

Caritas

Diocese of Salford



STATEMENT OF PURPOSE

FOSTERING

Manager: Anthony Turner
Caritas Diocese of Salford
Cathedral Centre
3 Ford Street
Salford
M3 6DP

Responsible Body: Caritas Diocese of Salford
Cathedral Centre
3 Ford Street
Salford
M3 6DP

Chairman: His Lordship the Bishop of Salford

*A charity registered in England No 1125808
Company Registration No 6594417*

INTRODUCTION TO STATEMENT OF PURPOSE

This Statement of Purpose for the Fostering Service replaces the Statement of Purpose dated September 2015. It is a public document and complies with the Fostering Services Regulations 2011, National Minimum Fostering Standards 2011 and the Fostering Service 2011 Statutory Guidance. Any comments regarding this Statement should be addressed to the Registered Provider at the address shown below or by email to mark.wiggin@caritassalford.org.uk or rosaleen.griffin@caritassalford.org.uk

This Statement of Purpose is submitted for approval to the CEO of Caritas Diocese of Salford Mark Wiggin, is reviewed, and where appropriate revised annually or when changes occur. Prospective placing Authorities will have access to this Statement via Placements Northwest or on request. Copies are also available to birth families whose children are using this service.

Caritas Diocese of Salford currently has 11 foster carers providing short term, long term, parent and child placements and respite placements.

Regulation:

The Fostering Service is regulated by:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone: 0300 1231231
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk

Ofsted will be forwarded a copy of the Statement of Purpose on each occasion it is revised and following the approval of its contents by the CEO.

This document and any other information provided by Caritas in respect of its Fostering Service can be made available in audio form. We will also arrange to have translations made if required.

INTRODUCTION TO THE SERVICE

Caritas Diocese of Salford Fostering Service was established in 1956 under Home Office guidance. It was founded to respond to the needs of children in the Diocese of Salford, which covers most of Greater Manchester and East Lancashire. The aim of this service is to provide family life for children who cannot live with their birth parents.

Mainstream foster carers are recruited to provide alternative families on either a short term or permanent basis for children who are in the 'Looked After' system and require foster carers to give them the experience of every aspect of family life. This extends to Looked After Children who are young parents themselves and (parent and child placements).

Caritas believes that most children have their needs met within their birth families. However, an important minority sometimes require alternative family care and we are dedicated to provide a fostering service that meets the complex needs of these children.

The standard of care provided by our carers is guided by current child care legislation and conforms to the National Minimum Standards for Fostering Services. Our Catholic ethos provides a foundation for our philosophy and provision of care and motivates all we do.

Within the service, we are committed to:

- upholding children's rights to protection from abuse in all forms;
- the belief that family life is the best context within which a child can reach their potential and that every child has a right to a family, ideally their family of origin;
- upholding the individual's right to confidentiality, to make choices and to a non-judgemental approach.

In accordance with the Children Act, the welfare of the child is paramount in all areas of our work. We work in partnership with children and families' social care and education services with Local Authorities, with the health services and any other agency relevant to the child.

The staff team is headed by a Registered Manager (currently the recently appointed manager is applying for registration)) complemented by two full time social workers, an administrator. The service is based at Cathedral Centre, 3 Ford Street, Salford, M3 6DP. The services of other consultants are made available to all carers for specific issues including educational needs. The service is also supported by Health and Safety Consultancy, a Human Resources and Business Support Manager and by professional and committed administration and finance teams. There is a robust supervision and appraisal system, which supports staff training needs.

The Fostering Service operates alongside a number of other Caritas Diocese of Salford services, Young Parents' Service, Schools Social Work Service, Family Project and Adoption Support Service. The Charity also provides a range of community services.

Caritas has a formal management structure, which ensures professional supervision and line management accountability. The fostering agency is registered with Ofsted and is a member of Fostering Network, which includes individual membership for all carers paid for by the agency.

Records are kept secure in fireproof cabinets, most of which have been saved on our electronic system and policies are in place on confidentiality, access to records and retention of case records. .

Caritas uses the CHARMs system to maintain up to date records on all carers and children placed.

Caritas has public and professional indemnity insurance cover and the Trustees receive regular financial and services reports.

ORGANISATIONAL CHART (for Ofsted Registered Services)

Right Reverend Bishop John Arnold (Chair of Trustees)

Board of Trustees

Chief Executive Officer/Responsible Individual (Mark Wiggin)

Agency Decision Maker (Lorraine Courtney)

Adoption Support Manager

Lorraine Courtney (F/T)

1 x Admin Officer (P/T)
1 x Social Worker

Fostering Service Manager

Anthony Turner

2 x Social Workers
1 x Admin Officer (P/T)

Name and Address of Registered Provider

Caritas Diocese of Salford
Cathedral Centre
3 Ford Street
Salford
M3 6DP

Tel: 0161 817 2250
Fax: 0161 833 1635
Email: info@caritassalford.org.uk

Name and Address of the Responsible Individual

Mark Wiggin
Chief Executive Officer
Cathedral Centre
3 Ford Street
Salford
M3 6DP

Tel: 0161 817 2250
Fax: 0161 833 1635
Email: mark.wiggin@caritassalford.org.uk

Name and Address of the Registered Manager

Anthony Turner
Service Manager -Fostering
Cathedral Centre
3 Ford Street
Salford
M3 6DP

Tel: 0161 817 2250
Fax: 0161 833 1635

The overall responsibility of the service will rest with the Registered Manager and the Agency Decision Maker who has responsibility for approving all fostering applications following recommendations made by the Fostering Panel.

Legislative Framework

The standard of care provided by Caritas foster carers and the standard of service provided to foster carers by Caritas is guided by current child care legislation and conforms to the legislation and regulations outlined below:

- Fostering Service Regulations 2011
- National Minimum Standards 2011
- The Children Act 1989/2004
- The Human Rights Act 1998
- The United Nations Convention of the Rights of the Child
- The Care Standards Act 2000
- The Health and Safety Act 1974
- Care Planning, Placement and Case Review Regs 2010

The purpose of the service is to provide:

- Specialist Placements
- Emergency placements for children 0-18 years of age
- Short term placements
- Planned respite to children with disabilities
- Respite for children and young people within the Looked After Children system
- Long term placements providing stability for older children
- Parent and Child

The service aims to assist Local Authorities to provide a wider choice of placements reflecting the diverse needs of Looked After Children and young people. Placements are made available following appropriate matching considerations and completion of individual placement agreements.

For children and young people the fostering service will:

- Ensure that children's welfare is central to the fostering process
- Provide a range of placements to meet children's diverse needs
- Recognise each child's individuality, uniqueness and heritage and to provide for this in our placements
- Focus on delivery in achieving for children the five outcomes of *Every Child Matters*. This will include promoting and improving the child's health, keeping them safe, helping children enjoy and achieve, contribute positively to decisions about their lives and achieve economic well-being
- Make sure sibling groups remain together wherever possible
- Support the placement and co-operate with all other agencies involved with the child

For carers and potential carers we will:

- Strive to acknowledge the diversity of individuals wishing to foster and will aim our recruitment to encourage more foster carers from all groups in society
- Recruit, train and assess applicants in accordance with and above the minimum standards
- Provide support, supervision and ongoing training to carers to carry out the fostering task
- Consult with carers, children and young people about the development of the service
- Provide financial support to cover all the costs of caring for foster children and identify the element, which is payment for skills.

Recruitment, Training, Assessment, Approval and Post-Approval Processes for Foster Carers

Caritas recruits foster carers from a wide geographical area. Recruitment is via advertising in local media, word of mouth and through our website and Diocesan structures. Newspaper adverts and outdoor advertising is also used routinely.

All carers undertake pre-approval training using a combination of Fostering Network 'Skills to Foster' and other relevant training materials for both groups of foster carers. Applicants undergo an intensive assessment by a qualified social worker; statutory checks and DBS checks are obtained and medical assessments undertaken.

The assessment process is thorough. Caritas uses the most recent assessment reports, which are then presented to the agency's fostering panel. The Panel is constituted in accordance with Fostering Service Regulation 2011. The Panel meet the prospective carer(s) and the assessing social worker and make recommendations to the Agency Decision Maker. The approval process can be found in the Fostering Policies and Carer Handbook and includes processes for termination of approval and an appeal procedure including applicants' right to use the Independent Review Mechanism. Post approval induction is delivered following approval and new recruits then join the established training and support groups and register to begin completion of the TSDS standards.

Process of Being Approved as a Foster Carer



Caritas will adhere to the timescales within the regulations - that all applications will be brought to Panel within 8 months of receipt of their application.

Supervision and Support of Foster Carers

The Fostering Team aims to enhance and support families in the task of providing consistently high quality care for young people. It aims to enable them to achieve harmonious living and positive relationships with the young people they care for and experience fostering as a rewarding activity.

The components of the service to support carers in their task are as follows:

- Comprehensive supervision and support of carers provided by social workers within the service
- Regular support groups
- Comprehensive Policies & Procedures to assist them in dealing with specific issues
- The sense of 'belonging' via social events
- Out of hours manager providing 24 hour telephone contact, including weekends and holidays, with urgent visits where necessary
- A system of fees and allowances, reviewed annually.
- There is on-going Investment in an active and ongoing training programme based on TSDS standards and a 12 month training event calendar
- Looked After Children participation, consultation and support groups
- Consultation opportunities for birth children and their inclusion in social activities
- Close liaison with placing Social Workers

Fostering Panel - Caritas Diocese of Salford:

The Panel meets up to 4 times a year and its membership is made up of social work professionals and Independent members who have a wide range of knowledge and expertise in a range of disciplines from health and law back-grounds and extensive fostering experience. Apart from its primary task of making recommendations on receipt of assessments, the Panel also has a role in monitoring the quality of the assessments presented to them and the management information collected about the Fostering Service. The Panel has been reformed in line with new regulations, a core membership supplemented with a central list of panel members. The Panel adviser and Panel Chair appraise panel members annually and training is provided for all core and central list members. The Agency Decision Maker considers all panel recommendations within 7 working days of the Panel meeting.

Foster Carers' Reviews:

In accordance with legislation, all foster carers and their households are reviewed annually, or sooner where significant changes have occurred. Carers, placing social workers, supervising social workers and, where possible, children, contribute to the process. Carers' reviews are held either in the office or in the carers' home and are chaired by an Independent Reviewing Officer. First reviews are all referred to the Fostering Panel 6 months following their approval (or at next available panel). The panel also maintains an overview of all foster carer reviews. All carers have access to the Complaints and Representations Policy and Procedures.

Support:

Caritas recognises the very valuable and often difficult task our carers undertake and we are aware from research and experience what makes placements work. Caritas is committed to providing a high level of support to carers through training, personal development and individual support to help them in the difficult and important work they undertake. It is recognised carers need support and help with difficulties which arise from the special demands of the fostering role and also in connection with the care of particular children.

Carers will receive monthly supervision. These supervision visits are recorded and signed by both the Foster Carer and Supervising Social Worker. Further support visits are completed in line with placement progress and the needs of both the foster carer and children and young people in placement.

Caritas fostering also offers an out of hour's service for foster carers, seven days a week, 365 days a year. Qualified social workers staff this out of hours support service.

Caritas fostering as a minimum requirement and within a twelve-month period will complete one unannounced visit on foster carer's households, unless individual circumstances suggest that more frequent unannounced visits are necessary.

Unannounced visits' to carers who have no children and young people in placement will be completed at the discretion of the Supervising Social Worker and in discussion with the Registered Manager.

Openness and treating carers as partners, combined with a professional approach, are imperative to ensuring placement success. Caritas is committed to a considerable investment in our foster carers both in financial and moral terms. Each carer will have a named worker and all carers are given comprehensive written information, which outlines their responsibilities and entitlements. This includes relevant procedures, in particular Safeguarding and Child Protection, Health and Safety and Complaints Procedures. The out of hour's duty service is accessible to carers at all times outside normal office hours.

It is recognised that foster carers can be subject to allegations. Caritas is committed to training carers in 'safe care' both in preparation and in ongoing training. Caritas enrolls individual carers as members of Fostering Network, which provides legal advice in the rare instances where this may be needed and retains the service of a local Independent agency to support carers if this arises.

Systems and processes to support carers through an investigation have been established to ensure that support and independent advocacy is available during such investigations and clear information about the outcome made available.

Training provided for Foster Carers:

Training is established during Preparation and Post Approval Training and this continues when carers are approved. An annual calendar is created listing all mandatory training, which is offered during the day and at alternative venues in the evening to ensure full participation.

Additional training is provided to enable carers to complete their Training and Development Standards (TSDS)

Regular training includes:

- Safeguarding, which includes Radicalisation
- Understanding Behaviour
- Substance Misuse
- Independence preparation
- Delegated responsibility
- Social networking/computer safety
- Equality & Diversity
- Record keeping and confidentiality
- Food hygiene/health & safety/fire training and first aid are all routinely updated
- Tax returns
- Medication Awareness & Administration

Caritas places significant emphasis on training of its foster carers to equip them with the complexity of their fostering tasks and to ensure their continuous development.

Referral Process:

- The placing agency contacts Caritas with details of placement requested - this is usually via email through the North West Framework
- If a match is identified following consultation with carer and relevant LA, details of the resource available will be provided to the team/agency seeking the placement
- Detailed information is shared with the proposed carers when the decision is made to proceed and the social worker assists with facilitating the placement
- Arrangements regarding funding service to be provided are confirmed prior to introductions

Placement Planning:

Matching principles and the matching procedure will be applied in all placements. Local Authorities will wish to give final approval to long term placements by presentation at the Local Authority's Fostering Panel and Caritas will contribute to this process by presenting details of potential carers.

If formal matching processes lead to a decision to place, a planning meeting will be held and a placement agreement formulated between the placing agency and Caritas.

It will be important for the young person to be prepared for the proposed placement and to receive information about the placement in advance. Information about prospective carers and photographs are sent electronically to placing social workers to prepare children and ensure that they feel fully involved in the matching process from the outset. Consideration is given to support needs, both for the young person and the proposed carers. This will be included in the initial planning and details clarified and agreed so far as is possible.

Plans should be in place to ensure that the young person always has access to independent support and advice. They will be given details of Caritas' Complaints Procedure, Local Authority Children's Rights Service Complaints Procedure and Ofsted.

Young People Reviews/Planning Meetings and Consultation:

Caritas Diocese of Salford is committed to promoting a children's rights culture. This should be a theme running through all aspects of a young person's care and young people will be encouraged to express wishes and feelings, to make comments and valid contributions, to ask for help and to participate meaningfully in planning their own future and care.

Following the initial admission meeting/statutory review (one-month) the next review will take place within a three-month period and subsequently every six months thereafter. Statutory reviews will be chaired by the Independent Reviewing Officer from the placing Local Authority to agree plans and time-scales. Foster carers if required will be asked to complete a consultation document for such reviews.

All children of an appropriate age resident in foster placements will be actively encouraged to attend all meetings and reviews and be involved in planning for their own futures. Carers will support children in completing any documentation requested by the Local Authority for their review.

Planning should encompass:

- the Placement Plan to set down agreed time limits for agreed aims and objectives;
- planning meetings to assess the Placement Plan, address all relevant issues and initiate change if necessary;
- LAC reviews to look at the overall strategy of the Placement Plan and to formalise any major changes.

Recent legislation has identified ways in which authority can be delegated to foster carers for decisions affecting their foster children. The areas to be delegated are agreed at the aforementioned meetings and reviews.

All children and young people placed within Caritas fostering, will be seen individually as a minimum twice within a 12-month period by the foster carers supervising social worker. The SSW will also support children and young people to complete feedback forms as part of the foster carer review process.

Conflict Management, Care and Control:

It is our firm belief that it is more important to create an atmosphere in which positive behaviour is encouraged through praise and rewards, than to concentrate on dealing with negative behaviour through the imposition of consequences. Clearly, however there is a place for consequences in addressing and changing unacceptable and inappropriate behaviour and examples are:

- Restriction or withdrawal of outings and leisure activities
- The imposition of extra tasks that should always be positive and as productive as possible
- In the event of children stealing or committing deliberate damage it should be expected that they contribute to repair or replacement through a reduction in their pocket money each week of a maximum of two thirds of the full amount
- Confiscation of a potentially dangerous or seriously undesirable article or substance - to be returned when it is deemed to be neither dangerous nor undesirable
- An apology to anyone who has been verbally abused or physically hurt
- Restriction on television/computer/electronic games or leisure activities.

All behaviour management strategies used when dealing with unacceptable or inappropriate behaviour will be discussed and recorded with the carers' supervising social workers within supervision. Whilst it is hoped that children will gain appropriate levels of self-control and responsibility there will be occasions when children will struggle to manage their behaviour. Carers will be trained in techniques of distraction, diffusion and de-escalation and helped to consider potentially dangerous situations in advance of these occurring in order to have strategies planned.

Physical interventions including the restraint of children and young people can only be justified within a context in which children are offered positive care that meets their individual needs and respects their personal integrity. Physical restraint should only be employed in order to prevent harm to the child or young person, or another person; or to prevent significant damage to property; or where it is part of an agreed placement plan. Any physical restraint must be reported to the service immediately and documented through the appropriate protocols.

Safeguarding:

Children looked after in foster care have the right to a high standard of protection from harm.

The handling of actual or suspected child abuse within any placement will accord with Safeguarding procedures of Caritas Diocese of Salford and those of the placing Agency. All foster carers and staff involved with the provision of care for children are trained to be alert to the possibility of abuse by other children, visitors and staff. The policies and managerial procedures of Caritas Diocese of Salford recognise this possibility and aim to prevent circumstances arising, which could encourage abuse.

Carers will be made aware of Caritas' Whistle Blowing Policy, Safeguarding Policy and Procedures and their role in safeguarding children through training, provision of policies and procedures and through supervisory visits.

The day-to-day monitoring of children's actions and behaviour is part of the normal supervision/managerial process. There is an expectation within the service that wherever there are concerns about a child the foster carer(s) will record them accurately and in detail.

Health:

Upon placement, all children will be registered with the local medical, dental and optical practices with consideration given to individual choice, where appropriate.

All children will be accompanied to appointments unless this is contrary to a young person's wishes when it will be noted by the supervising social worker. If parents or other relevant adults wish to attend as well and this is part of the child's Placement Plan, this will be facilitated wherever possible.

Health education will be an integral part of the work undertaken in an attempt to promote the well-being of each child.

All medication prescribed or not, will, for safety and security reasons, be placed in an appropriately marked and locked storage space. This will be administered under guidelines given by the doctor concerned and a written record of this will be maintained.

Health and safety issues are addressed with individual foster families during the training and assessment process and this is monitored and revisited in supervision, by foster carer reviewing process and by routine training.

Education:

Education is highly valued by Caritas and within the Fostering Service; every effort is made to continue children's education at the same school when they are placed with a foster carer from this agency.

Support with homework, out of school activities, attendance at Parents' Evenings are an expectation placed upon carers.

Caritas uses the services of an education consultant to provide training to carers and to support specific placements as required.

Family Contact:

Every effort is made to sustain and create links with birth families and those connected with them where there is a legal requirement under Section 34 of the Children Act 1989 and where this is seen to be both beneficial and desirable for the child.

The purpose of contact with families is to sustain important relationships and promote social and cultural identity. Positive contact can also assist in providing an understanding of the present placement and keep open the options for family relationships in later life. Any family contact undertaken will be agreed via care planning and in consultation with the social worker.

The venue for contact and the level of involvement/facilitation by the foster carer will have been specified clearly at the planning stage and any contingencies and/or risk assessments put in place at that stage.

Where face-to-face contact with family members and those connected with the children is not possible or appropriate, they will also be encouraged and enabled by the foster carers to exchange letters and photographs and to make and receive telephone calls in private, if required.

Religion:

The Children Act 1989 Regulations requires "*that each child, as far as is practicable, have the opportunity to attend such religious services and receive such instructions as are appropriate to the religious persuasion to which the child may belong*". In line with this children are encouraged to practise their particular faith and are supported in doing so.

Details of a child's particular faith will be asked for at the referral stage. Matching details will also be specified at the referral stage and will be discussed and planned during introductions.

Fostering Service Staff:

Staff will receive a thorough and comprehensive introduction to the work of Caritas Diocese of Salford and specifically to the work of the fostering agency on appointment.

This induction is followed with formal planned individual supervision on at least a monthly basis with informal supervision available on request. Training needs are identified in supervision and through annual appraisal.

Training is arranged both in-house through staff development and through accessing external courses. The HR Dept maintains records of all training.

Register of Staff:

EMPLOYEE NAME	START DATE	QUALIFICATIONS	EXPERIENCE
Registered Manager TURNER Anthony	24/04/2017	Diploma in Health and Social Care (Dipsw) Open University NVQ 4 Care Management Services PQ1 Post Qualifying Award in Social work NEBSM Certificate in Supervisory Management	Anthony qualified in Social work in 2003. Prior to this Anthony worked in a Local Authority residential service and spent time working in a Child Initial Assessment team. Anthony has worked in 2 other Independent Fostering agencies. Roles have included Supervising Social Worker through to Registered Manager, Quality Assurance Manager and Operations Manager.
RABY Neil Supervising Social Worker	29/6/2015	Diploma in Social Work NVQ 5 Operational management in process	Neil has worked in social care as a residential social worker, field social worker and Supervising social worker Fostering prior to taking up this position in June 2015
CLARKE, Clare Supervising Social Worker	04/05/10	Diploma in Social Work 1995 NVQ 4 Diploma in Residential Management 2005 NVQ 5 Diploma in Management 2012	1995: Qualified as a social worker. Experience in various residential care settings, which include Manager of Short-Break Residential Service 2001 - 2006 2006: Social Worker: Children with Disabilities Team, Rochdale. 2006 -2010 Independent Fostering SW. Has been in current post since 2012.

Courtney Lorraine Agency Decision Maker	05/11/2001	MA In Sociology, CQSW and NVQ 5 in Business Management.	Lorraine has worked in several Local Authority settings, Children's services and Adoption and Fostering.
SADLER Rachel Administrative Officer	01/03/18	BSc Physiology	Rachel has worked in various administration / customer service roles and joined Caritas in March 2018

Complaints and Representations Procedures:

Caritas Diocese of Salford, in accordance with its Christian-based mission and value statement, seeks in all its work to treat each person with respect, dignity and in a professional manner recognising that, it has a responsibility to ensure a competent standard of service to all individuals and groups to whom the service is offered. Caritas accepts fully that such a service should be open to scrutiny. All complaints are dealt with as quickly as possible and unless exceptional circumstances exist, will adhere to the timescales outlined in the policy and procedures. The manager monitors and records all complaints and their outcomes. Applicants will be provided with written information about the Complaints Procedures of Caritas Diocese of Salford. Likewise all children and young people who are of an appropriate age and understanding are given information on the children's complaints procedure.

Complaints should be addressed to:

Sue McVeigh
HR & Business Support Manager / Representations and Complaints Manager
Caritas Diocese of Salford
Cathedral Centre
3 Ford Street
Salford
M3 6DP

Tel: 0161 817 2250
Fax: 0161 833 1635
Email: sue.mcveigh@caritassalford.org.uk

Service users may also make representations to:

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Telephone: 0300 1231231
Email: enquiries@ofsted.gov.uk
Web: www.ofsted.gov.uk

Conclusion:

Caritas Diocese of Salford and its previous charity has a long tradition of providing services to children who have experienced the loss of their own family either temporarily or permanently. Caritas Diocese of Salford also has a proud history of providing life-enriching experiences for children with special needs. All our work, past and present, is based on our fundamental belief in the worth and dignity of every individual and the right of children to reach their full potential emotionally, physically and spiritually. This belief is based on our Christian values as a faith-based organisation seeking to meet the needs of children and families.

Signature

Service Manager- Anthony Turner

A handwritten signature in black ink, appearing to read 'A Turner', with a long horizontal flourish extending to the right.

Date 08/11/17

Signature

Chief Executive Officer- Mark Wiggin

A handwritten signature in black ink, clearly legible as 'Mark Wiggin'.

Date 08/11/17