child Placement Team (CPT) social worker allocated to you upon registration, to have your photograph taken. You will need to attend the council offices in Llangefni, with your letter of registration, to have your foster carer ID card photograph taken by the Service Support Assistant based within Children's Services.

When your ID card has been printed, it will be sent to the CPT Administrator, who will check it against the list of approved Anglesey foster carers. This will then be sent to your CPT social worker and you will be informed that your card is ready. Arrangements can then be made for collection, or for your social worker to bring your card on their next visit.

## **6. Expiry, Renewal & Return of ID Cards**

Foster carer ID cards are time limited and remain the property of Isle of Anglesey County Council. The following procedures are established to recall cards which are no longer valid:

- Isle of Anglesey County Council foster carer ID cards are valid for a three year period, after which they must be returned to the fostering service (via your CPT social worker) to be destroyed.
- Upon retirement or de-registration, foster carers will need to return their ID card to the fostering service (via their CPT social worker) to be destroyed.
- Foster carers whose approval is terminated for any reason, will be asked to return their ID card to the fostering service (via their CPT Social Worker) to be destroyed.

To renew your ID card, please inform your CPT social worker at least 2 weeks before the expiry date, in order to arrange for a replacement card to be issued. There will be no need to retake your ID card photograph, except in some circumstances, for example a change of appearance.

Where it is known that an ID card has not been returned on retirement/de-registration, or it has been misused, the fostering service may inform other agencies of this fact. If the card has been misused while the carer is still approved, this may result in a Foster Carer Review, and/or suspension of the carer.

## **7. Loss and Theft**

Foster carers are entrusted to use their card securely, responsibly and sensitively to avoid stigmatising children in their care.

Please report the loss or theft of your ID card to the CPT and police immediately, to safeguard against identity theft or misuse. The departmental ID card issuer (Service Support Assistant) should be informed by the CPT social worker as soon as practically possible.

Any cards found must be handed in to the CPT or the council's main reception.

## **8. Monitoring & ID Card Data**

ID card information will be stored securely and kept up to date by the Child Placement Team.

In line with the staff ID Cards Policy, foster carer ID card photographs will be stored securely and ID card records retained for 6 years after the cardholders relationship with the Authority has ended. After this period the record will be deleted.

## 12. Anglesey Foster Carer Discount Scheme



### Anglesey Foster Carer Discount Scheme






All foster carers approved and registered with the Isle of Anglesey County Council fostering service are entitled to discounts as part of our foster carer ID card scheme, in association with businesses and services in the area.

Many local attractions and services have kindly agreed to support our scheme in recognition of the hard work you do, and to support and enable you to engage the children and young people in your care in activities at a discounted cost.

Below is a list of participating businesses and discounts on offer, please note all details are correct at the time of publication. Isle of Anglesey County Council does not recommend any company participating within the discount scheme and cannot be held responsible for the service delivered by that company.

When you're out and about it's always worth taking your Anglesey foster carer ID card with you, even if you're going to an attraction not listed here, you may get an informal discount.

Location	Contact	Discount Details
<b>Anglesey Riding Centre</b> 	Tal-y-foel Dwyran Anglesey North Wales LL61 6LQ  Tel: (01248) 430377 or 07772 092208 Email: <a href="mailto:angleseyriding@gmail.com">angleseyriding@gmail.com</a> Web: <a href="http://www.angleseyridingcentre.co.uk">www.angleseyridingcentre.co.uk</a>	<b>Exclusive 10% discount</b> for Anglesey foster families.  Quote the code ' <b>Foster10</b> ' at the point of booking for a 10% discount for groups of up to 4 people (children and adults).
<b>Anglesey Sea Zoo</b> 	Brynsiencyn Anglesey LL61 6TQ  Tel: (01248) 430411 Email: <a href="mailto:post@angleseyseazoo.co.uk">post@angleseyseazoo.co.uk</a> Web: <a href="http://www.angleseyseazoo.co.uk">www.angleseyseazoo.co.uk</a>  <u>Guidance:</u> Foster carers must show their ID card and sign-in on entry to be issued with the season ticket. At the end of your	The Anglesey fostering service is registered for the Sea Zoo Complimentary Season Ticket scheme.  With foster carer ID card you will receive: <ul style="list-style-type: none"> <li>• <b>Free admission</b></li> <li>• <b>10% off in the cafe</b></li> <li>• <b>10% off in the gift shop</b></li> <li>• <b>Unlimited crazy golf!</b></li> </ul>


	visit, you must return the ticket to the admissions desk, where this will be kept safely with the Anglesey fostering service/Sea Zoo signing in sheet.	<i>Renewed offer for 2017!</i>
Location	Contact	Discount Details
<b>Beaumaris Courthouse</b> 	Castle Street Beaumaris LL58 8BP  Tel: (01248) 811691 or (01248) 724444 Web: <a href="http://www.visitanglesey.co.uk/en/-do/activities/beaumaris-courthouse/">www.visitanglesey.co.uk/en/-do/activities/beaumaris-courthouse/</a>	Adults pay full price.  With foster carer ID card <b>birth children and foster children receive free entry</b> (usually £3.05 each child).
<b>Beaumaris Gaol</b> 	Steeple Lane Beaumaris LL58 8EP  Tel: (01248) 810921 or (01248) 724444 Web: <a href="http://www.visitanglesey.co.uk/en/things-to-do/activities/beaumaris-gaol/">www.visitanglesey.co.uk/en/things-to-do/activities/beaumaris-gaol/</a>	Adults pay full price.  With foster carer ID card <b>birth children and foster children receive free entry</b> (usually £4.35 each child).
<b>CADW Fostering Families Scheme</b> 	Castles and historic places in Wales.  Web: <a href="http://cadw.gov.wales">cadw.gov.wales</a>  <u>Guidance:</u> You will receive a separate CADW card for this offer. Partnership initiative between Action for Children and CADW.	<b>Free access to Cadw sites</b> for foster families.  <i>[2017 Update: we are awaiting new cards but have been advised that your old, expired cards will still be accepted in the meantime].</i>
<b>The Copper Kingdom Centre</b> 	The Copper Kingdom Centre Amlwch Port LL68 9DB Tel: (01407) 830298  The Sail Loft Amlwch Port LL68 9DB Tel: (01407) 832255  Web: <a href="http://www.copperkingdom.co.uk">www.copperkingdom.co.uk</a>	With foster carer ID card, carers receive <b>entry at discounted rates:</b>  £4.50 to the Copper Kingdom only (usually £5.50) or, £7 for entry to both museums.  Child entrance is £3 for Copper Kingdom or £4 for both (usually £4.25 / £5).
<b>Costco UK</b> 	Various locations including:  Costco Chester Dunkirk Trading Estate Chester Gates Chester CH1 6LT	As a foster carer you qualify for <b>Trade Membership</b> as outlined <a href="#">here</a> .  Apply online or request a membership form. You will need to provide a utility bill or bank statement dated

	<p>Tel: 01244 852 075  Email: <a href="mailto:memberservices@costco.co.uk">memberservices@costco.co.uk</a>  Web: <a href="http://www.costco.co.uk">www.costco.co.uk</a></p>	<p>within the last 3 months, PLUS a form of photo ID (such as photo driving licence or passport).</p>
Location	Contact	Discount Details
<p><b>Cotswold Outdoor</b></p> 	<p>Betws-y-Coed  LL24 0AY</p> <p>Web: <a href="http://www.cotswoldoutdoor.com">www.cotswoldoutdoor.com</a></p>	<p>[2017 Update: Please be aware that the 10% discount offer at Cotswold's has been <b>withdrawn</b> by the provider due to lack of use].</p>
<p><b>GreenWood Forest Park</b></p> 	<p>GreenWood Forest Park  Gwynedd, (SAT NAV postcode: LL55 3AD)</p> <p>Tel: 24 hour info line (01248) 670076 or office team (01248) 671493  Web: <a href="http://www.greenwoodforestpark.co.uk">www.greenwoodforestpark.co.uk</a></p> <p><u>Guidance:</u> Please speak to your social worker.</p>	<p>At the beginning of each season GreenWood provide a limited number of <b>complimentary entry tickets</b> to Anglesey Children's Services and Specialist Children's Services.</p>
<p><b>Halfords</b></p> 	<p>Web: <a href="http://www.halfords.com">www.halfords.com</a></p> <p><u>Guidance:</u> Discount voucher required. This can either be printed out and taken into store, or shown on a mobile device. You will just need to show your ID card alongside the voucher to prove eligibility.</p>	<p><b>10% off in-store</b> at Halfords.</p> <p>Please see separate PDF voucher. Expires 31.12.2019. Cannot be used in conjunction with any other voucher, colleague discount or exchanged for cash.</p>
<p><b>Llynnon Mill</b></p> 	<p>Llynnon  Llanddeusant  Holyhead  LL65 4AB</p> <p>Tel: (01407) 730407 or (01248) 724444  Web: <a href="http://www.visitanglesey.co.uk/llynnon/">www.visitanglesey.co.uk/llynnon/</a></p>	<p>Adults pay full price.</p> <p>With foster carer ID card <b>birth children and foster children receive free entry</b> (usually £3 each child).</p>
<p><b>Max Card</b></p> 	<p>Web: <a href="http://www.mymaxcard.co.uk">www.mymaxcard.co.uk</a>  Email: <a href="mailto:hello@mymaxcard.co.uk">hello@mymaxcard.co.uk</a>  Tel: 01133 947 951</p> <p><u>Guidance:</u> Visit the website to browse attractions. Please speak to your social worker if you wish to receive a card or your Max Card has expired.</p>	<p>All Anglesey foster families are entitled to receive a Max Card for free.</p> <p>Show your Max Card on entry to participating venues for <b>free or discounted admission</b> on great days out at castles, zoos, bowling alleys and more <b>across the UK</b>.</p>
<p><b>National Trust</b></p>	<p>Web: <a href="http://www.nationaltrust.org.uk">www.nationaltrust.org.uk</a></p>	<p>Foster carers who have Family Membership can take along whoever they're</p>



 <b>National Trust</b>	Applies to all National Trust properties in North Wales and the rest of the country. For example, Plas Newydd, Penrhyn Castle, Bodnant Gardens.	looking after at the time, as well as their own children, without having to identify them and at <b>no extra charge</b> .
Location	Contact	Discount Details
<b>Pili Palas</b> 	Penmynydd Road Menai Bridge Anglesey LL59 5RP  Tel: (01248) 712474 Email: <a href="mailto:info@pilipalas.co.uk">info@pilipalas.co.uk</a> Web: <a href="http://www.pilipalas.co.uk">www.pilipalas.co.uk</a>	If a foster carer purchases an annual pass (£36 per adult carer), they can visit as many times as they wish within 12 months and <b>any accompanying children</b> can also visit for <b>free</b> . (Usually £89 - £129 for a family pass).
<b>Seacoast Safaris</b> 	Ticket Kiosk Nr Beaumaris Pier Beaumaris LL58 8BS  Tel: 07854 028393 Email: <a href="mailto:enquiries@seacoastsafaris.co.uk">enquiries@seacoastsafaris.co.uk</a> Web: <a href="http://www.seacoastsafaris.co.uk">www.seacoastsafaris.co.uk</a>	<b>10% discount</b> on production of ID card.  Puffin Island Cruises and boat trips around the stunning North Wales Coast, departing from Beaumaris.
<b>Surf Snowdonia</b> 	Conway Road Dolgarrog Conwy LL32 8QE  Tel: 01492 353123 Email: <a href="mailto:info@surfsnowdonia.co.uk">info@surfsnowdonia.co.uk</a> Web: <a href="http://surfsnowdonia.com">surfsnowdonia.com</a>	<b>20% discount</b> for foster carers with ID card.  <u>Guidance:</u> Call the booking team on 01492 353123 with your dates and activity preference. You'll need to ask for the discount over the phone and show your valid ID card on arrival for your activity.
<b>Tacla Taid</b> 	<b>Anglesey Transport Museum</b> Tyddyn Pwrpas Newborough LL61 6TN  Tel: 01248 440344 Web: <a href="http://angleseytransportmuseum.co.uk">angleseytransportmuseum.co.uk</a>  Open beginning of March until October.	With foster carer ID card <b>foster carers receive free admission</b> . (Usually £5.50 per adult).  Children £3.50; Under 5's go free.
<b>The Bull Hotel</b>	Bulkley Square Llangefni LL77 7LR	<b>15% discount</b> for Anglesey council foster carers.



	<p>Tel: 01248 722119 Email: <a href="mailto:bullhotel@sabrain.com">bullhotel@sabrain.com</a> Web: <a href="http://www.bullhotelanglesey.co.uk">www.bullhotelanglesey.co.uk</a></p> <p>Cards can only be issued by a Manager. The card's small print states the expiry is 1<sup>st</sup> of March. However, the Bull has said this offer will continue until further notice.</p>	<p><b>Guidance:</b> Produce your ID card in order to receive a card from Brains giving 15% off your entire bill.</p> <p>You will need to produce your ID card <i>and</i> your Bull card to prove your identity, especially at peak times i.e. Fri &amp; Sat night.</p>
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## The Fostering Network | Special discounts for foster carers



All foster carers approved and registered with the Isle of Anglesey County Council are provided with **free membership** to The Fostering Network. As a member, you can access the following offers (via [www.fostering.net/membership/foster-carer/offers#.VbtBcmeYblU](http://www.fostering.net/membership/foster-carer/offers#.VbtBcmeYblU)).

### Holidays

#### Haven

Members receive 10% off Haven's best public prices at their 35 parks across the UK. You can also save an extra 5% on English school holidays and bank holidays and an extra 10% on all other dates.



- Booking: [haven.com/fostering](http://haven.com/fostering) / 0333 202 5423  
Discount code – CH\_FOSTERING

In addition, Haven has generously offered to donate £15 to The Fostering Network for every booking made by our members using this special offer.

#### Hoseasons

Members receive up to 10% off a family holiday across the UK and Europe.



- Booking: [partners.hoseasons.co.uk/fos](http://partners.hoseasons.co.uk/fos) / 0345 498 6272  
Discount code – FOSTER

#### Cottages.com

Members receive up to 10% off a family holiday across the UK and Europe.

- Booking: [chooseacottage.co.uk/fos](http://chooseacottage.co.uk/fos) / 0345 268 9549  
Discount code – DCPTN

### DAYS OUT

## Merlin

Members can receive up to 52% off entry to the UK's top attractions, which include:

- Alton Towers Resort and Hotels
- Thorpe Park
- Chessington World of Adventures
- Madame Tussauds - London and Blackpool
- SEA LIFE centres and sanctuaries - Birmingham, Blackpool, Brighton, Great Yarmouth, Gweek National Seal Sanctuary, Hunstanton, Loch Lomond Aquarium, London Aquarium, Oban, Scarborough Marine Sanctuary, and Weymouth Adventure Park & Marine Sanctuary
- LEGOLAND Windsor Resort
- LEGOLAND Discovery Centre Manchester
- Blackpool Tower Circus and Eye
- Warwick Castle
- The Dungeons - Blackpool Tower, Edinburgh, London and York.



Booking: 0871 222 4001

Discount code - Fostering Network

Find out more about [prices at Merlin attractions](#). Please note: individual attractions occasionally run special offers directly through their website so please compare this discount with offers on the attraction's website before booking.

## Mortgages & Home Insurance

### Endsleigh - mortgages

Endsleigh supports hundreds of foster carers to secure a mortgage every year – many of whom are declined before because of how lenders consider their fostering income.



Members of The Fostering Network receive:

- Free initial consultation and guidance
- Dedicated advice and support
- 40% off any mortgage arrangement
- Endsleigh supports you throughout the mortgage process from application through to completion and has access to the whole mortgage market.

Book an appointment with your [Endsleigh adviser today](#) or call 0800 028 7261.

YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE  
Endsleigh Financial Services Limited is authorised and regulated by the Financial Conduct Authority. This can be checked on the FSA Register by visiting its [website](#). Endsleigh Financial Services Limited. Company No: 4132605 registered in England at Shurdington Road, Cheltenham Spa, Gloucestershire GL51 4UE

### **Towergate Insurance – home insurance for foster carers**



Towergate's home insurance for foster carers is specifically designed for fostering households and includes:

- Cover for any intentional damage caused by a foster child
- Cover for theft or attempted theft by any foster child
- No need to contact us each time you take in a new placement, as this won't restrict or void the cover provided
- Cover for all foster children's possessions while they are in your care.

Members of The Fostering Network receive a 10% discount on home insurance for foster carers. Find out more about Towergate's [home insurance for foster carers](#) or call 0330 123 5304.

## **13. Blood Borne Viruses (Guidance)**



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Betsi Cadwaladr  
University Health Board

### **ADVICE TO YNYS MÔN FOSTER CARERS RE HEPATITIS B IMMUNISATION**

#### **Hepatitis B**

Hepatitis B is a virus which causes infection that may damage the liver. People with Hepatitis B infection do not necessarily have symptoms or feel unwell but some do get a short 'flu like illness, often with jaundice (yellowing of the skin and eyes and dark urine), nausea, vomiting and loss of appetite. Very rarely Hepatitis B infection may cause acute liver failure. Most adults infected with the virus recover fully and develop lifelong immunity. However a small proportion, about 1 in 10, may remain infected (Hepatitis B carriers). Hepatitis B carriers are infectious to other people. The UK has a relatively low prevalence of Hepatitis B. It is estimated that about 0.3% of the general population are Hepatitis B carriers.

#### **How is Hepatitis B spread?**

Hepatitis B infection is spread by direct contact with an infected person's blood or certain body fluids.

- ◆ From an infected mother to her baby at birth or by breast feeding
- ◆ By sexual intercourse with an infected person without a condom

- ◆ By sharing contaminated needles or other equipment for drug injecting
- ◆ By tattooing, ear piercing and body piercing or acupuncture with unsterilized needles or equipment
- ◆ Through a blood transfusion in a country where blood donations are not screened for Hepatitis B (all blood for transfusion in the UK is screened)
- ◆ By sharing razors and toothbrushes which may be contaminated with blood from an infected person

Hepatitis B is **NOT** spread by normal daily contact and activities such as coughing, sneezing, kissing, hugging, holding hands, sharing bathrooms and toilets or food cutlery and crockery.

### **Immunisation against Hepatitis B**

Hepatitis B infection can be prevented by immunisation. Some children being placed with foster carers may have been exposed to Hepatitis B infection and may have become chronic carriers of the infection because of transmission of the infection from infected mother to child, their parents' lifestyle, or sexual abuse by parents or others. Ynys Môn Family Placement team suggest that immunisation is offered to all foster carers and family household members because the Hepatitis B status of the children being placed is usually not known.

The Local Authority will assist foster carers and members of their household in obtaining immunisation against Hepatitis B.

This policy should be cross-referenced with the foster carers safe caring policy.

### **Vaccines**

The currently available vaccines are very effective with around 9 out of 10 people responding to a course of vaccine. Hepatitis B vaccine is manufactured using recombinant technology, i.e. it is not derived from human blood. There are 3 different schedules to Hepatitis B vaccine.

#### ◆ Standard Schedule

An initial injection followed by another a month later and a third 4 months after that. A one-off booster is usually administered 5 years later.

#### ◆ Accelerated Schedule

An initial injection followed by 1 a month later and a third a month after that. This Schedule was originally developed for Health Care workers and is now often used for injecting drug users. A fourth dose should be administered at 12 months.

#### ◆ Super Accelerated Schedule

An initial injection followed by one 7 days later and a third 14 days after that. This is usually done only in exceptional circumstances. A fourth dose is recommended at 12 months.

◆ **Boosters**

The need for a booster in healthy adults who have completed a full course (3 injections) has not been established. However many vaccination programmes recommend a booster just to be sure.

If you are one of the 10% who do not respond to the vaccine you can repeat the schedule one more time to see if immunity can be achieved. Sometimes this is successful. A true non-responder will not achieve immunity no matter how many times they receive a course of vaccine.

There is currently no vaccine for HIV or Hepatitis C.

**Hygienic procedures to reduce the risk of blood borne virus transmissions**

The following hygiene precautions are recommended as safe practice for all those who care for children whether in their own homes, residential setting, schools etc. These are common sense precautions that will protect against blood borne viruses and other infections which may be transmitted via blood and body fluids containing blood. They should be incorporated as standard practice in all settings at all times.

**Standard infection control precautions**

- i) Always keep cuts or broken skin covered with a waterproof dressing
- ii) Avoid direct skin contact with blood or body fluids
- iii) If blood is splashed onto the skin it should be washed off immediately with soap and water. Splashes of blood into the eyes or mouth should be washed immediately with plenty of water
- iv) Wear disposable gloves when contact with blood or body fluids containing blood is likely
- v) Always wash hands after removing gloves
- vi) Always wash hands before and after giving first aid
- vii) Never share toothbrushes and razors as they may be contaminated with blood
- viii) Teach children about avoiding contact with other people's blood as soon as they are able to understand how to protect themselves
- ix) Teach children to wash their hands before meals and after using the toilet

## 14. Safer Caring

### 9.1 Safe caring policy and guidelines for staff and foster carers

#### 9.1.1 Legal Framework

Regulation 12 (1) of the Fostering Services (Wales) Regulations 2003 requires the fostering service provider to prepare and implement a written policy which is intended to safeguard children placed with foster carers from abuse and neglect. Standard 9.3 of the Minimum Standards for fostering services requires Safer Caring guidelines to be provided based on a written policy for each foster home, and included in a foster carer agreement in consultation with the carer and everyone else in the household.

#### 9.1.2 Aims & Objectives of the policy

- a) To keep children safe from abuse from adults
- b) To keep children in the foster home safe from abuse by other children in the household
- c) To keep children safe from abuse by access to inappropriate material- in print, television, video, mobile phone or online.

#### 9.1.3 Background

All families have strategies for day to day living which will vary from one family to another. In most families these strategies are unwritten and very rarely spoken about. Children learn how the family operates and generally accept this as the norm as they have limited experience of anything else.

When families become 'foster families' they need to think about the way the family functions and how any child placed with them may impact on their functioning as a family. Adjustments are most likely to be needed and carers need to think about minimizing the disruption to the family and existing routines.

Also foster families need to think about the implications of existing strategies on any child joining the household. All looked after children will have experienced family life in some way, but the strategies used in their own home may be vastly different to those in a foster home.

Foster Carers will need to identify practices within their own household which may be acceptable to them, but may increase the risk when a looked after child joins the family. Some perfectly acceptable routines in families could put both children and carers at risk in foster homes.

#### 9.1.4 Developing safe caring guidelines

All members of the household should be involved in drawing up safe caring guidelines- a family policy. This should include both carers (if a couple) and the children of the family.

Developing a family policy should not mean changing everything that a family does. It is about considering how the household operates and whether any element may put children or household members at risk. Once these areas of risk are identified, the family needs to develop strategies that minimize the risk.

Carers should write down their policy so that children joining their family, the children's parents and social workers understand the way the household operates. It is not intended that carers produce a complicated and rigid set of rules for their household.

Child Placement social workers can assist foster carers to draw up their policies, during the assessment process and once carers are approved.

Family Safe Care policies need to be kept under regular review, and adjusted if necessary when a new child joins the household. The risk assessment completed by the child care team social worker and the child placement social worker should assist in identifying the risk involved in placing a particular child with particular carers and how the risks will be managed.

#### **9.1.5 Elements to be included in Safe Care Family Policies**

The following are some of the elements that need to be included in family policies. There may be other elements that also need to be considered. Please refer to 'Safer Caring' 2006 and 'Safer Caring: A New Approach' 2012, both published by The Fostering Network for fuller guidance.

- Use of names
- Showing affection
- In the bathroom
- The way you dress
- Playing
- The foster carer's bedroom
- Children's bedrooms
- Bedtime
- When you go out
- When they go out
- Travelling by car
- Taking photos and videos
- Education about sex and sexuality
- The family pet
- Secrecy
- Contact

#### **9.1.6 Preparing for a placement**

Foster carers will need to re-look at their family policy each time a child joins the family. Each child should have a separate risk assessment as part of their referral for placement. In the case of a planned placement, the pre-placement planning meeting can be used to look at specific risk and safer caring issues in conjunction with the child's social worker. These issues should be included in the Placement Agreement. If a child is placed in an emergency, the foster carer will have to consider the family policy in light of the information they have at the time the placement is made and make any necessary adjustments until a planning meeting is convened and more information is known about the child and a risk assessment is completed.

### **9.1.7 Reviewing Safe Care Family Policies**

Safe Care Family policies will need to be reviewed at least annually in preparation for the annual review, as well as on an ongoing basis as the circumstances of the household change. The revised policy will need to be shared with the social workers responsible for any children in the placement.

### **9.1.8 Foster Carer training**

Training will be provided on an ongoing basis to address the issues of safe caring, managing behaviour and recognising signs of abuse etc. Child placement social workers will discuss the training needs of all foster carers including their own children and these will be documented in the annual review. It is imperative that carers recognise the importance of training in this area to ensure that they are able to protect any child being placed with them, themselves and their families.

### **9.1.9 Other issues to consider**

Foster Carers should ensure that they record concerns regarding behaviour clearly in the child's file provided and also discuss them with the child's social worker or child placement social worker.

Social workers should discuss concerns with their line manager in order to consider whether there are any child protection issues and decide whether any other procedure needs to be followed i.e. a strategy meeting. Please refer to the All Wales Child Protection Procedures and section 18 below regarding allegations against Foster Carers.

Confidentiality should also be respected and family policies or any information which relates to a particular child should be filed securely in the lockable filing box provided. This should include CD's or memory sticks where information about a child has been prepared on a computer.

## **9.2 Assessment Prior to Approval**

All applications to be a Foster Carer will be treated on the basis of equal opportunities.

There may be areas within any family's practices which are open to negotiation, but where changes cannot be made which would prevent approval for Fostering they must be identified by the Social Worker.

- Prospective Carers will receive clear information on Safe Caring (as above) and must demonstrate how they propose to make the foster home as safe as is reasonably practicable both physically and emotionally.
- Prospective Carers will be given opportunities to discuss contentious areas where 'unsafe practices' relating to foster caring could apply, e.g. when a young person has the right to refuse medical treatment, how certain medical investigations could be seen as abusive, the need for adequate parental permission when children and young people are Looked After, leaving a young person to child-sit or leaving young people at home alone.
- Fostering will have an impact on all members of the household so the procedures for assessment take account of this and Safe Caring will be



discussed with anyone resident in the foster home including children, according to their age and understanding.

Prospective Carers and their Social Worker, will together identify their "home rules", that is how the family or household functions, e.g. ways of showing affection, dress codes, allowing young children to play in areas where they cannot be seen, whether bedroom or bathroom doors are usually open or locked, how young children / young people are catered for while the Foster Carer is out of the home etc.

In addition to statutory checks and references, other written enquiries may be made which would safeguard the prospective Carer and their family / friends given the nature of risks involved in Fostering e.g. police checks on back-up Carers and those regularly staying overnight or spending significant amounts of time in the foster home.

As well as written enquiries the Social Worker may carry out interviews with referees including family / friends of the prospective Carer and these people should be given an explanation as to the roles and responsibilities within the context of Fostering and aspirations towards Safe Caring.

Any Health and Safety or other risks which can be hazards in Fostering should be identified. If it is physically possible to remedy these, the measures to be taken must be clarified including who is responsible with time scales and finance. If the matter is of how to deal practically within the environment of the foster home, discussions and expectations must be put in writing, e.g. how to protect young children of the foster family, care and control of pets etc.

The records kept during the assessment and the final report to Fostering Panel should document all the steps taken towards provision of Safe Care, and it is the Panel's final responsibility to ensure that on the balance of probabilities this will be carried out.

### **9.3 Post-Approval**

Foster Carers hold responsibility to maintain the foster home in a similar physical state to that which it was at the point of approval or to notify their allocated Support Worker of any changes.

The Child Placement Social Worker should regularly discuss and reinforce Safe Caring issues.

Foster Carers must notify their Child Placement Social Worker of any changes in their lifestyle or home circumstances which may affect Safe Caring or the risk of allegations being made e.g. Carer plans to take up or alter any employment, start demanding hobbies, or other activities affecting their time / energy levels at home; Carers' partnership affected by separation or divorce; single Carer takes up new relationship where partner spends periods of time in foster home.

The Social Worker and Foster Carers will share in their regular discussions the demands and risks involved with the current placement and keep up-to-date written records of their work.

Foster Carers will need to exercise caution in their everyday lives and may need to protect themselves in practical ways, e.g. not being alone in the bathroom with a child / young person bathing or showering, finding ways to demonstrate affection which cannot be misconstrued, having another person present when exercising discipline or if not possible making it clear that the approach has been shared with Social Workers.

Foster Carers can take particular steps according to the known experiences, difficulties or needs of the child or young person placed, but also must heed the possibility that not all of that child / young person's experiences will be known, e.g. a child / young person may engage in inappropriate sexualised behaviour so that to leave them alone with other children or alone with an unaware adult holds high risks for everyone.

Foster Carers should discuss immediately with their Child Placement Social Worker if in any doubt about a situation which could affect their ability to provide Safe Care or put them at risk of allegations, with the recognition that both the demands of Fostering and personal stress levels may affect their capacity to keep up their safeguards.

In the course of deciding how to work with any child / young person and their family it should be the aim to identify what levels of risk are involved and document how joint responsibility is to be taken and managed by Social Work staff and Foster Carers, e.g. young person known to be putting themselves at risk of abuse through provocative behaviour, drug-taking, absconding.

Decisions as to what assistance should be given to any Foster Carer who is unable to keep up their usual or desired level of Safe Care will be taken in conjunction with others including the Child Placement Team Leader and the Social Work staff. These may take the form of recording levels of risk which are agreed and shared because they are necessary in carrying out the work of the placement, or may involve other measures such as respite or ending of a placement.

Any areas of dispute or contention arising in the management of Safe Caring issues which affect the reputation of the Foster Carer or the Foster Care Service may be referred to the Panel for discussion regarding best practice approach to the work. It is recognised that a lot of information relating to personal details of the Foster Carer may be exposed for the purposes of discussion on Safe Caring and there must be the utmost respect for confidentiality and sharing only on the basis of 'need to know' and with the Foster Carers consent.

## END: Notes / Comments

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Please use this blank sheet to note any feedback you may wish to make as you use your Foster Carers' Handbook.