

JOB DESCRIPTION

Job Title:	Independent Qualified Social Worker - Form F Assessor
Responsible to:	Registered Manager
Location:	Regional
Responsible for (if Applicable):	N/A
Hours:	As required to complete assessment
Requirements:	An enhanced DBS Disclosure/Scotland Disclosure check is required for this post (cost met by company)

MAIN DUTIES

- To complete a full BAAF Form F assessment on prospective carers using Partnerships in Children's Services CHARMS system and the presentation of the completed Form F at the fostering Panel.
- To respect confidentiality. Keep all information in relation to applicants in a secure place throughout the assessment. Return all relevant information to Partnerships in Children's Services after the Panel.
- To use the Partnerships in Children's Services CHARMS system to log all visits, recordings of each area covered and all other contacts including telephone calls, letters etc. made in connection with the assessment.
- To take part in regular supervision and review of progress with the assessment supervisor, the number and frequency of these meetings will be agreed at the outset of the assessment on the Assessment Plan.

TASKS

1. Home Visits

- To set up home study appointments and visit on time. First visit to be undertaken in line with company standards/timescales.
- To carry out a minimum of 8 to 10 visits to include:
 - Joint applicants seen separately on at least one occasion;
 - Applicant's own children seen individually, dependant on age; It is important to evaluate their understanding of the need for self-protection.
 - Visits to referees – evaluate references in terms of guidance under Section C & D, Form F. It is important to get as full a picture as possible from the applicant's referees, as they form an important part of the assessment;
 - Visit other significant adults or family members, dependent on their involvements in the future plans to look after children, to evaluate their input and understanding of the task.

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2. **Assessment**

- To complete the Carer's Basic Information Form
- To assist with the process of obtaining checks and references
- To complete the assessment process using BAAF Form F for presentation of approval (including assembly of necessary checks and references.
- If any offences are shown by the DBS check assess the applicant's attitude to the offence and include an explanation in the Form F). A DBS risk assessment will need to be completed by the Assessor and the Assessment Supervisor and counter signed but the Registered Manager in order to proceed with the assessment.
- Include an assessment of Health and Safety. Include information on dogs and other pets and smoking. Ensure the relevant agency documents are completed.
- Ensure full details of previous fostering experience are discussed and evaluated in depth, and includes case studies of children placed.
- If applicants have not had previous fostering experience, their previous experience of children needs to be discussed and evaluated alongside their understanding of the fostering task.
- A critical evaluation of strengths and weaknesses in terms of parenting capacity is essential; evaluating what behaviours they have/can potentially handle, their understanding of sexual abuse and their ability/capacity for safe caring/self protection. Evidence this with specific examples where possible.
- Completion of competence assessment with gaps identified and ensure that competencies and assessment are cross referenced.
- Recommendation in terms of children to be placed should be specific in terms of age and number. The assessment should include the types of fostering i.e. short term, long term, and respite, emergency or bridging. The assessment should include reasons for this recommendation which should be assessed in relation to their previous fostering or related experience.
- Discuss options for interviewing/obtaining information from previous partners and adult children out of the home.
- Complete an Ecomap to illustrate applicants support network.
- Assist the applicants to complete a family Safe Caring Policy, this should be signed and dated by the applicants.
- All information should be critically analysed. The social work assessment is an important summary of your assessment, it should therefore be in depth, with reasons given for the recommendation you are making.
- Complete the BAAF Form F in draft. Proof read and only when you are happy with this, have it read by the Assessment Supervisor. Ensure you have completed all elements of each section.
- Take completed BAAF Form F to applicants for agreement and signature.
- Following the completion of the BAAF Form F, a pre-panel visit will be undertaken by the Registered Manager or another member of the team to help to develop the team's relationship with the potential carers and check how they feel the assessment process has gone. A report from this meeting may be presented to the Fostering Panel, although this is not a requirement.
- Meet deadline for submitting reports to the Fostering Panel. This date is agreed with the Assessment Supervisor when the assessment is allocated.
- Revisit the Panel process with applicants and ensure their attendance.
- Attend with the applicants and present the Form F to the Fostering Panel.

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3. **Child Protection**

- To be aware of the Agency Child Protection Guidelines and Safeguarding Procedures.
- To report promptly, following the guidelines, any incidents of child abuse to the Practice Manager and to the placing agency or proceed as agreed in the placement agreement if different.

4. **Complaints/Equal Opportunities**

- To be aware of the agency policies on anti-discriminatory practice and to demonstrate an understanding of these.
- To be aware of the agency complaints procedures.

5. To undertake any other duties of a similar nature and level of responsibility as may be required from time to time.

6. To be conversant with the work of the Company.

7. To practise and promote fair and equal treatment of colleagues, carers, children and customers at all times.

8. To ensure confidentiality is maintained at all times relating to work issues and within the duties of the post.

9. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.

10. PiCS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

This job description is not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility.