



INDEPENDENT FOSTER CARER REVIEWING OFFICER TERMS OF COMMISSION

Fostering Services (England) Regulations 2011
The Children Act 1989 Guidance & Regulation Volume 4: Fostering Services
The Children Act 1989 Guidance & Regulations Volume 2:
Care Planning, Placement & Case Review 2010

Key Duties

1. The Reviewing Officer is commissioned to undertake foster carer annual reviews. This will involve using the BAAF document Foster Carer Reviews Good Practice Guide and relevant paperwork as well as being able to use the company's electronic recording data base.
2. The Reviewing Officer will set up fostering household home appointments and visit according to the timescales required for full reports to be provided for fostering panel.- or the Agency Decision Maker.
3. The Reviewing Officer will work with other professionals in order to gather information for the foster carer reviews.
4. The Reviewing Officer will involve foster carer's birth children (where relevant) and the looked after child's social worker (including those looked after children that had been placed in the preceding 12 months) for the foster carer review.
5. The Reviewing Officer will keep all information in relation to applicants in a locked and secure place throughout the review process. The confidentiality of the fostering household must be respected at all times.
6. When requested to do so, all records and relevant Family FosterCare information must be electronically deleted or returned to the office.
7. The Reviewing Officer will attend supervision sessions with the registered manager to ensure compliance and performance.
8. The Reviewing Officer will bring to the attention of the registered manager any concerns, lack of motivation to train or negative checks that will mean the foster carer(s) may not be suitable to carry on the fostering task.
9. The Reviewing Officer must bring to the immediate attention of the registered manager any child protection or safeguarding concerns.

Terms and Conditions

1. All Independent Reviewing Officers will be recruited in accordance with Family FosterCare Recruitment Policy and Standard 19 of the National Minimum Standards (Fostering Services) and The Fostering Services Regulations 2011 (regulations 19-21).
2. Reviewing Officers will be three years post qualified social workers with fostering experience including undertaking Form F assessments and foster carer reviews: be

**PERSON SPECIFICATION
INDEPENDENT FOSTER CARER REVIEWING OFFICER**

Key: A = Assessed by application form

I = Assessed at Interview

D = Assessed by Documentary Evidence/References

Education / Qualifications	Short List Criteria	A	I	D
Hold a Social Work Qualification as recognised by the HCPC or equivalent body	Essential	✓		✓
Hold a current HCPC Registration	Essential	✓		✓
Experience / Training				
Minimum 3 years post qualifying experience in children's social work with at least one year as a fostering supervising social worker	Essential	✓	✓	✓
Experience of working with foster carers, children and young people	Essential	✓	✓	✓
A proven ability to produce a high standard of report writing and analysis including experience of completing Form F assessments and being part of foster carer reviews .	Essential	✓	✓	✓
To have an understanding of the use of IT and electronic communications.	Essential	✓	✓	✓
Evidence of supervisory experience	Desirable	✓		
Knowledge				
A comprehensive working knowledge of all relevant child care legislation and fostering regulations and standards.	Essential	✓	✓	✓
A comprehensive knowledge looked after children	Essential	✓	✓	✓
Personal Qualities				
Ability to communicate clearly and sensitively with children and adults	Essential		✓	✓
Ability to work in partnership with other agencies and birth families	Essential		✓	✓
Ability to work on own initiative and as part of a team in a flexible and creative manner, within company policies and procedures	Essential		✓	✓
Reliable, flexible and dependable	Essential		✓	✓

Personal Qualities	Short List Criteria	A	I	D
Ability to maintain confidentiality	Essential	✓	✓	
Willingness to undertake all relevant training	Essential		✓	
A commitment to providing a professional and quality service	Essential		✓	
A commitment to Equal Opportunities in all work practices	Essential	✓	✓	
Miscellaneous				
Ability and willingness to work flexibly including weekend, early morning and evening work as necessary.	Essential	✓	✓	✓
Must possess a full driving licence with business cover on the fully comprehensive insurance	Essential	✓	✓	✓
Willingness to undertake an enhanced DBS check and random references being asked for	Essential		✓	