#### **EXEMPTION**

# From usual Fostering Limit

#### **FLOW CHART**

Fostering Social worker to complete Exemption Request Form and e-mail within 24 hours of request to Fostering Services Manager (In their absence forward to Head of Service)

#### **CARER IN SOLIHULL**

Fostering Service Manager or HOS completes section for decision and then

e-mail decision to

fosteringadmin@solihull.gov.uk

for action

Administrator to e-mail Exemption form to supervising social worker with actions to be undertaken

Administrator to e-mail Exemption with manager's decision to Panel Admin for information

Administrator to send letter and certificate to Foster Carer

Administrator to save letter and certificate in Foster Carer electronic file

Administrator to up-date spread sheet

Administrator to send to ATM to check with supervising social worker to confirm current situation

Admin to forward spread sheet to ATMs

ATM to complete the ATM section on the spread sheet and send to Administrator who will collate the data at end of each month

### Outcome Analysis

Team Manager to present Quarterly Scorecard at Management Meeting

Share with Head of Service 6 monthly

## **CARER OUT OF AREA**

Administrator to send letter and certificate to appropriate Local Authority for approval.

Chase up if needed