



Guidance for Foster Carers: Completing a Foster Carer Review form using Children's Services Online

The Foster Carer Review form is broken up into various sections and your worker may send them to you to complete either as a whole or in stages. The procedure shown here is the process your Supervising Social Worker will most likely follow but their process may differ from this guidance

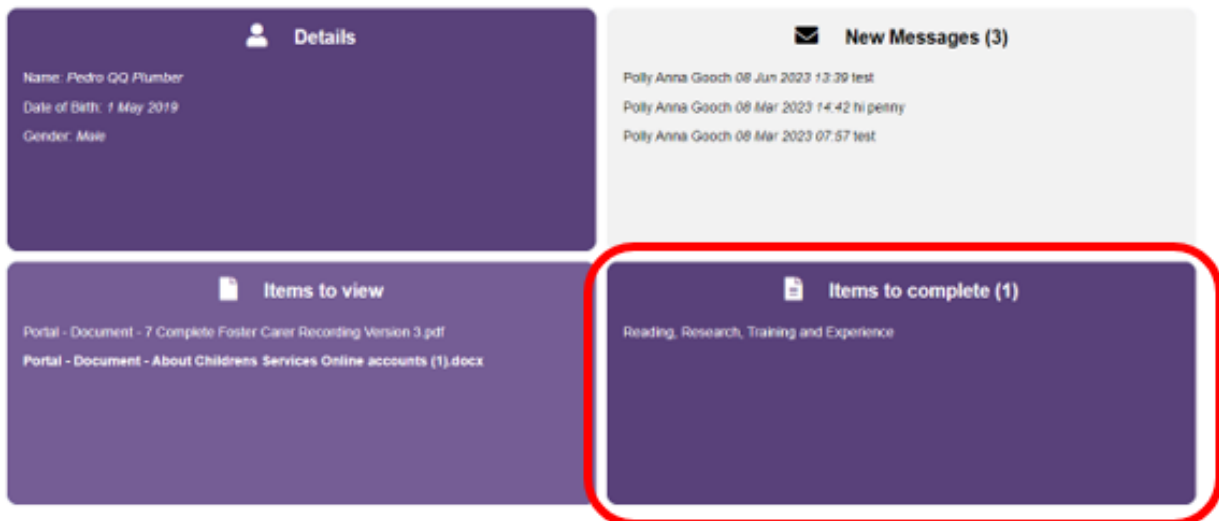
How you will know your worker has sent the Foster Carer Review Form

1. You will receive a 'New Children's Services form section' email. Select the link within it to be taken to your account login screen and then login to your account. Navigate to your own account, not that of any of the children you care for

Opening the form

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

Account Dashboard



The screenshot shows the Account Dashboard with the following content:

- Details:** Name: Pedro QQ Plumber, Date of Birth: 1 May 2019, Gender: Male
- New Messages (3):** Polly Anna Gooch 08 Jun 2023 13:39 test, Polly Anna Gooch 08 Mar 2023 14:42 hi polly, 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

2. 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.
3. There will be a '*Foster Carer Review*' form for you to complete. Select it to open the form

Norfolk County Council My account -

Home Children and families Children's Services Online Documents

Account Documents

Account/s
Dashboard
Details
Support network
Documents
Messages

This page contains any forms that have been sent to you to complete. It may also contain documents from your Children's Services record.

Barney QQ Bear's Forms

Form Type
1 Foster Carer Review Form

Retracted Forms (Last 30 days)

Form Type	Retraction Date
Foster Carer Review Form	27 Aug 2019
Adopters Workbook	09 Aug 2019
Fostering Register of Interest Part 1	07 Aug 2019

Completing the form – Part 1

1. Initially your Supervising Social Worker will send you two sections to complete:
 - ▶ Comments from the foster carer(s)
 - ▶ Charges and Convictions
2. When completing the '*Comments from the foster carer(s)*' section, please read the text in blue about the comments to include, which should help you fill in the relevant sections

Form

Please complete the form

1 Comments from the foster carer(s)

2 Charges and Convictions

3 Supporting Documents

Name: Barney QQ Bear **DOB:** 01-Jan-1980
Address: Moon baase alpha , NR1 2DH
Form Type: Foster Carer Review Form

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

COMMENTS FROM THE FOSTER CARER(S)

Include any comments relating to:-
Support offered and the relationship with the Supervising Worker;
Support offered and relationship with child(ren)'s Social/Family Support Workers;
Financial matters;
Relationship with child(ren) placed and their families:
Achievements (Things that have gone well):
Difficulties (include problems that you have resolved) :
Effects on self and family:
Future involvement in caring:
Any comments regarding Training since last Review:
Changes in family circumstances (including employment/health issues/bereavement/children leaving home etc.)
Accommodation (number of bedrooms available for placements, changes in last year etc):
Any other comments:

What is going well?

What is going well?

What are you worried about?

What are you worried about?

What needs to happen next?

What needs to happen next?

Other Information

Other Information |

3. When completing the 'Charges and Convictions' section, if you select 'No' to either question you will see a statement:
- ▶ 'By answering 'No', I am confirming that no one in my household has been charged with or convicted of any offence since the last review'
 - ▶ 'By answering 'No', I am confirming that no one in my household has received a caution since the last review'

If you select 'Yes' you will be asked to provide further details in another box

Form

Please complete the form

- 1 Comments from the foster carer(s)
- 2 Charges and Convictions**
- 3 Supporting Documents

Name: Barney QQ Bear **DOB:** 01-Jan-1980
Address: Moon baase alpha , NR1 2DH
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Required By: No due date specified
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CHARGES AND CONVICTIONS

Charges and Convictions

Has anyone in the carers household been charged with or convicted of any offence since the last review.

Please give details

Please give details

Has anyone received a caution

Please give details

Please give details

← Previous

Next →

4. When you have recorded all that you want to at this time select '*Submit Contribution*'
5. You will not see any on-screen message confirming the form has been submitted but you will receive a confirmation email
6. When your Supervising Social Worker receives these completed sections back, they will then complete the rest of the Foster Carer Review form, including:
 - ▶ Review Details
 - ▶ Placement Progress
 - ▶ Foster Family Learning and Development Plan in the CPD section (should already be completed)
 - ▶ Valuing Care Foster Family Skills Measurement Tool

Completing the form – Part 2

1. Once the form is completed, your Supervising Social Worker will send it back to you via Children's Services Online, including the sections you previously completed, to check and sign off
2. As a foster carer you can only amend the sections which are available to you as detailed below:

- ▶ Comments from the foster carer(s)
- ▶ Review details – ‘Please identify any additional support needs’ field
- ▶ Charges and Convictions
- ▶ Declaration

The rest of the form contains information entered by your worker and cannot be changed

3. Follow the process as detailed above to open the form

Make sure that you have completed all the sections

4. In the ‘*Declaration*’ section you record whether you agree with what has been recorded by your Supervising Social Worker

5. If you select ‘No’: If you have any issues with the content, select ‘No’

The screenshot shows a web form interface. On the left is a vertical sidebar with steps 1 through 9. Step 8, 'Declaration', is highlighted with a dark blue bar. The main content area is divided into sections. At the top, a light blue box contains details for the carer (Barney QJ Bear, DOB: 01-Jan-1980) and the worker (Alison Everitt, Childrens Business Support Team). Below this is the 'DECLARATION' section with the text 'I have read this form and agree with the comments.' and two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and circled in red. Below the radio buttons is a smaller line of text: 'If this is a joint review, if you select 'Yes', you are confirming that both parties have reviewed the form and agree with the contents'. At the bottom of the declaration section is a text input field labeled 'Please give details *'. At the very bottom of the form are navigation buttons: 'Previous', 'Next', 'Print', 'PDF', 'Close', 'Save', and 'Submit Contribution'.

You must then explain why you do not agree in the ‘*Please give details*’ box. This is so that your worker can contact you to discuss the issues and amend the form as appropriate

The ‘*Declaration*’ section has to be completed before you can select ‘*Submit Contribution*’ which is how you send the form back to your worker.

You do not get a message on screen to confirm the form has been sent, but you will receive a confirmation email

Your Supervising Social Worker will discuss the form with you. If your reasons for disagreeing with the information are resolved, then they will amend the form if necessary and send it back to you. Follow ‘[Completing the Form – Part 2](#)’ again and then continue with the process below. If your reasons are not resolved then the worker will not send it back to you but will record your comments and finish the form.

6. If you select ‘Yes’: If you are happy with the contents of the form, select ‘Yes’ then ‘*Submit Contribution*’

Form

Please complete the form

- 1 Comments from the foster carer(s)
- 2 Review details
- 3 Household Composition
- 4 Placement Progress
- 5 Continuous Professional Development
- 6 Valuing Care Foster Family Skills Measurement Tool
- 7 Charges and Convictions
- 8 Declaration**
- 9 Supporting Documents

Name: Barney QQ Bear **DOB:** 01-Jan-1980
Address: Moon base alpha , NR1 2DH
Form Type: Foster Carer Review Form

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

DECLARATION

I have read this form and agree with the comments. Yes No

If this is a joint review, if you select 'Yes', you are confirming that both parties have reviewed the form and agree with the comments.

← Previous Next →

Print PDF Close Save **Submit Contribution**

You do not get a message on screen to confirm the form has been sent, but you will receive a confirmation email

How to find a copy of the completed Foster Carer Review Form

1. Once the form has been agreed, your Supervising Social Worker will send you a copy. You will receive a 'New Document' email
2. Use the link to login to your account and navigate to your own dashboard, not that of any children you care for
3. The published completed Foster Carer Review form is on the 'Items to view' page of your account.

Account Dashboard

Details

Name: Pedro QQ Plumber
Date of Birth: 1 May 2019
Gender: Male

New Messages (3)

Poly Anna Gooch 08 Jun 2023 13:39 test
Poly Anna Gooch 08 Mar 2023 14:42 hi penny
Poly 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

4. Select the completed Foster Carer Review form to open a PDF copy, which you can save to your device if required