



# STATEMENT OF PURPOSE

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## Family Placement Services

**Region:** Cymru

**Date:** June 2017 (Updated Feb 2018)

**Registered:** Fostering Agency

**Registration Body:** CIW

**Registration Number:**  
W010000722/M001/0002



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children



Barnardo's  
Cymru

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# Introduction

## **Legal Framework**

This Statement of Purpose has been developed in accordance with regulations, statutory guidance and National Minimum Standards as applying to fostering providers, including:

- Care Standards Act 2000
- The Children Act 1989
- Fostering Services (Wales) Regulations and National Minimum Standards 2003; Standard Regulations 3 and 4 and NMS Standard 1
  - Children and Young Peoples Act 2008
  - Social Services Wellbeing Act (Wales) 2014

As part of the regulatory requirement a copy of the Statement of Purpose will be provided to CIW (Wales) and will be placed on Barnardo's website. The document is also available on request to: staff, Placing Authorities, foster parents, prospective foster parents and children.

This Statement of Purpose has been prepared in accordance with these requirements and will be a useful source of information to Barnardo's staff, foster carers and prospective foster carers, children and young people who are placed with the fostering service, and also to colleagues from other agencies.

This Statement of Purpose is reviewed and updated on a regular basis, and at least annually.

## **Barnardo's status and constitution**

Barnardo's is a company limited by guarantee (registered in England under number 61625) and a registered charity (numbers 216250 and SC037605). It was also registered as a trust corporation on 16 December 1926. Its governing instrument is the Memorandum and Articles of Association, most recently amended by special resolution passed on 17 July 2001.

Barnardo's Cymru Adoption and Fostering Family Placement Service is part of the Barnardo's Family Placement Business Service.

The Head of Service is Brenda Farrell

Head Office Address:

Barnardo's  
Tanners Lane  
Ilford, Essex  
IG6 1QG

Telephone: 0191 2404800

Fax: 0191 240 4801

## **Aims, objectives and outcomes**

### **Aims:**

Barnardo's UK Fostering Service is a leading Charitable Foster Care Provider, offering fostering and short break services across England, Wales, Scotland and Northern Ireland.

Barnardo's Cymru Adoption and Fostering Service works across Wales and aims to achieve high quality, stable placements for children and young people by ensuring that foster carers are appropriately recruited, assessed, trained and supported within the required regulations and national minimum standards.

### **Objectives and outcomes**

1. To protect children and young people from abuse and neglect.
2. To recruit, assess, support and train carers to provide a range of fostering placements for children who are unable to live with their birth families.
3. To provide short break care for children and young people with a learning and / or physical disability or complex health needs living with their birth families.
4. To ensure that foster carer recruitment strategies and initiatives are targeted appropriately so that children and young people have the opportunity of living within

a family which values, recognises and supports their ethnic origin, cultural heritage and religion.

5. To provide support, regular supervision and training opportunities to equip foster carers in meeting the complex needs of children placed.
6. To ensure that all regulatory and minimum standard requirements are met in relation to the approval, review and supervision of carers and placement of children, and to monitor that they are being met via quality assurance processes.
7. To provide an out of hours contact service for foster carers.
8. To promote secure attachments and placement stability for children and young people in order to achieve better outcomes for children's health, education, employment and future independence.
9. To prepare young people adequately for when they leave their foster family and create lifelong attachments with foster carers.
10. To maintain and promote contact between children placed and their birth families and or significant others and communicate effectively with parents as appropriate.
11. To promote positive working relationships / partnerships between Barnardo's fostering, adoption and short break services and local authorities or trusts to facilitate communication and promote good practice for the benefit of children and young people who are placed by the service.
12. To ensure that the Fostering Panel operates according to guidelines laid down by legislation and regulations in relation to carer approvals, reviews, allegations and complaints.
13. To ensure that the way in which the Service develops takes into account the views and wishes of its carers, the foster children in placement and staff by encouraging

feedback from staff, foster carers, looked after children and birth children.

14. To ensure continuous improvement and development of the fostering services through regular training for staff around changes to legislation and regulations and identifying the needs and type of specialist placements required.

# Service registration details

Name and address of the Registered Provider

***Barnardo's Cymru Adoption and Fostering Service, Trident Court,  
East Moors Road, Cardiff, CF24 5TD***

Name and address of the Responsible Individual

***Debbie Tomlinson, Barnardo's Family Placement, Unit 13a, Silver  
Fox Way, Cobolt Business Park, Newcastle Upon Tyne, NE27 0QJ***

Any conditions of registration on the Registered Provider

***To provide a range of placements of children up to the age of 18***

The relevant qualifications and experience of the Registered Manager

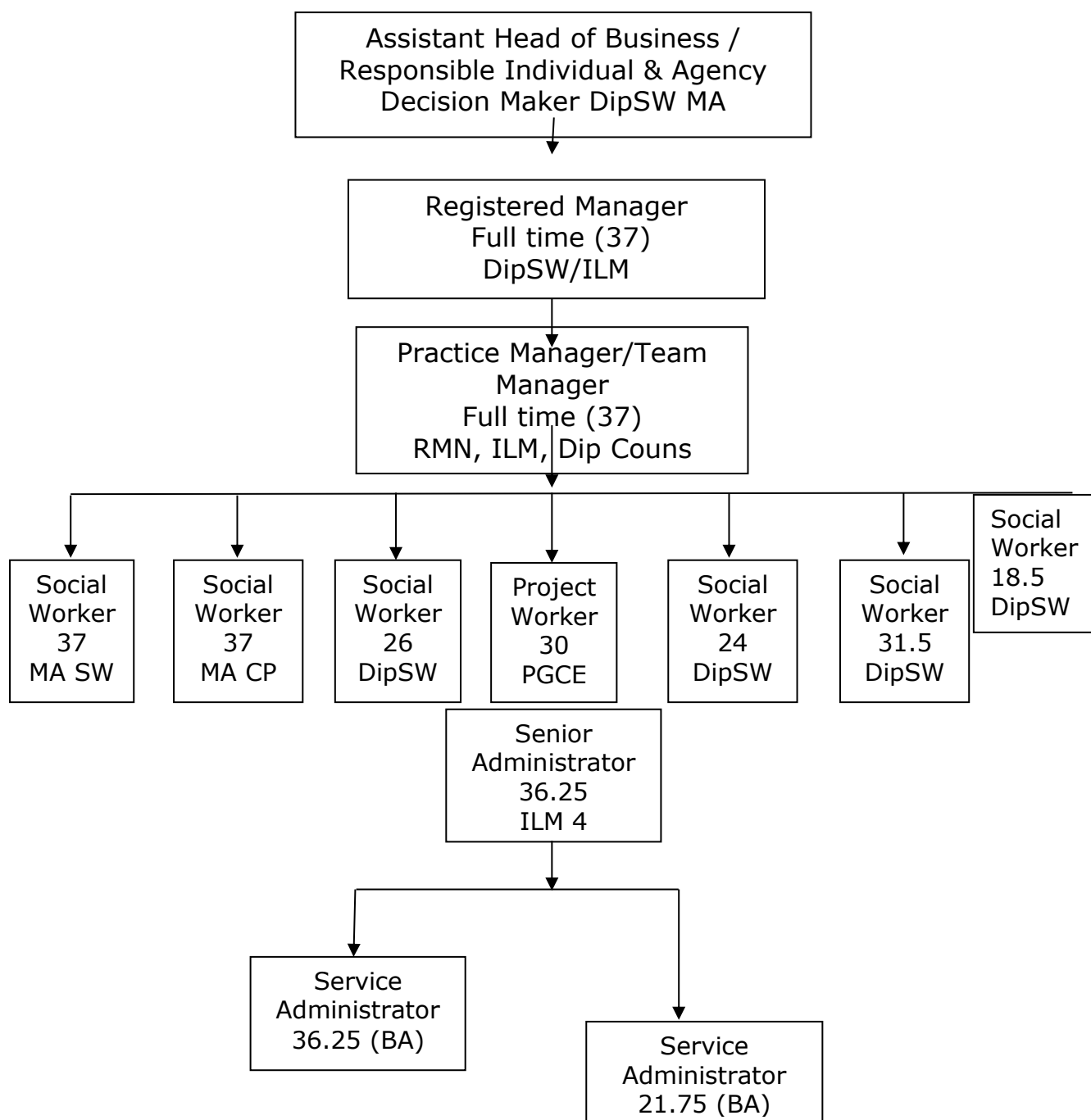
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# Service staff structure

*This section details the number, relevant qualifications and experience of the staff working for the purposes of the agency.*

## **Service, management and staffing structure**

(Including details of relevant qualifications and experience)





## **Job roles and qualifications**

### **Registered Manager**

Are professionally qualified Social Workers registered with the Social Care Wales (SCW) and hold management qualifications. Operations Managers / Registered Managers ARE responsible for the overall operation of the fostering services to foster carers, children and young people.

The Registered Managers are responsible for budgetary control and involved with the development and implementation of the strategic aims and objectives of the organisation. The Registered Managers are responsible for the management of Practice Managers, sit on Panel as Panel Advisor, ensure all policies and procedures are up to date, complete audits of the service to ensure a high standard, and, monitor and advise on serious complaints and allegations ensuring appropriate procedures are followed and safeguards are in place.

### **Practice Managers**

Are professionally qualified managers, responsible for the supervision and management of the Social Workers and Support Workers and development of good practice standards and quality assurance. Practice Managers take responsibility for developing training and supporting services for foster carers. They coordinate training alongside responsibilities for recruitment and assessment.

### **Supervising Social Workers (SSW)**

Are qualified Social Workers registered with the SCW and undertake the assessment, support and annual review of foster carers. SSWs work in partnership with the looked after child's social worker to promote good outcomes. SSWs also support training, coordinate support groups and cover the out-of-hours support service.

### **Support Workers**

Are qualified social care workers with a minimum level qualification at NVQ Level 3 in Health and Social Care (or equivalent). Support Workers provide a range of support services to children placed with foster carers, including transport, supervising contact and supporting the development of independence skills.

They are also involved in support groups for carers, as well as running activities for both looked after children and birth children and assisting in carer recruitment activity.

### **Service Administrators**

Service Senior Administrators undertake financial duties in the fostering service including invoicing, carer payments, credit control and accounts payable. They are responsible for health and safety and ensure that the office remains a safe working environment with appropriate risk assessments completed by staff. Service Administrators supervise the Administration team.

### **Admin Assistants**

Undertake a wide range of admin tasks to support the work of the service such as inputting and monitoring of statistical data, coordinating training, ensuring all checks and repeat checks are completed.

### **Summary of current staffing**

*This section details the number of staff, hours worked, range of numbers of years' experience in each job role.*

Within *Barnardo's Cymru Adoption and Fostering Service*, there are six qualified Social Workers registered with the SCW which equates to 4.7 full time equivalent posts.

There is one Support Worker equating to 0.75 whole time equivalent posts.

There is a range of experience in the team from *twenty years'* experience in fostering and social care including child care social work and safeguarding.

The Practice Manager has *thirty years'* experience in Health and Social Care settings and the Team Manager/Registered Manager has *twenty years'* social work experience and holds *ILM* management qualification.

There are *three* administration staff equating to 2.66 full time equivalent posts.

# Services provided

## **Placement types provided**

### **Emergency**

We have carers who can provide unplanned / emergency placements for individual children or sibling groups. Referrals are required to be made within office hours.

### **Short Breaks (respite)**

We have foster carers who provide short break / respite placements either on a regular basis or one off holiday breaks. These can be for children living at home with their birth parents, children within our full time placements or children from other fostering agency placements.

### **Short-term**

Short-term placements can last for up to two years, while long-term plans are being formulated.

### **Bridging**

We are currently piloting the fostering to adopt arrangements as the legislation within Wales has fairly recently come into action.

### **Long-term/permanency**

Placements are available with long-term foster carers who can take individual children or sibling groups. Long-term placements are matched in accordance with placing authority procedures.

### **Disabled children and young people**

We provide specialist placements for children and young people who have a severe learning difficulty, a physical disability or who need complex medical care. The team has extensive experience in making successful long-term placements as well as supporting children on a Short Breaks basis.

### **Solo Placements**

Solo placements are offered to children who could be a risk to other children and young people, or whose behaviour is so challenging that carers cannot offer enough support if other children are present.

### **Assessment Placements**

Specific assessments can be carried out to a local authority's requirements. Typical assessments include the child's development, current/long-term needs and therapeutic requirements.

### **Sibling Placements**

Many of our carers are able to care for large sibling groups to enable children to stay together.

### **Specialist Placements**

Our carers also provide placements for children who are at risk of sexual exploitation, trafficking, and /or display harmful sexualised behaviours. These carers provide with additional support and training.

### **Unaccompanied Children**

Several of our foster carers are very skilled in providing placements for children/young people who are unaccompanied from overseas.

### **When I'm Ready**

These are to enable young people to remain in their foster placement post 18 to support their transition into adulthood.

# Recruitment, approval, review and support for foster carers

*This section provides information on the procedures for recruiting, preparing, assessing, approving and supporting prospective foster carers.*

Barnardo's policies, procedures and standards for the recruitment and assessment of foster carers are in line with required regulations and standards for fostering services in Regulation 27 (2a).

## **Enquiries**

On receiving an enquiry from a prospective foster carer the Service requests basic information and sends out an information pack containing material about Barnardo's, the Service and fostering generally. An initial home visit is then arranged by a fostering social worker from the Service to discuss in more detail the work of the Service and to answer any queries or concerns the enquirer may have. A decision will be reached as to whether the prospective foster carer wishes to and is suitable to proceed.

## **Assessment and Approval**

If a prospective foster carer is deemed suitable and wishes to proceed, an Application to be assessed / Registration of Interest form will be completed together with written consents to enable the Fostering Service to ascertain their suitability to foster.

The process for assessing a person's suitability to foster consists of two parts. This is referred to as **Stage 1** and **Stage 2**.

These stages can be carried out concurrently, but the information for **Stage 1** must be sought as soon as possible, and the decision about whether an applicant has successfully completed Stage 1 must be made within 10 working days of all the information required in that stage being received by the fostering agency.

## **Stage 1**

In accordance with Regulation 27 (1A) the information gathered in Stage 1 includes:

- Full details of the applicant(s) and all household members as well as any children of the applicants living elsewhere.
- Checks undertaken with the police via the DBS / Police Checks on all household members 16 years and over, as well as with the Department of Health, Social Services and any other relevant agency, for example Health, Education, NSPCC, Ofsted, previous fostering and adoption agencies.
- DBS checks may also be undertaken on any other regular visitor to the household who may have care of foster children when placed. Some checks are repeated every three years.
- The applicant is required to have a medical examination which is completed by their GP, who sends the completed Medical Report to Barnardo's Regional Medical Adviser for comments about the applicant(s)' health.
- The applicant is also asked to name three to six personal referees from which a minimum of three will be selected to provide written references and who will also be interviewed as part of the approval process. Where appropriate we also ask for permission to approach the applicant's current or past employer. Adult children and previous partners will also be contacted.

Stage 1 of the assessment process is intended to provide the decision maker with basic information about the applicant's suitability (or not) to proceed to Stage 2 of the assessment in which more detailed information is collected.

## **Stage 2**

If it is decided to undertake Stage 2 of the assessment requires the fostering service to obtain the information about the applicant in relation to the following areas:

- Details of personality and life experiences.

- Religious persuasion and capacity to care for a child from any particular religious persuasion.
- Racial origin, cultural and linguistic background and capacity to care for a child from any particular racial origin or cultural or religious background.
- Past and present employment or occupation, standard of living, leisure activities and interests.
- Previous experience (if any) of caring for their own and other children.
- Skills, competence and potential relevance to their capacity to care effectively for a child placed with them.

A qualified and experienced social worker will carry out the assessment by visiting the applicant(s)' home and meet with all members of the family and collate information about the applicant(s)' experience and skills. The information from the social worker's visit will be collated and forms the basis of an assessment report (BAAF Form F). This report is shared and discussed with the applicants.

During the assessment preparation period, training – Skills to Foster - is provided by the Service. This training includes the role and responsibilities of foster carers, working with different agencies, and child development. All applicants are required to attend.

The completed assessment report is presented to the *Barnardo's Cymru* Foster Panel. Applicants are expected to attend the Panel.

The Panel will then make a recommendation about the suitability of the applicants to be approved as foster carers. These will be passed to a Senior Manager in Barnardo's, who is nominated as the organisation's 'Agency Decision Maker', who has the final decision about approval on behalf of Barnardo's.

Applicants are informed verbally and in writing of the Agency Decision Maker's final decision.

## **Foster Carer Reviews**

Reviews take place by Barnardo's Fostering Service, in line with regulatory requirements of a foster carer Regulation 29 (2).

A first review must take place within 12 months after approval and subsequent reviews take place every 12 months thereafter. Barnardo's must be satisfied that the foster carers continue to meet the required standards as set out in Regulation 29 (3).

Reviews may also take place at other times for example as a result of a request to change the terms of approval; following a serious complaint, allegation of abuse, or other matters of serious / safeguarding concern; in response to a significant change of circumstances, such as a carer's adult child returning home, relationship problems or separations, significant health issues, pregnancy, etc.

## **Foster carer support**

Barnardo's Fostering Service values the work that foster carers do and the contribution they make to the lives of children and young people in their care. The key to a successful placement is the quality of support that foster carers receive. Barnardo's Fostering Service offers the following support to all our carers:

- Supervision and support from a named qualified and experienced Social Worker Monday to Friday 9am – 5pm.
- Access to a specialist fostering help and advice out of office hours support telephone line.
- Frequent visits, (minimum of once per month), negotiated with the carer and regular telephone contact from the supervising social worker. Including at least two unannounced visits per year.
- Regular support group meetings and / or Buddy Support.
- Events for children in placement, carers children and carers.
- Support/activity groups for carers children.
- Where appropriate, and where in line with the child's care plan, a short break service to provide alternative experiences / respite for the child and a short break for the main carer.



- Good quality liaison and working arrangements with local authorities including attendance at relevant meetings such as Education (PEP) and Looked After Child reviews.
- A level of financial support that values and recognises carer's skills, achievements and time including a foster care fee and fostering allowance.
- A buddy system for carers to share experiences and receive advice and support.

## **Foster carer training**

Barnardo's Fostering Service recognises that fostering is an extremely complex and demanding job and we are committed to providing high quality training that is accessible and relevant to all our foster carers.

Training is provided to help foster carers develop their fostering role, to improve knowledge and to define and refine the skills they already have. The training is delivered within an explicit value base which promotes equality of opportunity and recognises and celebrates diversity. It seeks to ensure that all carers are competent and confident in providing safe care and in protecting children from harm.

Training is offered throughout a carer's career with Barnardo's Fostering Service and incorporates a range of topics which evolve with changes in practice, legislation and needs, examples of which are:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| ▪ child protection               | ▪ resilience building            |
| ▪ recording                      | ▪ self-esteem & identity         |
| ▪ first aid                      | ▪ life story work                |
| ▪ managing difficult behaviour   | ▪ managing and promoting contact |
| ▪ attachment                     | ▪ child development              |
| ▪ bereavement and loss           | ▪ equal opportunities            |
| ▪ health and safety              | ▪ drugs and alcohol awareness    |
| ▪ relationship and sexual health | ▪ education and health           |
| ▪ sexual exploitation            | ▪ anti-radicalisation            |

# Monitoring and evaluation

There is a range of systems in place to monitor and evaluate the provision of Barnardo's fostering services, to ensure they are effective and that the quality is of an appropriate standard.

The following mechanisms are in place to monitor and evaluate the service:

- Carer(s)' Annual Reviews
- Carers' Consultation Forms
- Children's Feedback Forms
- Children's feedback from individual and group participation sessions
- Annual staff appraisals
- Monthly supervision of carer(s)
- Regular supervision of staff
- Feedback from carers regarding training
- Feedback from carers via annual service satisfaction questionnaire
- Feedback from other professionals
- Feedback from local authority/ trust workers at children's LAC reviews
- Feedback from local authority/ trust workers prior to carer(s) reviews
- Evaluation of carers by trainers
- Feedback from panel members
- Panel Attendees Form
- File Audit
- Service Quality Assessment, annual assessment undertaken by the Assistant Head of Business
- Quarterly performance reviews by the Assistant Director
- External Monitoring via LA / Trust / Framework monitoring processes
- External monitoring via regulatory bodies CIW.

# Complaints, allegations and whistleblowing

Whistleblowing is the reporting of a concern in the public interest that something is happening within Barnardo's that should not be, or not happening that should be. It is based on the Public Interest Disclosure Act 1998 (PIDA).

Barnardo's is committed to the highest standards of openness, integrity, accountability and practice and concerns can be raised via the Whistleblowing process.

For details on where to report a concern see Section 8 – Other Contacts.

## **Complaints**

The aim of Barnardo's complaints process is to resolve a complaint at the most informal level possible.

Complaints can be made in writing or orally to any member of staff up to and including the CEO.

Complainants and staff subject to complaints are kept informed of the progress of the investigation and any associated procedures subject to normal staff confidentiality.

The stages to managing any complaint are:

- Stage 1 Local Resolution
- Stage 2 Independent Investigation
- Stage 3 Review of Process

### **Stage 1 Local Resolution**

This stage will be conducted by the line manager of the person or service being complained about. At the outset the complainant must be asked for their desired outcome.

Stage 1 should normally be completed within 10 working days.

## **Stage 2 Independent Investigation**

The investigation should be completed within 25 work days from the date of agreement that it should take place. Extensions can be given if agreed by the lead manager, the Complaints Officer and complainant and the reasons for delay must be recorded.

## **Stage 3 Review of Process**

If the complainant is not satisfied with the outcome of the independent investigation (Stage 2) they or their advocate can request review of how this was undertaken and their representation considered.

*For details on where to report a concern see Section 8 – Other Contacts.*

## **Other routes of complaint**

Where a service is registered with an external body (e.g. Ofsted or CIW), complainants may directly approach the relevant regulatory body at any stage. The regulatory body has the power to investigate the complaint itself or require Barnardo's or the relevant local authority / trust to do so.

*For details on the relevant regulatory body and their contact details see section 9.*

## **Allegations against foster carers/staff**

Allegations made by a child (or on behalf of a child) will be followed up via Safeguarding Procedures under 'Working Together to Safeguard Children 2008; pending update to the 2013 version within the Wales Social Services and Wellbeing Act 2014.

# Regulation and inspection of services

Regulatory Body: CIW

Registration Number: W010000722/M001/0002

Outcome: Current Approval to Continue

## Contact details

CIW

Welsh Government office

Rhydycar Business Park

Merthyr Tydfil

CF48 1UZ

Telephone: 0300 7900 126

## Other relevant contact details

### Whistleblowing

Contact the whistleblowing hotline run by Barnardo's Independent Corporate Audit and Inspection Unit (CAIU) on:

Telephone: 020 8498 7311

Email: [whistleblowing@barnardos.org.uk](mailto:whistleblowing@barnardos.org.uk)

### Complaints

Barnardo's Head Office

Tanners Lane

Ilford

Essex

IG6 1QG

Telephone: 020 8550 8822

Mobile: 07917 187718 (*for text or voice mail about complaints*)

Email: [cs.complaints@barnardos.org.uk](mailto:cs.complaints@barnardos.org.uk)

### Barnardo's Cymru / Wales

Trident Court

East Moors Road

Cardiff

CF24 5TD

Telephone: 029 20493387

Email: [cs.complaints@barnardos.org.uk](mailto:cs.complaints@barnardos.org.uk)

*You could also text or email – see information under Barnardo's Head Office*

**Children's Commissioners**

[www.childcomwales.org.uk](http://www.childcomwales.org.uk)

Oystermouth House Charter Court, Swansea SA7 9FS  
01792 765600