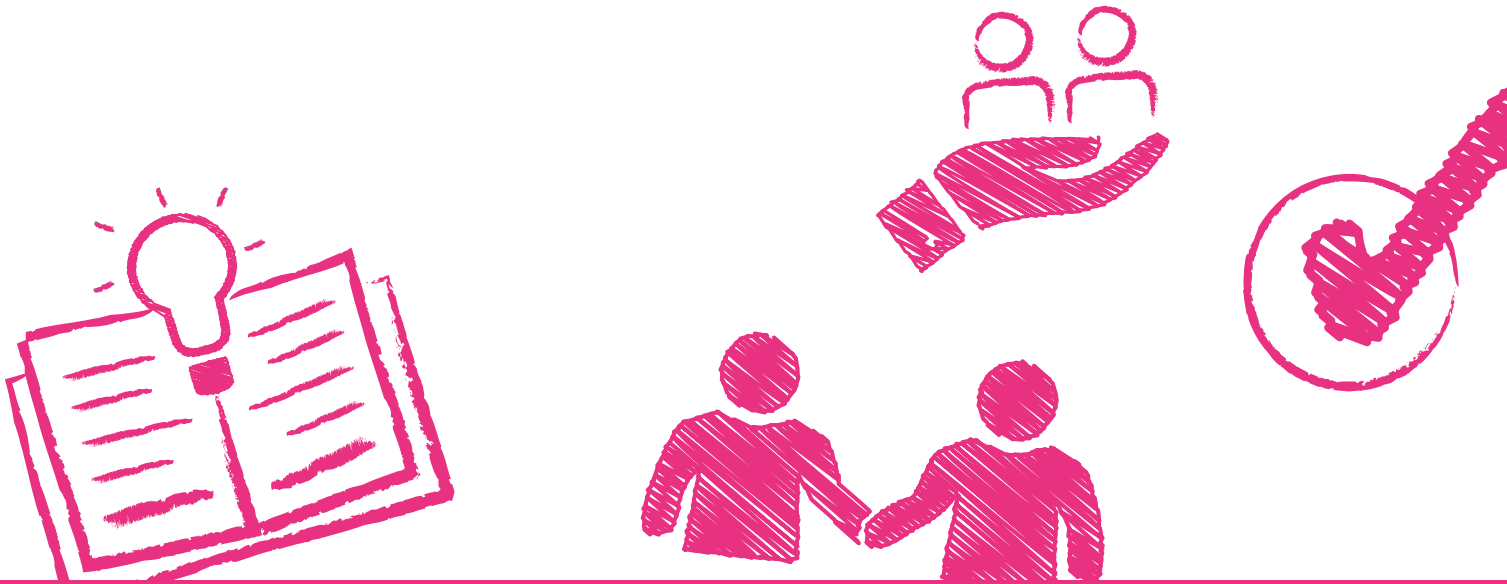




Hampshire
County Council

Fostering Service



Foster carer induction

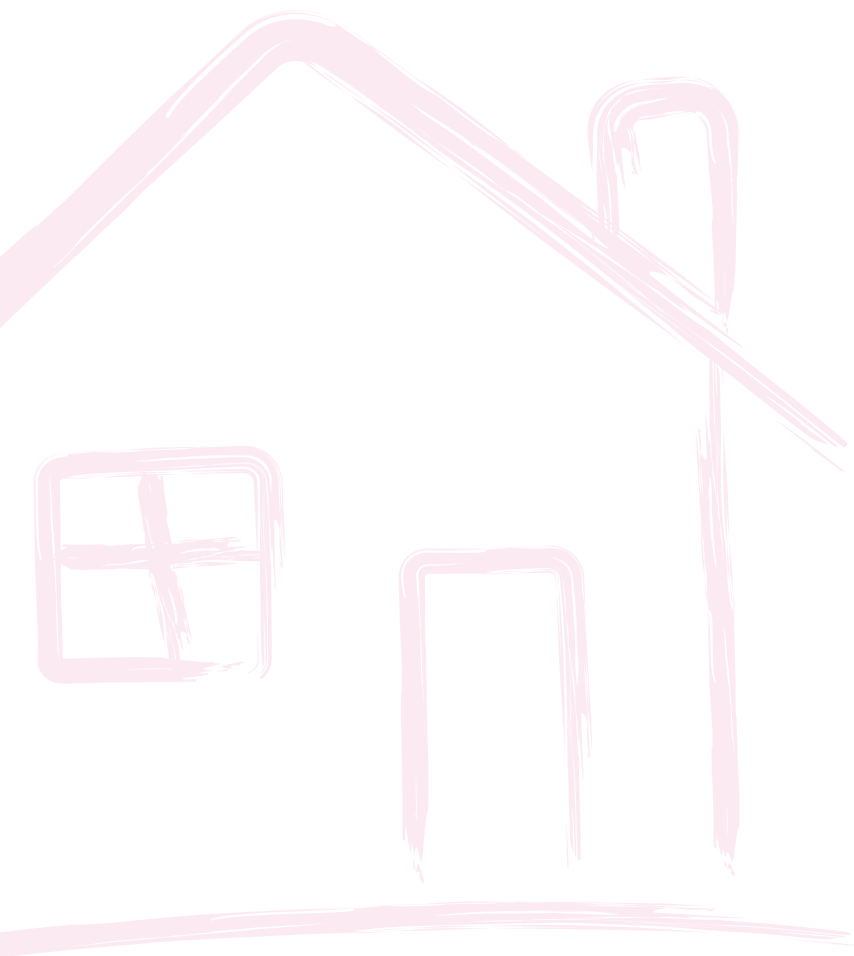
hants.gov.uk/fostering

Introduction

This induction has been created to support you as you begin your journey as an approved foster carer for Hampshire County Council. It provides information about what to expect in the first few weeks and months and sets out roles and responsibilities during your induction period. There is a timeline including contact frequency with a member of the fostering team and an Induction and first year of fostering checklist so that you can monitor your progress. This induction should be used as a guide, depending on individual circumstances you may complete different sections earlier or in a different order or you may need additional support or information which will be provided as necessary.

Sessions and telephone calls could be with your Supervising Social Worker, a Fostering Support Worker or your Hive Carer Support Worker. The Children's Social Worker or another colleague in their team may also be involved if you have a child in your care.

If you haven't already done so, we would encourage you to set up a separate email account for fostering, this will allow you to keep your personal email details private. Your Supervising Social Worker will be able to assist if you would like any support with this.



Key contacts

Your mosaic number	
Supervising Social Worker	
Working hours	
Phone	
Email	
Team Manager	
Duty number	
Email	
Hive Carer Support Worker	
Phone	
Email	
Buddy	
Phone	
Out of hours	0300 555 1373
Fostering evening and weekend support line	0370 77 97 900

Useful information

Acronyms

- **ASW** – Assessing Social Worker
- **SSW** – Supervising Social Worker
- **FSW** – Fostering Support Worker
- **CSW** – Child(ren)s Social Worker
- **HCSW** – Hive Carer Support Worker
- **TSD** – Training, Support and Development Standards Workbook
- **PDP** – Personal Development Plan
- **HHR** – Household Review

Useful links

Information and guidance on completing the TSD workbooks:

[For county carers TSD standards workbook for foster carers](#)

[For family connections carers TSD standards workbook for family and friends foster carers](#)

Hive support

If you are in a Hive your HCSW can support you with:

- details of Hive support groups and family events;
- general guidance about fostering processes and sharing their experiences;
- booking on training;
- completing the TSD;
- expenses claims;
- completing your PDP;
- examples and evidence for skills pathway;
- Level 3 Diploma;
- preparing for meetings (and can attend with you for support).

Your SSW will discuss with you and your HCSW areas that they can support with between your supervision sessions.

If you are not part of a Hive your SSW or your buddy can help you with all of the above.

The first eight weeks

Once you have been recommended for approval at panel and the agency decision maker has signed off the recommendation you will receive a letter confirming your registration as a foster carer for Hampshire County Council. A handover meeting will be arranged with you, your Assessing Social Worker (ASW) and your new Supervising Social Worker (SSW). If you are in a Hive your Hive Carer Support Worker can also attend this meeting.

For the next eight weeks you will have weekly contact with a member of the fostering team as you work through the first steps of your induction. This high level of contact supports you to develop a relationship with your SSW and other colleagues and ensures that you get all the information you need.

If you are approached about a child(ren) coming to live with you it is important that you receive all the information you need. You should be provided with a copy of their referral and risk assessment before agreeing to a match – please do not be afraid to ask for this – and should have the opportunity to ask any questions. It is a good idea to discuss the referral with your SSW (or your ASW if prior to your handover meeting) or the fostering duty worker before you make any decisions. There is more guidance on this and a checklist of questions to ask in the foster carer handbook.

If a child(ren) is already living with you or comes to join your family during the first eight weeks of your approval you will be given a modular file and guidance on how to use this. The topics covered in the induction may be provided in a different order to that on the checklist to ensure that you have the relevant information that you need at the right time. Further information on all the topics covered can be found in the welcome pack and the foster carer handbook.



Induction checklist – first eight weeks

	Time scales	Tasks	Responsible	<input checked="" type="checkbox"/>
Within two weeks of panel	Panel	Bank details capture form		<input type="checkbox"/>
	Handover A meeting attended by ASW, SSW (and HCSW where appropriate)	Welcome pack, foster carers induction and handbook		<input type="checkbox"/>
		Check ADM letter received		<input type="checkbox"/>
		Arrange initial supervision		<input type="checkbox"/>
		Hive discussion (if not already in a Hive)		<input type="checkbox"/>
		Confirm buddy		<input type="checkbox"/>
		Add carers details to Bedfinder App		<input type="checkbox"/>
		Discuss actions for PDP, skills pathway (if applicable) and TSD workbook		<input type="checkbox"/>
		Complete key contacts (page three of FHC induction pack)		<input type="checkbox"/>
	Weekly contact – fortnightly visits with a telephone call in between	Week one	Foster carer agreement	
Initial supervision		Supervision contract		<input type="checkbox"/>
		Arrange supervision visits – including with both carers and other household members where applicable		<input type="checkbox"/>
		Discuss process for matching a child(ren) and the first few days of a child joining your family		<input type="checkbox"/>
		Induction plan including HCSW role if applicable		<input type="checkbox"/>
Week two	Check progress on tasks from initial supervision – any support needs		<input type="checkbox"/>	
Telephone call			<input type="checkbox"/>	

Weekly contact – fortnightly visits with a telephone call in between

Time scales	Tasks	Responsible	✓
Week three	Learning zone login		
Supervision session one	Foster carer ID card		
	Support groups		
	Fostering Facebook page		
	HFN		
	Foster talk		
	Fostering newsletter		
Week four	Check progress on tasks from session one – any support needs		
Telephone call			
Week five	Book on training		
Supervision session two	Training pathway and Personal Development Plan (PDP)		
	Skills pathway		
	Mileage and expense claims		
	Tax and NI contributions		
Week six	Check progress on tasks from session two – any support needs		
Telephone call			
Week seven	Modular file		
Supervision session three	Confidentiality and recording – examples		
	Delegated authority		
	Pocket money and savings		
	Attending meetings – what to expect		
Week eight	Check progress on tasks from session three – any support needs		
Telephone call			

Eight weeks to six months

Your supervision visits will now reduce to four weekly in frequency with a telephone call between visits. Alongside support with your fostering role, the focus for supervision sessions will be completing your TSD workbook which needs to be finished within the first year of Fostering registration (18 months for family connections carers). You should have received a link to the TSD workbook during your assessment and you may have already made a start completing it. The pace for working through your TSD workbook will be individual and the checklist can be used as a guide that you can adapt to meet the needs of your household.

You will also work on your skills pathway with a review around three months to ensure that you remain on track.

The numbered weeks on the checklist are a guide – exact supervision dates will have some flexibility so that you and your SSW can agree the most convenient times. You should however receive a full supervision visit at least every four weeks.



Induction checklist – eight weeks to six months

Fortnightly contact – four weekly visits with a telephone call in between	Time scales	Tasks	Responsible	✓
	Week 11	Skills pathway review (three months)		
	Supervision session four	Household review discussion and confirm panel date		
		Unannounced visits discussion		
		Overnight stays and daycare discussion		
		Placement stability meetings and support discussion		
	Week 13	Check progress on tasks from session four – any support needs		
	Telephone call			
	Week 15	TSD workbooks: county carers standards one and two; family connections carers standards one		
	Supervision session five	Agree TSD homework tasks		
	Week 17	Check progress on tasks from session five – any support needs		
	Telephone call			
Week 19	TSD workbooks: county carers standard three; family connections carers standard two			
Supervision session six	Agree TSD homework tasks			
Week 21	Check progress on tasks from session six – any support needs			
Telephone call				
Week 23	TSD workbooks: county carers standard four; family connections carers standard three			
Supervision session seven	Agree TSD homework tasks			
	Volunteer champions discussion			

Six months to one year

Your supervision visits will now reduce to six weekly in line with statutory requirements. Additional telephone calls and visits will still be available, as necessary.

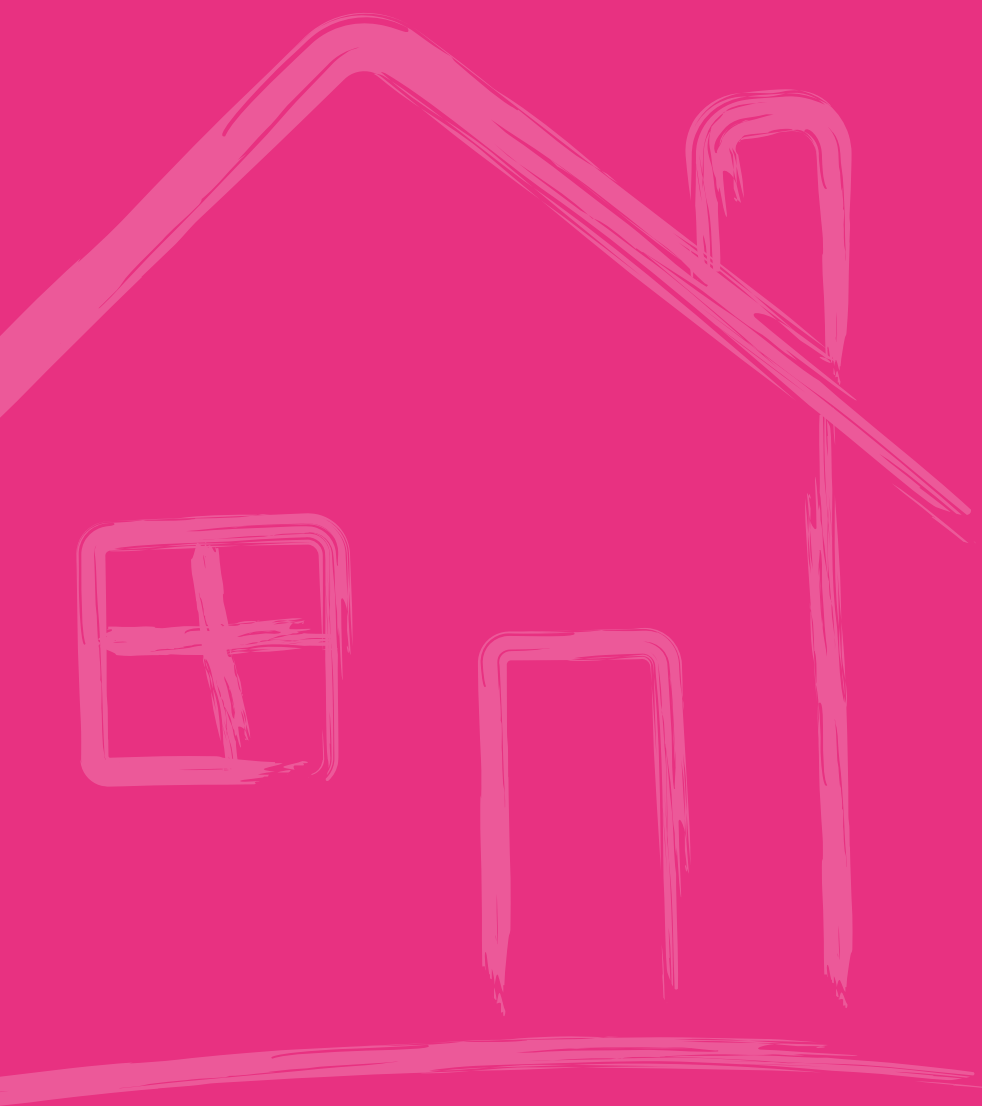
Alongside ongoing support with your Fostering role, the focus of supervision visits will be completing your TSD workbook and preparing for your first household review. You will also have a six and nine month review of your skills pathway, by 12 months your portfolio will be presented to skills panel.

As before, the numbered weeks are a guide – exact supervision dates will have some flexibility so that you and your SSW can agree the most convenient times. You should however receive a full supervision visit at least every six weeks.



Induction checklist – six months to one year

	Time scales	Tasks	Responsible	<input checked="" type="checkbox"/>
Six weekly visits with additional support in between as needed	Week 26 Telephone call	Check progress on tasks from session seven – any support needs		
	Week 29 Supervision session eight	TSD workbooks: county carers standard five; family connections carers standard four		
		Agree TSD homework tasks		
	Week 35 Supervision session nine	TSD workbooks: county carers standard six; family connections carers standard five		
		Agree TSD homework tasks		
	Week 41 Supervision session 10	Feedback from household review from all household members		
		Review health and safety, risk assessments and smoking policy		
		Update PDP		
	Week 35 Supervision session 11	TSD workbooks: county carers standard seven; family connections carers standard six		
		Agree TSD homework tasks		
	Week 52	Return to panel for first household review		
	Congratulations, you have completed your first year as a Hampshire foster carer			



Foster carer induction pack

May 2024

#BRAN10014