**Note to auditors:** Please complete only those sections of the form which are appropriate to the stage the case has reached in the assessment/approval process.

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| **Audit Date:** |  | **Period covered by audit:** |  |
| **Auditor’s Name:** |  | **Designation:** |  |
| **ICS Reference no:** |  | **Team/Service:** |  |
| **Family Finding Social Worker:** |  | **Line Manager:** |  |
| **Child’s Status:** |  |  |  |

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| --- | --- | --- |
| **General** | | |
| **Document:** | **Yes/No/comments:** | **Actions:** |
| CPR |  |  |
| Last CLA medical |  |  |
| Agency decision for Permanency |  |  |
| All monthly FAMILY FINDING MEETINGS – signed and dated |  |  |
| A family finding ‘Needs meeting’ in documents and note in case note |  |  |
| Children’s profiles |  |  |
| Referral to Activity Day |  |  |
| Referral to link maker–  Date should be found on case notes about when this happened. |  |  |
| Referral to new family social- note should be found on case notes about when this happened. |  |  |
| Record of photos and filming- add date when the family finding DVD was filmed and if necessary updated. |  |  |
| Profile circulation-  notes should be added when the profile is emailed or circulated to other fostering agencies. |  |  |
| Consideration of permanent carers in Slough- any internal. |  |  |

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| **Item:** | **Comments:** | **Actions:** |
| Carers that were considered, but not progressed.  A case note on ICs should indicate liaisons we have had.  Please add more rows as necessary. |  |  |
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| Write up of family finding visits to prospective carers.  Must contain summary of the discussion that took place, and include an overall view of placement suitability to meet the child’s specific needs, including follow up actions.  It should indicate who was present at the visit.  Please add more rows as necessary. |  |  |
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| **Matching** | | |
| **Item:** | **Yes/No:** | **Actions:** |
| Support Plan: |  |  |
| Updated F Form: |  |  |
| Panel approval minutes for foster carers: |  |  |
| Views of the child ascertained and recorded on case notes: |  |  |
| Panel minutes for match: |  |  |

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| **Introductions** | | |
| **Document:** | **Yes/No:** | **Actions:** |
| Introduction plan: |  |  |
| Certificate: |  |  |
| Child appreciation day: |  |  |

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| **Additional Information** | | |
|  | **Comments:** | **Actions:** |
| Case note for every time the family finding SW has observed the child.  Please add more rows as necessary. |  |  |
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| **Remedial Actions** | | | | | |
| **Action required and date added:**  (add rows as required) | | By whom: | By when: | Date discussed with worker / manager: | Date of Manager sign off actions as complete: |
|  | |  |  |  |  |
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| **Line Manager sign off that audit and actions arising are complete** | | | | | |
| **Name:** |  | | | | |
| **Date:** |  | | | | |
| **Audit reviewed by Head of Service and confirmation that remedial actions are completed** | | | | | |
| **Name:** |  | | | | |
| **Date:** |  | | | | |