# Recording by foster carers – Guidance for supervisors, children’s workers and carers

## Guidance for supervising social workers

Before approval, foster carers should be given access to Childrens Services Online (also referred to as the Portal).

As soon as possible after approval, the Assessing Social Worker and/Supervising Social Worker will take foster carer(s) through the induction checklist which contains documents and information that foster carer(s) will need, including the ‘Placement Health Log’ to record health and medical information.

As foster carer(s) will need to record information from the outset of the first placement, foster carer(s) should be advised to use Childrens Services Online to begin recording. The Supervising Social Worker will need to ensure the correct access has been provided.

The Supervising Social Worker will discuss Childrens Services Online with the foster carer(s) in supervision sessions and ensure the carer is making entries about the children/young people in their care.

In addition, foster carer(s) should be advised to keep a binder for each child/YP containing:

* ‘Placement Health Log’
* Plastic wallets for storage of photos, drawings or paintings by the child/YP, certificates, memorabilia etc.

Some foster carer(s) may have additional needs and require additional support to maintain records, and consideration should be given to how those needs can best be met during 1:1 supervision.

At each supervision session, the Supervising Social Worker will discuss the foster carer’s recording. Foster carer records will be valuable in preparation for a child/YP’s Looked After Review or other meetings and form part of the permanent record for the child/YP.