



Guidance for Foster Carers: Completing a Strengths and Difficulties Questionnaire (SDQ) for a child in your care

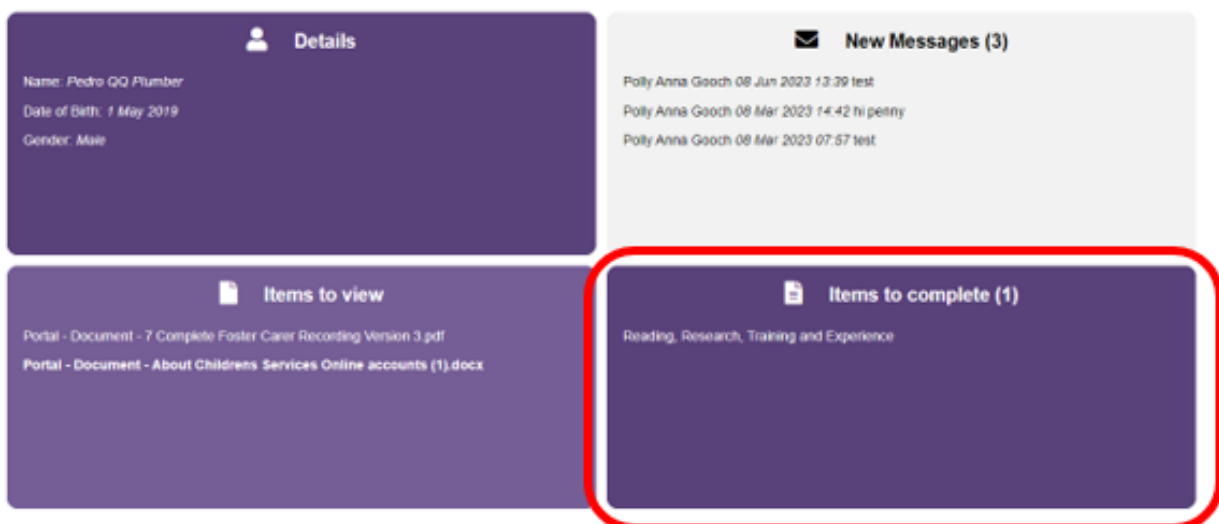
Opening the SDQ

1. When you have been sent an SDQ Form to complete, you will receive an email titled 'New Children's Services form section'
2. The email will contain a link you can use to access your Portal. You may also login to your Portal account as you normally would, without using the link provided in the email

Note: The emails you receive do not contain personally identifiable information for data protection purposes, so you will not know if an email advising of there being a form/form section to complete is for a child you are looking after or yourself. It will only be if an SDQ is due that the form will be within the child's account, so if there are no new forms in the account, please ensure you then look in the accounts for any children you look after.

3. From your Portal dashboard page, select the 'Items to complete' tile

Account Dashboard



The screenshot shows the Account Dashboard with the following tiles:

- Details:** Name: Pedro QQ Plumber, Date of Birth: 1 May 2019, Gender: Male
- New Messages (3):** Polly Anna Gooch 08 Jun 2023 13:29 test, Polly Anna Gooch 08 Mar 2023 14:42 hi penny, Polly Anna Gooch 08 Mar 2023 07:57 test
- Items to view:** Portal - Document - 7 Complete Foster Carer Recording Version 3.pdf, Portal - Document - About Childrens Services Online accounts (1).docx
- Items to complete (1):** Reading, Research, Training and Experience

- You will be taken through to the full 'Items to complete' page, containing all forms which have been sent to you that you have not yet completed. You should be able to see the form titled 'Strengths and Difficulties Questionnaire'. Select the form to open it.
- The first page of the form is to advise you of the process, and it is important that you read it when completing the form for the first time:

Form

Please complete the form

1 Introduction to Strengths & Difficulties Questionnaire (SDQ)

- Strengths and Difficulties Questionnaire Page 1
- Strengths and Difficulties Questionnaire Page 2
- Completion date
- Supporting Documents

Name: Maggie QQ May **DOB:** 01-Jan-2017
Address: 10 Acorn Way, Dereham, NR19 2SP
Form Type: Strengths and Difficulties Questionnaire

Required By: No due date specified
Sent By: Allison Everitt
Department: Childrens Business Support Team
Telephone: 01603 222673
Address: Childrens Business Support Team
 County Hall, Martineau Lane, Norwich
 NR1 2DH

INTRODUCTION TO STRENGTHS & DIFFICULTIES QUESTIONNAIRE (SDQ)

As you are probably aware, local authorities have to ensure that primary carers annually complete the SDQ about their looked after child/ren (LAC). Completion of the questionnaire is a legal requirement.

The questionnaire must be completed by no later than one month after receipt of this form, unless there are very exceptional circumstances. If you are unsure whether an exception applies, please discuss this with your looked after child's social worker. The exception categories that could apply are: -

- + You refuse to complete the questionnaire
- + Child refuses to allow the SDQ to be completed
- + Child has severe disabilities
- + Other

In such cases the reason must be given on the form and it should still be submitted. The local authority has to record information on all looked after children in the cohort. If you are caring for a child who has only recently been placed and you do not feel able to fill in the questionnaire, you should contact their social worker to discuss this so that arrangements can be made for its completion.

The child/ren you care for should be aware that you are completing the SDQ and why. However, you should use your discretion and knowledge of the child in relation to this. The child's social worker should also discuss the SDQ completion with them, again at their discretion.

Once the questionnaire is received it will be processed and a score will be calculated, which will be placed on the child's Norfolk County Council record. The child's social worker will provide feedback to you and the looked after child as well as consider what further steps, if any, need to be taken.

Please click here for some [Frequently Asked Questions \(FAQs\)](#) which may help answer any queries you have. If you still have any unanswered queries, please direct these in the first instance to the social worker for the child. If an alternative language version of the SDQ is required, please contact Business Support, on 01603 222286 / 228958 / 638168.

You do not need to use the "upload document" option in the Supporting Documents section as you can provide any additional information you need to, in the form itself.

Please be aware that when you submit your form you will not get a message on the screen, but an email will be sent to confirm that the form has been sent successfully.

We look forward to receiving the completed questionnaire shortly.

Next →

- Go to the next page

Page 1

Form

Please complete the form

- 1 Introduction to Strengths & Difficulties Questionnaire (SDQ)
- 2 Strengths and Difficulties Questionnaire Page 1**
- 3 Strengths and Difficulties Questionnaire Page 2
- 4 Completion date
- 5 Supporting Documents

Name: Maggie QQ May	DOB: 01-Jan-2017	Required By: No due date specified
Address: 10 Acorn Way, Dereham, NR19 25P		Sent By: Allison Everitt
Form Type: Strengths and Difficulties Questionnaire		Department: Childrens Business Support Team
		Telephone: 01603 222673
		Address: Childrens Business Support Team County Hall, Martineau Lane, Norwich NR1 2DH

STRENGTHS AND DIFFICULTIES QUESTIONNAIRE PAGE 1

Form Start Date *	<input type="text" value="07-10-2019"/>			
Are there any very exceptional circumstances why a Strengths and Difficulties Questionnaire cannot be completed *	<input type="text"/>			
← Previous	Next →			
<input type="button" value="Print"/>	<input type="button" value="PDF"/>	<input type="button" value="Close"/>	<input type="button" value="Save"/>	<input type="button" value="Submit Contribution"/>

Note: The 'Form Start Date' is already populated and cannot be amended by you.

If you have any exceptional circumstances:

1. select 'Yes' from the picklist.

Note: Selecting 'Yes' will mean that Page 2 of the Questionnaire is no longer visible.

2. You will see a further question asking the reason. Select the relevant option from the picklist and you will get a 'Please give details' box, which you must complete.
3. Select 'Next' and you will then go to the 'Completion date' page and the date has to be entered before you can press the 'Submit Contribution' button.
4. You will not get a message on screen to confirm the form has been sent, but you will receive a confirmation email.

If you do not have any exceptional circumstances:

1. Select 'No' from the picklist.
2. The SDQ form questions then appear below on the same page. All the questions must be answered to the best of your knowledge as explained in the form:

Form


Please complete the form

- 1 Introduction to Strengths & Difficulties Questionnaire (SDQ)
- 2 Strengths and Difficulties Questionnaire Page 1**
- 3 Strengths and Difficulties Questionnaire Page 2
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Form Type: Strengths and Difficulties Questionnaire

Required By: No due date specified
Sent By: Allison Everitt
Department: Childrens Business Support Team
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County Hall, Martineau Lane, Norwich
NR1 2DH

STRENGTHS AND DIFFICULTIES QUESTIONNAIRE PAGE 1

Form Start Date * 07-10-2019 

Are there any very exceptional circumstances why a Strengths and Difficulties Questionnaire cannot be completed *

For each item below, please select; Not True, Somewhat True or Certainly True. You need to answer all of the questions as best as you can even if you are not absolutely certain. Please give your answers on the basis of the child's behaviour over the last six months.

Considerate of other people's feelings *

Restless, overactive, cannot stay still for long *

Often complains of headaches, stomach-aches or sickness *

Shares readily with other children (treats, toys, pencils etc.) *

Often has temper tantrums or hot tempers *

Rather solitary, tends to play alone *

Generally obedient, usually does what adults request *

Many worries, often seems worried *

3. You can only go onto 'Strengths and Difficulties Questionnaire Page 2' once you have entered an answer in each of the SDQ form questions.

Page 2

1. Again, complete the questions on this page to the best of your ability, then select 'Next'

- 1 Introduction to Strengths & Difficulties Questionnaire (SDQ)
- 2 Strengths and Difficulties Questionnaire Page 1
- 3 Strengths and Difficulties Questionnaire Page 2**
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STRENGTHS AND DIFFICULTIES QUESTIONNAIRE PAGE 2

Overall, do you think that this child has difficulties in one or more of the following areas: emotions, concentration, behaviour or being able to get on with other people?

If you have answered "Yes", please answer the following questions about these difficulties:

+ How long have these difficulties been present?

+ Do the difficulties upset or distress this child?

+ Do the difficulties interfere with this child's everyday life in the following areas:

HOME LIFE

FRIENDSHIPS

CLASSROOM LEARNING

LEISURE ACTIVITIES

+ Do the difficulties put a burden on you or the family as a whole?

Relation to Child

[← Previous](#)

[Next →](#)

- [Print](#)
- [PDF](#)
- [Close](#)
- [Save](#)
- [Submit Contribution](#)

Completion Date

1. On the 'Completion date' page enter the date and select the 'Submit Contribution' button.
2. You will not get a message on screen to confirm the form has been sent, but you will receive a confirmation email.