

Induction session with fostering officer



<p>Explain use of handbook and leave with the carer</p> <p><i>All Policy's and Procedures in the hand book need to be read .The following should be discussed :-</i></p> <p>Health and safety Guidance</p> <p>Safe Care Policy</p>	
Foster Carer agreement – FN16 and terms and conditions	
Bank details form	
ID card form	
Expenses claim forms eg:- mileage, travel, parking	
Sort out equipment required and arrangements for future equipment	
Carbon monoxide/smoke detectors/ fire brigade checks	
Discuss TSC framework and levels	
Introduce Portfolio and Personal Development Plan	
Share training information/calendar –leave a copy with foster carer	
Introduce induction workbook	
Give Support Group information	
Give diary and explain how this should be use to record relevant information.	
Discuss format on record keeping and storage - children's confidential information/ documents, school reports/review reports, Passport/ photos, School photos, life story material	
Tax and Insurance Information and Benefits Information	

Signed SFO:

Signed Foster Carer:

Date: