**1. Introduction:**

National Minimum Standards (2011)

STANDARD 26 – Records

Underpinning Legislation ‘Fostering Service Regulations’ (2011):

22 – Records with respect to fostering services

26 – Assessment of prospective foster parents

30 – Case records relating to foster carers and others

31 – Register of foster carers

32 – Retention and confidentiality of records

33 – Fostering agency ceasing to carry out fostering functions – notifications and records

 Outcome:

• Records are clear, up to date, stored securely and contribute to an understanding of the child’s life.

26.1) The fostering service has and implements a written policy that clarifies the purpose, format and content of information to be kept on the fostering service’s files, on the child’s files and on case files relating to foster carers.

26.2) Staff, volunteers, panel members and fostering households understand the nature of records maintained and follow the service’s policy for the keeping and retention of files, managing confidential information and access to files (including files removed from the premises). There is a system in place to monitor the quality and adequacy of record keeping and take action when needed.

26.3) Children and their parents understand the nature of records maintained and how to access them.

26.4) Information about individual children is kept confidential and only shared with those who have a legitimate and current need to know the information, and to those parts of a child’s record or other information that they need to know.

26.5) Entries in records, decisions and reasons for them, are legible, clearly expressed, non-stigmatising, distinguish between fact, opinion and third party information and are signed and dated.

26.6) Information about the child is recorded clearly and in a way which will be helpful to the child when they access their files now or in the future. Children are actively encouraged to read their files, other than necessarily confidential or third party information, and to correct errors and add personal statements.

**2.Policy:**

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| Where a child has been in a foster placement for less one month, the frequency of submission of daily recordings will be required to be completed daily.Where a child has been in a foster placement for over one month, the frequency of submission of daily recordings may be set at weekly intervals if agreed by both the foster carer, the SSW and the child’s social worker. Where a child has been in a foster placement for over one year, the frequency of submission of daily recordings may be set at monthly intervals if agreed by both the foster carer, the SSW and the child’s social worker. The agreed date of frequency must be recorded within the foster carer’s supervision record.The length of time a child has been in placement will always be the primary determination for the frequency of recording sheets being submitted by the foster carer with the following determinations being applied:

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| Within the first four weeks of placement commencing. | Daily recordings to be submitted |
| Within first twelve months of placement commencing. | Weekly recordings to be submitted |
| After twelve months of placement commencing. | Monthly recordings to be submitted |

There may be occasions where this schedule will need to be manipulated, for example, when consideration of a child’s foster placement may be in the court arena and so more frequent foster carer recordings may be requested by the children’s team to support the proceedings or where there is a significant consideration arising and so more frequent recordings will be requested for a prescribed period of time.Foster carer recordings in relation to ‘Parent and Child’ foster placements will always be required to be completed on a daily basis.Each foster carer recording should be considered against the ‘Signs of Safety’ model, namely:What is working well?What are we worried about?What needs to happen next?* And need to include consideration of:

Child’s health, culture, identity, education, leisure, and family contact arrangements - identifying any support needs. * Celebration of achievements.
* Scheduled meetings or appointments.
* Financial issues.

All foster carer recordings should be written to the child, with the Fostering Service providing training and guidance to foster carers as to how to record in this way. Where age appropriate, all children should be encouraged to read their foster carer’s daily recordings and understand what is being written about them, unless this is confidential or highly sensitive information.The foster carers’ daily recordings should identify any actions to be taken forward from the information recorded within the daily recordings (to include escalation and referral actions) and who is going to be responsible for these.Where information is recorded that meets the threshold for reporting to OFSTED under Schedule 6 ‘Matters to be monitored’ and Schedule 7 ‘Matters to be Notified’, this must also be reported to the Fostering Service directly through either the foster carer’s allocated SSW or utilising the duty 2 emergency foster carer support contact details as below and not left until submitted to the SSW for review:The Fostering Duty 2 number is **01604 365628.**  The Fostering duty 2 inbox email address is fosteringserviceduty2@nctrust.co.uk (Foster Carer emergency support) |

**Arrangements for the submission and sharing of the foster carer’s daily recordings:**

* Daily recording form to be completed by the foster carer in line with agreed frequency and shared by secure email (EGRESS) with the allocated SSW within five working days. Where foster carers are expected to complete daily recordings for a child, these can be shared on a weekly basis, i.e., in batches of 7 days of recording at a time.
* Confirmation of acceptance of the foster carer recordings to be sent back to the foster carer within two working days of the allocated SSW receiving these.
* Allocated SSW to review and progress any arising actions within the next three working days.
* Therefore, all daily recording forms should be uploaded to the child’s TEAMS folder within the Fostering Service and shared on email with the child’s allocated social worker within five working days of receipt into the Fostering Service.

References:

[Fostering Guidance - MASTER (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/192705/NMS_Fostering_Services.pdf)

[Fostering services: national minimum standards - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/fostering-services-national-minimum-standards)