

## Referral Process for Stage 1 – Connected People Assessments

<u>Who's responsible?</u>	<u>TASK</u>	<u>FORM</u>	<u>Timescales</u>
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Childs social worker	Child's social worker asks parents for possible family members (letter has 4 options on however may be more?) Genogram / Family Tree to be completed.	Proposed Family and Friends options letter (C.P.I)	As soon as decision made that possible alternative options are required.
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Childs social worker	Letter to applicant has all information in this and includes Part A of current viability assessment (basic data about family?) , and eligibility criteria. Also asks for names of any other family members that could care for child to pass details to social worker.	Letter to applicant with all details part A, Eligibility area included (CP2)	1 day following options being given
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Childs social worker	Response back Yes/ No from applicant.  If not assessing them - letter to be sent by CIN team to applicant stating reasons. (Include these in Social work Statement )	Screening Tool (tri.x please link to Screening tool eligibility in new files) social worker to make recommendation and agreed by ATM (CP3)  Letter refusing to undertake full assessment and reasons (CP4)	1 day following options being given
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Consider Family Meeting  
Invite Fostering

CIN Admin	CIN admin enter all positive applicants onto care first and link in Relationships to child, and send Activity to Fostering Duty on care first. (All assessment documents re. child to be emailed to fostering Duty inbox/ or on Care Assess? LPM minutes)		
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<b>Fostering Duty</b>	Fostering Duty inform via email to Fostering Team Manager to allocate to Fostering social worker. CC Admin to update spreadsheet.		Within 24 hours
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**Consider Family meeting at each stage.**  
CIN team to organise and invite fostering team



<b>Child's Social Worker and Fostering social Worker</b>	Referral telephone conversation held between Child's social worker and social worker undertaking stage 1		Within 3 Working Days
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<b>Fostering Social Worker</b>	Stage 1 assessment undertaken- see table of tasks. Form C will be used.	Form C	Completed by 15 working days
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<b>Childs social worker</b>	Child's Social Worker to Complete Part B	Form C Part B	Completed by 15 working days
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Fostering social worker and TM	Analysis and recommendation/ Supervision. – signed off by Fostering TM in consultation with Child’s Social worker / ATM?		Within 48 hours
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Fostering social Worker	Report goes to HoS for approval/ decision <b>only</b> if borderline or <u>No</u>	Stage 1 Report Complete if borderline or negative needs approval division (CP5)	Within 48 hours
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Fostering Social Worker	If negative- applicant informed –Report Given to Applicant – and personalized standard letter sent.  Provide Legal with report if appropriate.	Rejection Letter to applicant (CP6)	
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Fostering Social Worker	If positive recommendation- <b>Moves to stage 2 assessment</b>	Form C	Completed by 10 Weeks from decision made at stage 1
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Fostering social worker and Child’s social worker. TM if needed.	Midway meeting to decide if SGO or F and F assessment. <b>If negative need Brief Report to Panel.</b>	Form C (Brief report to be sent to Panel) (CP7)	If plan for permanence the IRO and Child’s TM need to confirm plan.
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Fostering social worker and Childs social worker to attend	Fostering Panel- see Fostering panel procedures	Form C and supporting documents send to panel admin	
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	Court	Form C to be sent to Court via legal	
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