



# **Kinship Care Procedures**

**March 2013**

## **Contents**

<b>Introduction</b>	<b>3</b>
<b>Informal Kinship Care</b>	<b>5</b>
1. Placements made by Parents, with Relatives	5
2. Placements made by Parents, with Friends or people not known to the child – (Private Fostering)	6
<b>Formal Kinship Care</b>	<b>7</b>
<b>Social Work Tasks – All Kinship Carers of Looked After Children Placements</b>	<b>7</b>
<b>Kinship Carers Assessment</b>	<b>8</b>
<b>Emergency placement</b>	<b>9</b>
<b>Multiple offers of care</b>	<b>10</b>
<b>Family Meetings</b>	<b>11</b>
<b>Placement Confirmation Meeting</b>	<b>12</b>
<b>Appeals</b>	<b>12</b>
<b>Written Agreement</b>	<b>13</b>
<b>Payment to Kinship Carers</b>	<b>14</b>
<b>Support to Kinship Carers</b>	<b>16</b>
<b>Looked After Child reviews</b>	<b>17</b>
<b>Review of Kinship Carers</b>	<b>18</b>
<b>Kinship and Permanency</b>	<b>19</b>
<b>Kinship Arrangements Not Approved</b>	<b>20</b>
<b>Complaints</b>	<b>21</b>
<b>Through Care &amp; After Care</b>	<b>22</b>
<b>Kinship Carer Records</b>	<b>23</b>
<b>Allegations against Kinship Carers</b>	<b>24</b>
<b>Appendix 1 – Application form and checks</b>	<b>25</b>
<b>Appendix 2 – 4 – Health</b>	<b>26</b>

## **Introduction**

The Scottish Governments Document '*Getting it Right For Every Child*' highlighted the need for professionals to work in partnership through more streamlined services to ensure better outcomes for children and families and ensure that they develop good means of information sharing. The subsequent document, *Getting it Right for every Child In Kinship and Foster Care* developed this theme by specifically including Kinship and Foster carers into the remit of those with whom social work agencies should work in partnership.

In defining Kinship Care the document highlights two broad categories of Kinship Care;

- a. Informal Kinship Care
- b. Formal Kinship Care

### **a. Informal Kinship Care**

Informal arrangements are those where the parents have made arrangements with family or friends to care for the child and there had been no prior social work concerns or involvement.

"For the majority of these children, any formal intervention by the local authority.....is neither required nor desirable and the arrangements in such cases could be seen as part of normal family and societal arrangements" (GIRFEC in Kinship & Foster Care - p10, para 27)

Some of these arrangements will come within Private Fostering arrangements – where people who are not close relatives care, and who have no prior connection with the child, care for them for more than 28 days. In such cases, the parents have a duty to report these situations to the local authority, which must inspect and monitor the arrangements.

Other of these arrangements may be section 11 Residence Orders. These would be kinship arrangements of non-looked after children.

- 1. Placements made by parents, with relatives
- 2. Placements made by parents, with friends or people unknown to the child - (Private Fostering)

### **b. Formal Kinship Care**

Formal arrangements are those where the local authority, Court, Children's Panel or Police have been involved in making the arrangements and the child would be deemed to be "Looked After." This would include:

- a) child subject to a *supervision requirement* (sec 70 of the Children (Scotland) Act 1995) requiring that they live away from home

- b) child placed by the local authority under sec 25 of the Children (Scotland) Act 1995 for up to 6 weeks
- c) Child subject to any other legal order that requires then to be looked after away from home.

Those persons which can be approved as a “Kinship Carer” under the *Looked After Children (Scotland) regulation 2009* are defined as:

- a person who is related to the child; or
- a person who is known to the child and with whom the child has a pre-existing relationship

(related is defined as “related to the child either by blood, marriage, marriage or civil partnership” [part V sec 10] LAC Reg. 2009)

1. The first part of the document is a title page. It contains the title of the report, the author's name, and the date of the report. The title is "The Impact of Climate Change on the Environment". The author is "John Doe". The date is "10/10/2023".

## **a. Informal Kinship Care**

### **1. Placements made by Parents, with Relatives**

Placements with relatives, when made by parents, do not require the Local Authority to undertake checks, beyond: -

An interview with the Carer. This is to: -

- (1) Establish that they are the relatives they claim to be.
- (2) Establish that there is no legal or statutory impediment preventing them assuming care of a child.

This is the case in both Short Term and Long-term arrangements.

**As some placements made by parents may fall within the remit of Private Fostering, all placements made by parents should be notified to the Kinship Care Worker.**

If there are concerns in terms of s53 Children (Scotland) Act, enquiries should be made and referral made to the Reporter to the Children's Panel as appropriate.

The relative carer should be advised to seek advice from the CAB about financial support such as child benefit, tax allowances etc and thereafter make appropriate applications.

**a. Informal Kinship Care**

**2. Placements made by Parents, with Friends or people not known to the child – (Private Fostering)**

**Short term** in this case means 28 Days.

A Placement for up to 28 days meets the same criteria as the above Placement with Relatives.

Placements going beyond 28 days - **Private Fostering** Regulations apply.

Local Authority must be notified of private fostering arrangements by the parent and the carer. Full private fostering details are on Sharepoint.

The duties and checks that the social worker makes are concerning the safety and suitability of the placement and needs to be as follows: -

- Notify the Kinship Care Worker of the arrangements, who will undertake the following checks.
- Visit child and parent prior to the placement and within 2 weeks of receipt of notice.
- Establish basis of need for care. (using Child's Plan material)
- Establish separately the views of parent, child (age/stage dependent) and carer.
- Seek medical report on child and carer – i.e. with written consent, letter to GP asking for release of any information deemed relevant.
- Undertake an enhanced Disclosure Check to ensure that the carer is not excluded from offering a placement. This should extend to all adult members of the carer's household.
- Visiting premises in which child resides to be satisfied that it is adequate for child's needs
- Assessment of child using Child's Plan.
- Written contract drawn up between parent/child/carer/local authority confirming day to day care arrangements, including education.
- Minimum standards require Social Worker visit in first week of placement, three monthly for first year and six monthly thereafter.

- Financial Assessment undertaken to assess carer is in receipt of all relevant benefits. Referral should be made to the Welfare rights Worker or Citizen's Advice Bureau.

## **b. Formal Kinship Care**

Formal arrangements are those where the local authority, Court, Children's Panel or Police have been involved in making the arrangements and the child would be deemed to be "Looked After". This would include:

- d) child subject to a *supervision requirement* (sec 70 of the Children (Scotland) Act 1995) requiring that they live away from home
- e) child placed by the local authority under sec 25 of the Children (Scotland) Act 1995 for up to 6 weeks
- f) child subject to any other legal order that requires then to be looked after away from home.

Those persons which can be approved as a "Kinship Carer" under the *Looked After Children (Scotland) Regulation 2009* are defined as:

- 3. a person who is related to the child; or
- 4. a person who is known to the child and with whom the child has a pre-existing relationship

(related is defined as "related to the child either by blood, marriage or civil partnership" [part V sec 10] LAC Reg 2009)

Typically, social work intervention will be at a stage where parental care is proving no longer an option, and relative care is being pursued as an alternative to parental care and approved foster care. In such cases consideration needs to be made regarding making a to the Reporter to the Children's Panel.

If the Reporter does not believe that a Children's Hearing is necessary, the child would be viewed as accommodated under section 25 (Children (Scotland) Act 1995).

The Kinship Care Worker should be advised of all such arrangements or proposed arrangements as soon as possible

## **Social work tasks – All Kinship Carers of Looked After Children placements**

Checks – Immediate and prior to placement where possible. The outcome of all checks should be reported in the Kinship Carers Assessment.

- **Social Worker** to interview relative/friend to establish that the status of the carer is as stated.

- **Social Worker** to arrange completion of application form to gather details of who else is in the household, and **pass to the Clerical Assistant**, Placement Services, (Kinship Care), 6 Moss St, Elgin who will then – Create the carers as “kinship” on Carefirst and arrange for Disclosure Scotland, Health and Local Authority Checks, Education, if other children in household.
- **Kinship Worker** to provide written information about the process to the family.

**The following needs completion within 6 weeks** (this will ensure that all appropriate information would be available for the Children’s Panel or LAC review)

#### **Kinship Carers Assessment – using the Kinship Carers Assessment Form**

- **Social Worker** Assess the needs of the child, including the reason for placement using the Child’s Plan – Hear and record the child’s view (depending on age). If a Child’s Plan has recently been completed, this information will already be available.
- **Social Worker** to complete areas of need section of the assessment form.
- **Social Worker** to establish and record parental view of proposed arrangements
- **Social Worker and Kinship Worker** - Consider holding a Family Meeting to establish extended family views and resources. What additional support will they need to maintain the placement? If no meeting is held, the reason for this should be explained in the assessment report.
- **Social Worker** to view the accommodation, including the proposed sleeping arrangements and to record this as part of the assessment, including their assessment of the suitability of these arrangements.
- **Kinship Worker** to meet with proposed carers to gather background, history and to discuss how they feel able to meet the identified needs of the child and complete the relevant section of the assessment form.
- **Social Worker and Kinship Worker**, through LAC process, confirm day to day placement arrangements and ongoing social work support. Ensure carer has all relevant background information on the child. Ensure relevant papers are signed.
- **Kinship Worker** - ensure carers are advised to seek a benefits check and process paperwork for a Kinship Allowance.

If there are multiple offers of care, see section for guidance on prioritising.



## **Social Work Tasks – Child’s Social Worker**

### **Emergency Placement**

**These should be undertaken within three days of the placement being made.**

**The date these checks were made and the outcome should be recorded on Carefirst and will be needed for the assessment report.**

#### **Checks**

- Police - Local Authority records
- Secure child legally (CPO)
- Accommodation seen, will the child be safe?
- Verbal confirmation of “kin” – Confirm what the relationship between the child and carers is. Remember this can be a family member or a known friend.

#### **Other**

1. Agree the immediate needs of the child, i.e. clothes, money and what the Council will provide
2. Complete Day to Day placement agreement with parental and carers signatures.
3. Consider need for a referral to reporter.
4. SSW/TM agrees immediate placement.

#### **As soon as practical**

- Notify Kinship Worker of Placement
- Update recording

72 hour LAC / Children’s panel recommends progress with Kinship Assessment

Assessment to be undertaken as in previous section, and within 6 weeks.

## **Multiple offers of care**

There will be some situations where more than one family member will offer to provide Kinship Care. From contact with the extended family, social workers may be aware of a combination of factors that would give rise to concerns and a view that, even with support from the social work department such placements would not be in the child's best interest.

Undertaking a full assessment can be intrusive to the individual and takes time. In all situations, and especially when there are multiple offers of care there will be a need to prioritise work while also being able to demonstrate the decision making process. Some prospective carers may already be known to the social work department and at an early stage workers will be aware of possible contra indicators that may suggest that a full assessment is not viable.

### **The sort of things that would be seen as contra indicators:**

- Recent domestic violence
- Schedule 1 offences
- Recent drink / drug concerns
- Smoking – especially when the child to be placed is very young or has respiratory issues
- Child care concerns relating to their own children
- A history of not working with agencies

This list is not exhaustive, and each contra indicator must be considered on an individual basis. In such cases the Social Worker and Senior Social Worker / Team Manager need, at the earliest opportunity to consider all known factors and identify which assessments they wish to proceed with.

It may also be useful to consider holding a family meeting to explore with the family, including the child, if appropriate, who could be best able to provide appropriate care for the child.

Those not being taken forward should be noted within the child's plan (and on Carefirst) together with a brief explanation of the reason. This information should also be feed back to the prospective Kinship Carer, by the social Worker.

## **Family Meetings**

*“the Scottish Government and local government support fully the principle that at the earliest stage, the role of family members is considered as the first option for supporting and caring for the child, prior to the local authority providing foster care.”*

*We believe that the case for Family Group Conferencing could routinely be considered when .....a Kinship Care arrangement is being considered”*

*(Getting it right for every child in kinship and foster care p8)*

Family group conferences are a skilled and detailed piece of work, that contain an important principal of bringing family and friends together and supporting them to consider what strengths they collectively bring to solving their difficulties.

Given the ethos of Kinship Care; seeing the child within the context of their family and friends, it will be expected – where it is safe to do so - that social workers endeavour to bring families together to consider how they can support aspects of the child's placement. This could involve practical support, i.e. babysitting or respite for the main carer, or it could be ensuring that important contacts in the family are maintained.

Such a meeting can also support information gathering for the assessment, as it will demonstrate some of the strengths and tensions within the wider family concerning this placement.

The outcome of this meeting should be recorded as the Family Plan and attached to the assessment report. Some aspects may also need recording in the Child's Plan or Day to Day Placement Arrangements.

### **Placement Confirmation Meeting**

**Emergency placement:** The social work Area Manager will have given approval of the emergency placement – this should be clearly recorded on Carefirst.

The LAC review at 72 hours will also have discussed how the placement was meeting the child's needs.

**All Placements:** To formally conclude the assessment period a Placement Confirmation Meeting will be held to consider:

- the completed assessment report
- the view of any LAC review with regard to the placement
- the support and training needs of the carer
- the financial arrangement between the Kinship Carer and The Moray Council
- the Kinship Agreement

The Placement Confirmation Meeting will comprise:-

- Placement Services Manager
- Area Manager
- Teacher or health worker (depending on the age of the child) who knows the child
- Child's Social Worker
- Kinship Care Social Worker

Dates for panel will be set as required. And will take place no more than 2 weeks from the end of the assessment.

Following approval, the Placement Services Manager will arrange for the Kinship Carers to be notified, in writing, of the outcome of the meeting and arrange for a Kinship Carers agreement to be signed.

## **Appeals**

Should a Kinship Carer not be approved and the applicant wishes to appeal this decision, they should do so, in writing, within 21 days of the Placement Confirmation meeting. Appeals should be addressed to **Head of Integrated Children's Services, The Moray Council, High Street, Elgin, IV30 1BX**. The Head of Integrated Children's Services will then reconsider the matter in light of any additional information applicants may wish to provide and give a decision in writing within 28 days.

## **Written Agreement**

Following the Placement Confirmation Meeting, The Kinship Carer Worker will ensure a written agreement is drawn up between the Kinship Carer and The Moray Council outlining the roles and responsibilities of each party. The details to be included in the document are covered by Schedule 5 of the regulations.

The Kinship Carers will sign two copies, one for their own records and one to be retained on the Kinship Carers file which will be held by the Kinship Care Social Worker.

## **Payment to Kinship Carers**

1. Payments to Kinship Carers of Looked After Children.
2. In terms of s17 of the Children (Scotland) Act 1995 a child is looked after by the local authority when:
  - they are providing accommodation under section 25
  - the child is subject to a supervision requirement
  - the child is subject of any warrant
  - the child is subject of a Child Protection Order or Permanence Order
3. All Kinship Carers of Looked After Children are entitled to financial assistance, although they may choose not to receive this. Financial assistance may consist of benefits from central government and an allowance from The Moray Council, up to a total of financial assistance as set out below.

### **As of 1<sup>st</sup> April 2013**

<b>Age of Child</b>	<b>Weekly Assistance</b>
Age 0 – 4	£80.40
Age 5- 10	£99.76
Age 11 – 15	£124.17
Age 16+	£160.78

Financial assistance beyond age 16 is dependent on the child's legal Status and their continuing in education.

4. Payments to Kinship Carers for Looked After Children are made under s50 of the Children (Scotland) Act 1995
5. Kinship Carers will be advised to seek advice from welfare rights or Citizen Advice Scotland regarding any state benefits that they may be entitled to and how any payment from The Moray Council may affect this. This includes Child Benefit.
6. Prior to approval, interim payments may be made by the Children and Families team using team budgets. It is recommended that this be set at £50 per week.
7. Payments of Kinship Allowance can commence once the Kinship Carers have been approved by the Placement Confirmation Meeting.
8. Payment will be activated by the Kinship Care Social Worker forwarding a memo to Team Secretary, Placement Services (Kinship Care), Moss Street, with details of the carers, the names and ages of the children, the relevant amount to be paid, and what part of this will be child benefit or other applicable benefit. Also to be included are details of the carer's bank

account for payments to be made. (Citizens Advice Bureau 01343 550088).

9. Authorisation of the payment will be made by the Placement Services Manager.
10. When the payment is authorised the Kinship Care worker will write to the carer to confirm the details of payments with a copy for the carers file. The child's Social Worker and the relevant Team Secretary will also be notified.
11. In situations where the child is removed from the Kinship Carers payment will cease with immediate effect.
12. It is the responsibility of the Child's Social Worker to the Team Secretary, Placement Services (Kinship Care), Moss Street when the child/ren ceases to live with the Kinship Carer so that payment can be stopped and overpayment is avoided.

## Support to Kinship Carers

*Getting it right for every child in kinship and foster care* recommends that “support to a family or friend placement should be available when needed” (p10)

Support to the child will be accessed through the child’s social worker. Some support to the Kinship Carers will also be accessed through the child’s social worker.

### After approval

The Kinship Worker will visit the carers a minimum of 4 times in the 3 months immediately after approval to ensure that the carers has all relevant paperwork, are clear about roles and responsibilities and to consider ongoing support and training needs. A support plan will be developed and held on the Kinship Carers file.

Thereafter, the Kinship Worker will be available to be contacted by the carer prior to meetings and reviews, as necessary. The carer or the child’s Social Worker can request the Kinship Worker to attend meetings for advice and support.

*“Getting it right for every child in kinship and foster care”* highlights possible additional support to Kinship Carers to include training opportunities.

The support and training needs of Kinship Carers will form part of the assessment process and will be recorded in the report.

The kinship worker in consultation with local carers will work towards:

- **Developing a carer’s support network** – From initial discussion with carers this will aim to meet approximately 4 times a year. It will offer an opportunity for informal conversation and mutual support along with invited speakers who will be able to talk about local services or aspects of caring for children affected by parental difficulties.
- **Identifying and delivering training on specific themes** – from time to time it may emerge that there is a common issue that carers would value more training on, e.g. contact, life story. Where this need arises local resources will be used to provide input.
- **Offering targeted support in relation to meetings or access to services.** – While it is not anticipated that the kinship worker will attend all meetings with all carers, in situations where carers are anxious about meetings discussion will take place between the child’s Social Worker and the Kinship Worker, as to the best way of supporting all concerned.



## **Looked After Child reviews**

Children who are Looked After in Kinship Care must have their care plan reviewed within the timescales stated in Part xii paragraph 45 (Looked After Children (Scotland) Regulations 2009) and are the same timescales for all looked after children.

Children in Kinship placements within Moray are reviewed via Looked After Child processes.

Once a year the Looked After Review should include a section on how the Kinship Carers are meeting the child's needs in relation to the overall child's plan. The needs of the Kinship Carer for support and practical help in their own right should be included as well as agreeing how the Kinship Carers will work together with the other key people in the child's life.

The Social Worker for the child will arrange for this section of the plan to be copied to the Kinship Carers file.

## **Review of Kinship Carers**

The 2009 LAC Regulations do not specifically mention annual review of Kinship Carers; rather that the Kinship Carer Agreement should include:

*“The procedure for the review of the child’s placement with the Kinship Carer and the timescales agreed for such review. Schedule 5. (2)*

The LAC Review may identify areas where the Kinship Carers require additional support to strengthen the placement. Any support needs that are identified at this point can be discussed with the Kinship Worker and a plan of support put in place.

The Moray Council will wish to monitor service provision and therefore each year the Kinship Worker will contact all Kinship Carers to review and confirm financial arrangements and to review support packages to the Kinship Carer.

## **Kinship and Permanency**

Where the Social Work assessment is that it would not be possible to safely return the child to parental care, consideration should be given to legally securing a long term permanent placement, as with all Looked After Children.

The Social Worker will seek written legal advice from the local authority solicitor regarding the legal options in relation to permanency.

The Social Worker will speak with the carers about the legal options and advise them to take independent legal advice.

Where s11 orders are granted then any Supervision requirement is likely to be discharged and the child would cease to be Looked After under the terms of section 17 of the Children (Scotland) Act 1995.

Where s11 orders have been obtained the finance assigned to that child should be re-designated as Residency Allowances.

Where a Permanency Order is granted the supervision order will be discharged, however the child will remain "Looked After Child" under the terms of s17.

If a young person is placed with Kinship Carers via the Children's Hearing on an order and that order is subsequently terminated, and no other order is in place, consideration needs to be given to the terms of the child's legal status. If professionals and family agree that the order was terminated on the understanding that the Kinship Placement remains in the child's best interest, then the child could be regarded as accommodated under section 25 and remain a looked after child.

## **Kinship Arrangements Not Approved**

The outcome of some Kinship assessments may be that the Area Manager or Placement Confirmation Meeting believes there to be too many contra indicators to the placement being approved. In such situation the following action needs to be undertaken:-

If the child is already in placement and subject to a supervision requirement, a LAC review and a Children's Hearing would be called to consider a change of placement.

If the child is already in placement and subject to Section 25 a LAC review would be called to consider a change of placement.

A child will only be moved in an emergency against the wishes of the Kinship Carer if there are child protection concerns that merited such an action.

In all situations where a child moves from the Kinship Carers, payment to that carer will cease with immediate effect.

Should a Kinship Carer not be approved and the applicant wishes to appeal this decision, they should do so, in writing, within 21 days of the Placement Confirmation meeting. Appeals should be addressed to Head of Integrated Children's Integrated Services.

## **Complaints**

Complaints regarding practice or the assessment/approval process should be dealt with via the Council's normal complaints procedure for Social Work matters. Contact should be made with the Council's Corporate Complaints Officer (Tel: 01343 563003) or The Chief Social Work Officer, The Moray Council, High Street, Elgin IV30 1BX.

## **Through Care & After Care**

### **Through Care & After Care**

Young people who have been placed in Kinship Care are subject to a Supervision Requirement and considered within the Looked After Review system, are considered to have been Looked After and accommodated. They are entitled to Throughcare and Aftercare Support under Section 29 Children's Scotland Act 1995. (Regulations and Guidance on Services for Young People Ceasing to be Looked After by Local Authorities implemented on 1 April 2004).

Young People placed with Kinship Carers can remain accommodated with their approved Kinship Carers until they reach 18 years old. Should their Supervision Requirement be terminated prior to their 18<sup>th</sup> birthday, they can remain accommodated with their Kinship Carers under Section 25 Children Scotland Act 1995.

### **Finance**

Young people remaining Looked After and accommodated, placed with Kinship Carers past their 16<sup>th</sup> birthday and prior to their 18<sup>th</sup> birthday will not be entitled to Income Maintenance as the approved Kinship will continue to receive a Kinship Carer Allowance in respect of the young person. These young people may be entitled to Education Maintenance Allowance (EMA).

Young people who have been formally looked after away from home in Kinship Placement, may not be entitled to a After Care Grant, this is a discretionary grant and not a right. The After Care Grant is to assist a young person to establish an independent home, and it is necessary that a clear assessment is made to how any funding provided by the local authority to young people is spent. Applications for After Care Grants are made to the Placement Services Manager for consideration and approval.

### **Assessment of Kinship Carers as Lodging Providers**

Approved Kinship Carers, may apply to be considered as Lodging Providers for a young person, beyond the age of 18.

The Kinship Carer can make an application to be considered as a Lodging Provider for the young person in the months before the young person attains the age of 18. The Kinship Carer will be required to be formally assessed as a Lodging Provider for the young person. The assessment will be considered by the for approval by the Placement Services Manager. Support can be provided for the placement of a young person through this scheme for up to two years.

Lodgings Payments will cover housing costs only and will be paid to the carer. Personal finance for the young person will be accessed through Bursaries, DWP or employment as eligible.

### **Referral to Throughcare and Aftercare Service**

Referral to the Throughcare team will be triggered via the LAC review system. The referral should indicate the Plan for the young person and whether they are likely to remain in their placement beyond the age of 16.

Assessment will be made as to the level of service a young person will need at the age of 16. This will take account of their Plan, individual needs and the level of support that they are likely to require. If the Plan is for the young person to remain with their Kinship Carer until they reach 18 advice and guidance will be available from the Throughcare and Aftercare Service where they will have an allocated Social Worker.

### **Section 11 Order under The Children (Scotland) Act 1995**

Where a young person has been previously been Looked After and accommodated with a Kinship Carer, and the Carer has been supported by The Moray Council to secure parental rights and responsibilities under Section 11 of The Children (Scotland) Act 1995 the young person may be eligible for an assessment of need for Throughcare and Aftercare Services.

The young person will not be eligible for financial support as they will be eligible for accessing benefits in their own right.

## **Kinship Carer Records**

Regulation 16 outlines the requirements for the retention and confidentiality of case records for Kinship Carers.

The Kinship Worker, supported by the child's Social Worker, will be responsible for the creation of Kinship Carers files. These files will contain the following sections:

- the assessment report and supporting documents (Checks)
- written agreement
- a support plan
- family plan
- placement details
- correspondence
- finance

Details about file retention are included in the Councils file retention policy. This is 25 years after the end of the placements or on the death of the carer if sooner.



## **Allegations against Kinship Carers**

“ Kinship Carers and their families may also face allegations. Indeed, some research suggests that Kinship Carers experience more unsubstantiated allegations than unrelated carers. While there will be different approaches required for supporting Kinship Carers, there are still basic principles which should be applied to provide support to Kinship Carers when faced with an allegation”. (GIRFEC in kinship and foster care).

## Appendix 1

### Process for application form and checks

- 1) The assessment process will start when the prospective Kinship care returns the completed and signed application form to the Clerical Assistant, Placement Services (Kinship Care), 6 Moss Street, Elgin, IV30 1LU, 01343 563563.
- 2) Kinship worker will arrange for completion of Disclosure forms and health forms and for the processing of these together with checks to local authorities and references.
- 3) There should be Disclosures completed on adults in the household: adult being any person 16+yrs.
- 4) Worker should discuss with those adults the process and purpose of Disclosure and confirm the evidence that will be needed- driving licence / passport/ birth certificate etc
- 5) Worker should witness, photocopy and sign copied evidence, recording the date on which they witnessed the originals.
- 6) Disclosure forms should be signed by the proposed carer.
- 7) The Clerical Assistant will confirm when the Disclosure is returned and arrange for a memo evidencing the outcome of the check to be placed on the Kinship Carers file.
- 8) The Kinship Worker will notify the Child's Social Worker of the outcome of the checks
- 9) Kinship Worker will record details of outcome of enquiries for Disclosure in Carefirst. The assessing worker will record this within the assessment report, together with any discussion as appropriate.

## Appendix 2

### Health Checks on Prospective Kinship Carers

- 1) The proposed carer should read and sign appendix 3. That gives permission and details of GP's name and address.
- 2) Return form to the Clerical Assistant, Placement Services, 6 Moss Street, Elgin who will process and pass the outcome to the Kinship Worker.
- 3) The Clerical Assistant will send appendix 3 to the Medical Advisor. Address on letter.
- 4) The Medical Advisor will send the letter, statement and claim form to the GP.
- 5) GP would complete and return the statement and claim form to the Medical Advisor.
- 6) The Medical Advisor will make her comment/ observation and process the claim for payment and retain a copy to Placement Services for filing.
- 7) There is currently no statutory requirement to routinely update this medical. However if medical concerns arise, it may be advisable to request a medical opinion.

## KINSHIP CARE ARRANGEMENT

### STATEMENT ON THE HEALTH OF THE KINSHIP CARER

SOCIAL WORKER: ..... Tel:.....

MEDICAL ADVISER: ..... Tel: .....

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KINSHIPCARER:

SURNAME: ..... FORENAME: .....

ADDRESS: .....

.....

DATE OF BIRTH: .....

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### CONSENT

I understand that in accordance with the terms of Looked After children Regulation 2009 a statement prepared by a doctor is required, confirming that I have no medical problems (physical or mental) likely to adversely affect my ability to look after a child. I consent to the provision of this statement by my General Practitioner to the Local Authority (Moray Council).

My Doctor is..... Based at

Signature ..... Date .....

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### TO BE COMPLETED BY THE CARER'S GENERAL PRACTITIONER

Are you the usual attendant of the above named carer? Yes / No

If not, please explain current role.

How long have you been his/her doctor?

At what date do your records begin?

In addition to the medical statement, we would welcome your opinion -

- As to the state of the above named carer's health with respect to his/her ability to look after a child.

- How the applicant has cared for their own or other people's children.
- Any concerns about the safety of children in the applicant's care.
- The applicant's approach to health generally and to promoting a healthy lifestyle including the applicant's ability to communicate with health professionals.
- Any other comments (positive or negative)

Please let us know if you are happy for the applicant to see your comments –

Yes

No

Signed .....

Address .....

Name (in CAPITALS) ..... Date .....

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**TO BE COMPLETED BY THE MEDICAL ADVISER TO THE LOCAL  
AUTHORITY**

Please comment on this report for Kinship Caring

Signature ..... Date.....

