

Foster Wales Bridgend Financial Policy October 2025

Social Services and Wellbeing Directorate

Updates, Revisions and Amendments		
Version	Details of Change	Date
2	Updated policy to reflect agreement for paid respite provision for 2 weeks and overall increase in allowances by 7% in Cabinet 19.07.22	01.08.22
3	Updated Policy to reflect agreement for additional 5.5% increase in allowances 5 th April 2023 and reflect timescales for eligibility Form F assessments	12.04.23
4	Update policy to reflect revised process for regular respite and complex needs allowance decisions by the Team Manager rather than via Accommodation and Permanence Panel.	23.10.23
5	Removal of specific financial figures contained within policy so not to negate and outdate the policy when new allowances are announced by Welsh Government	13.12.23
6	Changes made to policy following audit recommendations, including guidance around overpayments and related processes, and transitional foster carer criteria.	

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1. Introduction

This policy sets out a clear and comprehensive summary of what payments are made to persons approved by Bridgend County Borough Council (BCBC) as foster carers.

This policy applies to all foster carers approved in accordance with regulation 8 of the Fostering Panels (Establishment and Functions) (Wales) Regulations 2018. It applies to all approved foster carers whether they are related to the child(ren) placed with them (Kinship Foster Carer) or not (General Foster Carer), as well as for long and short-term placements

This policy sets out the payment of basic fostering allowances, fees and enhanced allowances. An allowance is a weekly fund which covers the cost of caring for a fostered child. Allowances vary according to the age and needs of the fostered child.

2. Legal and Regulatory Framework

In the formulation of this policy, the Council has considered case law decisions, the applicable legislation and statutory guidance including:

- Social Services and Well-being (Wales) Act 2014
- Fostering Services (Wales) Regulations 2003
- The Care Planning, Placement and Case Review (Wales) Regulations 2015
- Code of Practice to Part 6 of the Social Services and Well-being (Wales) Act 2014
- The Local Authority Fostering Services (Wales) Regulations 2018
- Fostering Panels (Establishment and Functions) (Wales) Regulations 2018
- R(X) v London Borough of Tower Hamlets [2013] EWHC 480 (Admin); [2013] EWCA Civ 904.

3. Definitions

Foster Carer

A foster carer is a person approved in accordance with the Fostering Services (Wales) Regulations 2003 or the Fostering Panels (Establishment and Functions) (Wales) Regulations 2018. For clarity this refers to both unrelated and related approved foster carers.

General Foster Carer

A General Foster Carer is an individual(s) who is approved to provide foster care to children/young people with whom they have no prior existing relationship.

Kinship Foster Carer (Kinship Carer)

A Kinship Carer is an individual(s) who is approved as a Foster Carer for a child or young person that they have a relationship to. For example a family relative or close friend.

4. Key Principles

- 4.1 This policy applies equally to all BCBC approved foster carers, who are operating under the Fostering Panels (Establishment and Functions) (Wales) Regulations 2018.
- 4.2 All approved BCBC Foster Care households will receive a Foster Child Allowance payment which covers the cost of caring for each child within their care. This allowance amount is dependent on the age of the child/young person. There is a minimum allowance set by Welsh Government. The allowance given to the Foster Carer will be at least the National Minimum Fostering Allowance recommended by Welsh Government.
- 4.3 All general foster carers are entitled to and provided with an additional Foster Carer fee.
- 4.4 All approved kinship foster carers will be eligible to receive an enhanced allowance subject to meeting the defined eligibility criteria as described in section 5.1.
- 4.5 All payments will be made by BACS electronic transfer within two weeks of placement and thereafter on a weekly basis.
- 4.6 Any one-off payments incurred by the foster carer may be reimbursed via their supervising social worker subject to the proper approval and authorisation process.
- 4.7 Foster Child Allowance payments are non-taxable and are specifically for the needs of the child in placement.
- 4.8 Kinship Enhanced Allowances and Foster Carer Fee payments are taxable at a rate determined on an annual basis by HMRC.
- 4.9 Foster Carers will be consulted prior to any major changes to the payment scheme.
- 4.10 All payments will be reviewed on an annual basis or more often should circumstances require.

5. Payment Scheme

The Welsh Government sets out the National Minimum Fostering Allowance for Foster Carers which covers the cost of caring for a child in their home. This has been committed to being reviewed annually, with relevant adjustments made in line with inflation.

All foster carers fostering for Bridgend County Borough Council will receive this allowance, details of which can be found on the Foster Wales Bridgend [webpage](#).

5.1 Eligibility for Kinship Carer's Enhanced Allowances

5.1.1 In order to receive the Kinship Enhanced Allowance, all approved kinship foster carers must be able to demonstrate all of the following:

- a) The required skills, ability and competence to care for the range of children a local authority may need to look after.
- b) A commitment to continued individual professional learning, development of their fostering skills and reflection on practice. They must have attended at least 2 training sessions organised or approved by the local authority in any one year and engaged in regular supervision.
- c) A commitment to co-production with the fostering service through active participation in foster carer support groups, consultation events, the recruitment of new foster carers and the provision of peer support.

5.2 Process

The Kinship Enhanced Allowance eligibility flowchart identifying the process that is followed can be found at **Appendix 1**.

The enhanced allowance assessment has been designed to clearly evidence the applicant's potential to meet the eligibility criteria as detailed in Section 5.1. This ensures a consistent and fair approach and delivery. It can be found at **Appendix 2**.

Following the eligibility assessment being agreed, the applicant will then undergo a Form F assessment to be presented to Panel. Every effort will be made to complete the Form F at the earliest opportunity, however the timescale for a Form F assessment to be completed and presented at Panel is 4-6 months.

5.3 Payment of the enhanced allowance

Payment of the enhanced allowance will commence from the date of recommendation of approval at foster panel following the presentation of the full Form F assessment and ratification by the Agency Decision Maker. The Agency Decision Maker is the Head of Children's Services or their nominated individual with delegated power as set out in the Foster Wales Bridgend Statement of Purpose.

5.4 Caring for children with disabilities

Foster carers for children with disabilities receive allowances at the appropriate rates using the same criteria as applied for carers who look after non-disabled children.

Foster Carers who look after children with disabilities full time who are under the age of 16, may be entitled to receive Disability Living Allowance (DLA) in addition to their fostering allowances. Supervising Social Workers should ensure that all foster carers are assisted in making a claim for DLA to the Benefits Agency. The Foster Carer will be responsible for the DLA and should take steps to ensure they can provide evidence of how this money is spent. It is strongly advised that the money be placed in a separate bank account and that the carer keeps a record of what the money has been spent on and ensures that statements are available to be viewed by the Supervising Social Worker, if required.

Support for Foster Carers providing foster care to children/young people with disabilities is available from Family Link Carers. Family Link Carers offer family-based short break care to disabled children and young people and are paid session payments.

The sessions are made up of 6-hour blocks and carers are paid for each block. A carer will receive payment for a full session where they provide care for between 0-6hrs. Where a carer provides care for 7-12hrs they will receive payment for two sessions and if they provided care for 24 hours this would be 4 sessions etc.

(Note there is no enhancement to the session payments for providing overnight stays).

The Family Link Carer will additionally receive a one-off 'Household Amenity Payment' but only if they provide link care for a child that week. Should carers provide link care for more than 1 child in any given week, they will continue to receive the session payments for each child but only 1 Household Amenity Payment is provided at any time.

5.5 Additional Needs Allowance

Foster carers who support children who require a solo placement or present with additional health or behavioural issues, may receive an Additional Needs Allowance to enable them to support the child's needs. Such circumstances may include but are not limited to:-

- A child's needs requiring a foster carer to make significant adjustments to their working hours over and above reasonable expectations.
- A child being out of education for a significant period or subject to a substantially reduced timetable as a result of additional needs.
- Significant risks posed to the child or placement household from others requiring additional safety measures to be put in place.

Additional Needs Allowances are considered on a case-by-case basis, and at the discretion of the local authority. Additional needs allowances are subject to regular review and are agreed on a time limited basis. Following each Child Looked After (CLA) Review, a specific meeting will be organised to discuss the payment and make a decision as to whether it will continue. A flow chart of the process for agreeing additional needs allowances can be found at **Appendix 3**.

The payment requested should be specific and based on supporting evidence, and the amount provided or agreed to will be variable and considered on an individual basis in accordance with the identified needs and circumstances of the household. Social Workers must explicitly address what other avenues have been explored including whether there is an application for DLA.

All Additional Needs Allowances should be evidenced via the attached proforma and reviewed via the same form. Additional Needs Allowances are agreed by the Team Manager and are subject to regular review. The maximum period an Additional Needs Allowance can be provided for is 12 months unless the need for extended timescales are identified from the outset of provision.

Where additional payments are agreed, a letter will be sent to the foster carer outlining the payment that has been agreed and the date of the next review.

5.6 Parent and Child Placements

Foster Child Allowance will be paid for both the child and the parent who are fostered in a Parent and Child placement.

At the initial placement set-up meeting it must be explicitly clarified what the foster carer will be responsible for providing for, and with, the parent in terms of physical care such as meals, heating, use of washing machine etc. If in receipt of Income Support, the parent will have income to cover their own personal expenses.

If the parent leaves the placement and the child remains, the carer will revert to the appropriate payment for a child of that age.

If the parent is looked after and remains in the placement and the child moves the carer will revert to the appropriate payment for a child or young person of that age.

Any decisions regarding any retaining payments for Parent and Child Foster Carers will be made on a case by case basis by the Group Manager – Provider Services in Children and Family Services.

5.7 When I am Ready

Where a young person has previously been in Foster Care and they enter into the “When I am Ready” (WIR) scheme, this results in changes to financial processes. Further information regarding the WIR Finances can be found in the WIR Financial Arrangements Policy.

5.8 Supported Lodgings

Each Supported Lodgings provider will receive a weekly allowance. This is only paid whilst there is a young person in placement.

More details on the financial processes relating to the Supported Lodgings Service can be found within the Supported Lodgings Policy.

5.9 Initial Clothing Allowance

This allowance is to be paid only in those situations where children are placed in a foster home without adequate basic clothing in line with the amounts set and agreed each year.

- When a child is placed without adequate basic clothing, the foster carer should discuss with their supervising worker what clothing will be required in order to meet the child's basic needs for the first month of placement. An initial payment can then be requested to ensure the carer is able to purchase basic clothing for the child/children.
- Following this, carers would be expected to purchase replacement clothing from the allowances they receive for a child.
- Initial clothing allowance can only be paid during the first 6 months of placement.
- Receipts should be obtained and given to the supervising social worker, who will pass these to the fostering manager. The money will be reimbursed in the next payment.
- The Initial clothing allowance is only payable for new placements not for changes of placement.

5.10 Payments to all carers regardless of approval status

Any additional costs incurred by a foster carer relating to the foster child's care plan will be considered on a case-by-case basis, with funding being confirmed by the relevant group managers.

Costs in relation to mileage in relation to the child for facilitating family time, transporting a child to/from school out of the local areas, or the foster carer's attendance at meetings in relation to the child, or training for the carer. This will be paid at the Council Mileage rate.

Mileage payments are not made for the following - such trips are expected to be covered within the basic fostering allowance:

- Regular health appointments such as GP and dental appointments.
- Out of school activities such as cubs, football practice etc unless further than a 6-mile round trip.
- Family trips and holidays.
- Transport to education within the local area.

Mileage Payments

Mileage payments can only be claimed for the previous 3 monthly periods via the appropriate claim method. Foster Carers must hold, and be able to provide evidence of when requested, business insurance for the vehicle which they plan on claiming mileage for.

5.11 Tax relief for Foster Carers

For the purposes of income tax payment, Foster Carers are classified as self-employed and so are therefore responsible for ensuring they pay the correct amount of tax per each tax year. The introduction of tax relief in 2003, and the subsequent Qualifying Care Relief Scheme, means that Foster Carers do not need to pay any income tax on their "Qualifying Amount".

Tax threshold

There are two elements to the exemption or 'qualifying amount'. There is a 'Fixed amount' set by UK government which is an annual amount each year. There is also an Additional Allowances amount which is calculated for each child/young person fostered per week. There are two different amounts depending on whether the child/young person is under/over the age of 11. More information on the qualifying amounts and tax free thresholds can be found on the Gov.uk website [here](#).

The amounts have been confirmed to increase annually in line with inflation by the Government.

For the purpose of this policy this qualifying amount can be made up of the basic weekly allowance per child, any fee a foster carer receives, and/or any enhanced allowance received by a kinship carer.

Where a Foster Carer's income is below this qualifying amount, this income is tax free. If the total amount received from fostering exceeds the qualifying amount they can either pay tax on:

- Their total amount received less the qualifying amount or
- Their total amount received from foster care minus expenses. This means keeping records of precise expenditure throughout the tax year using receipts.

These tax arrangements are only with regard to income related to the provision of regulated foster care and will not affect any other income they may have (for example income from employment or investment income), which will be taxed in the normal way.

These tax arrangements have no effect their personal allowance. If you are exempt, the full amount of your personal allowance is available to use against other income. Additionally, should the income from Fostering be above the Qualifying Amount, they

are able to use their personal allowance against this additional profit prior to being required to pay any tax, if they do not have any other income from any other employment.

Where there is more than one approved Foster Carer in any household, the fixed annual amount is shared between them.

All Foster Carers are encouraged to consult the HMRC website for more detailed information on taxation of your income. Support can also be provided in ensuring foster carers are aware of their tax implications through the Foster Network.

Parent and baby schemes

HMRC will treat both parent and baby as being in foster care and you will be able to claim a weekly amount for each of them when calculating your qualifying amount.

National Insurance contributions

Foster carers may be entitled to National Insurance Credits (NIC) <https://www.gov.uk/national-insurance-credits/eligibility>

If a foster carer is exempt from paying tax they do not have to pay NICs. Foster carers are encouraged to investigate and explore whether there is any benefit to them and in their interest to pay NICs. The number of years that a foster carer pays NICs may affect benefits they receive in future, for example the state pension.

HMRC treat any taxable profit a foster carer may make from qualifying care as their self-employed earnings when working out whether they need to pay any self-employed National Insurance contributions.

With regard to Class 2 NIC, if a foster carer chooses not to pay Class 2 NIC voluntarily or does not qualify to be treated as having paid Class 2 NIC, they might be eligible to claim credits for Class 3 NIC while they are caring, which preserves your state pension entitlement – [GOV.UK](https://www.gov.uk) has more information on this.

Foster carers pay National Insurance contributions (NICs) to qualify for certain welfare benefits and the State Pension. There are two types of National Insurance for people who are self-employed, depending on their profits: Class 2 and Class 4. Foster carers who register as self-employed are automatically registered for Class 2 NICs. Foster carers will only pay Class 4 NICs if they make a significant profit on their fostering income.

Foster carers have a few options in terms of paying these contributions. The best option will depend on their individual circumstances, including whether they have a full National Insurance record.

Record keeping

Foster Carers will need to keep a record of:

- their total receipts for the year from the local authority, and

- the number of weeks that they care for each child placed with them in the year and the age (or birthday) of each child. A week runs from Monday to Sunday. Count any part of a week as a full week.

If the foster carer is not exempt and they intend to calculate any actual profit from foster care worked out using total income, with separate tax relief for allowable expenses or capital allowances, they will need to keep sufficient records to support their figures. The foster carer will need to keep these records for six years.

Further advice on tax issues

Foster Carers can gain further advice on tax related issues from the local HMRC office by phone or via the internet - see HMRC website for details, on <https://www.gov.uk/government/publications/qualifying-care-relief-foster-carers-adult-placement-carers-kinship-carers-and-staying-put-carers-hs236-self-assessment-helpsheet/hs236-qualifying-care-relief-foster-carers-adult-placement-carers-kinship-carers-and-staying-put-carers-2022> or contact Tax Aid, a charity which offers free, independent and confidential advice to anyone with a tax question or problem tel: 0845 120 3779. You can visit the Low Incomes Tax Reform Group website:

www.litrq.org.uk/help/lowincome/selfemployed/assessment.cfm#foster

5.12 Foster carers' pension

Foster carers are entitled to 'Home Responsibilities Protection' (HRP). This means the number of years foster carers need to work to qualify for the state pension will be reduced to take into account their years of caring for foster children. This change will increase a foster carers financial security and recognise the importance of the work that they carry out. For more information visit the pensions website at:

www.pensionsservice.gov.uk

5.13 Foster carers' property – Insurance, damages, theft etc.

Where a foster carer's home or property is damaged or items are alleged to have been stolen by the activities of a young person in their care, the foster carer should first report the matter to their supervising social worker. They should then refer to their domestic/car insurance policy and the police if necessary. Where an insurance policy does not provide cover, or the claim is refused, BCBC will consider making a payment depending on the circumstances.

The supervising social worker will need to prepare a report for consideration by the Head of Service. Only the Head of Service, in conjunction with BCBC's Insurance Officers, can agree any compensation.

5.14 Over/Under Payment adjustments

When any additional allowances or payments have been approved, an initial end date for these payments must be entered into the electronic recording system. This is to ensure that no over payments are made to any foster carers. The end date of these

payments must be kept under review in order to ensure the appropriate payments are made.

Where over or under payments occur, the money will be recovered or supplemented as quickly as possible. Where possible this will be completed through an adjustment of the next payment, or a repayment plan being identified.

Where payments to a Foster Carer have ceased due to them no longer providing foster care support to Bridgend, and overpayment has been identified, an invoice will be raised through the SSWB Finance team and issued to the Foster Carer(s) for repayment.

All foster carers have a responsibility to notify their social worker and the Fostering Service by phone or email on the day a child leaves the placement or the next working day.

If a foster carer continues to receive payments after reporting that a child has left their care then they must contact the Fostering Service immediately. Any overpayments must be repaid in full to Bridgend County Borough Council.

Any discussions around waiving the repayment of overpayments must involve and be approved by the Children and Family Services Group Manager for Provider Services.

5.15 Temporary absence from placement (e.g admission to hospital):

Where a foster child is temporarily absent from the foster home, full payments will continue for up to 4 weeks, and further reviews will take place on a weekly basis following this.

5.16 Christmas/Festival and Birthday allowances

No additional payment is made in relation to Christmas/Festival and birthday allowances as an amount is included within the weekly basic fee to pay for this.

5.17 Pocket Money

The following principles should guide the payment of pocket money to care experienced children and young people:

- Having pocket money is good for the child/young person. It gives a sense of independence and a measure of choice in making decisions about how the money is spent.
- Receiving pocket money helps children understand the value of money and is the start of developing budgeting skills.
- Carers must encourage children/young people to open a personal savings account.
- The amount to be paid must be clarified at the outset of a placement and addressed within the placement plan. The rate of pocket money paid should

be kept under review by all concerned. Setting the appropriate level is dependent on close communication between the carer, child/young person and their social worker and your supervising social worker. If a child/young person is not happy with amount paid, it should be clear how they can raise their dissatisfaction.

- Increase pocket money by a fixed amount at each birthday. In many families an understanding may be reached that once a child is old enough to help out with basic household chores, top-ups to pocket money can be arranged in exchange for jobs done. In some foster placements this could be appropriate, especially in long term placements where such an understanding and trust could be built up over time. In shorter term placements this may be less easy to achieve or inappropriate.
- As a child gets older s/he may want more expensive extras which can be reflected in pocket money or be paid for by the carer out of the basic allowance received.
- To promote a child/young person's positive contact with their birth family top-ups to their pocket money will need to be made to enable birthday and Christmas presents to be bought for birth and foster family members.
- It would be unfair if foster children received either more or less than the foster carer's own children where their ages are similar.
- The rate of pocket money paid to young people should be realistic and guidelines can be found on the Foster Wales Bridgend [webpage](#). It is the responsibility of carers and social workers to help ensure the smooth transition to independent living after foster care. It would be unhelpful to this process if a young person's pocket money enabled her/him to enter into a lifestyle which was not possible if they later had to live independently.
- The withholding of pocket money as a punishment is not permissible and alternative acceptable sanctions should be used instead.

5.18 Payments to carers facing an allegation who have children removed as a result

Where carers are subject to an allegation and a child or children placed with them are removed as a result, the carer will continue to receive payments for a period of up to four weeks (for each child) whilst investigations are undertaken. Should an investigation still be ongoing after the four-week period, the situation will be referred to the Head of Service for consideration to continue the payment.

5.19 Holiday allowance

No additional payment is made in relation to holidays as an amount is included within the weekly basic fee to pay for this.

5.20 Respite Payments

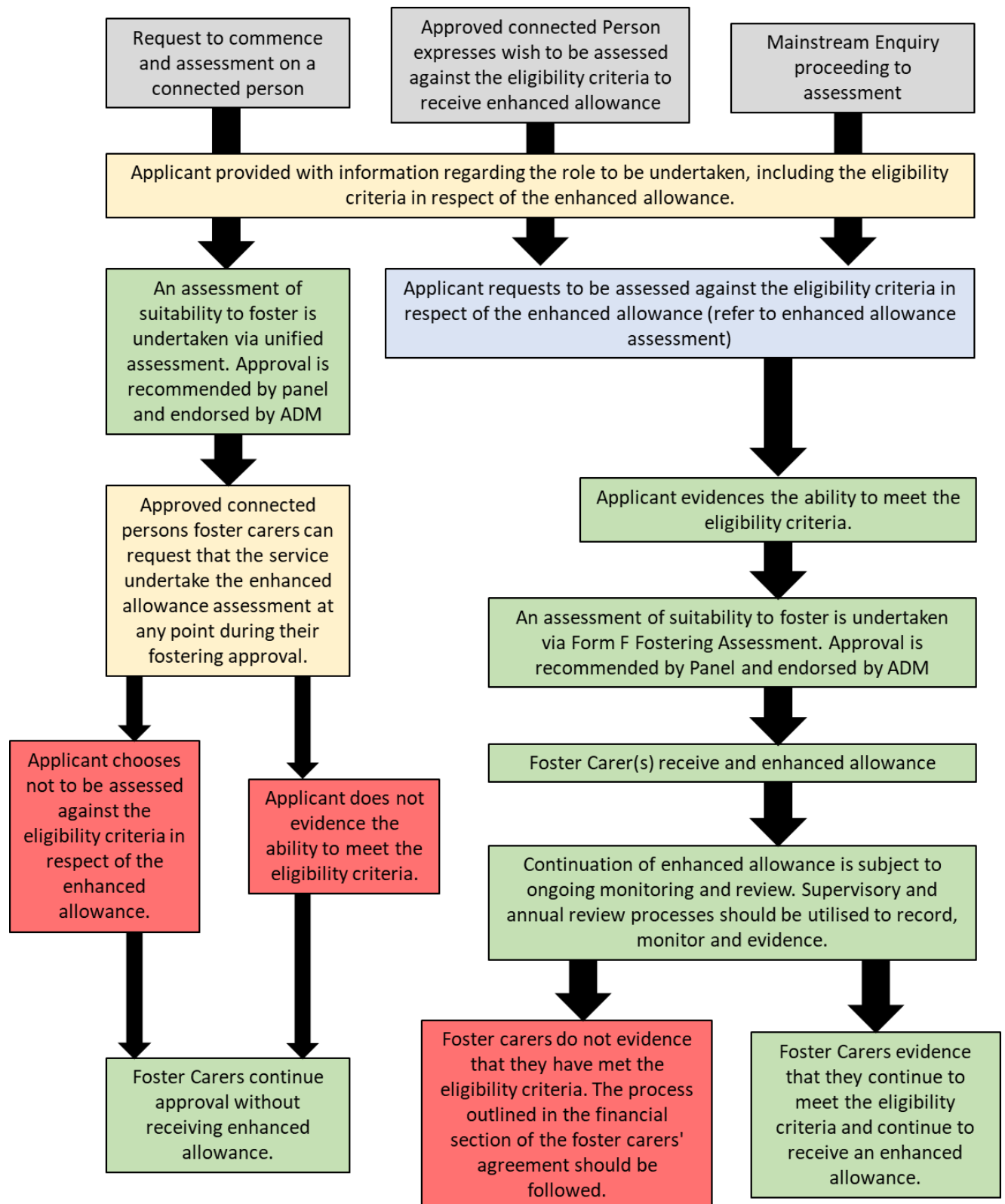
Every fostering household may receive up to 2 weeks (14 nights) per year paid respite. This is to reflect that the role of the foster carer takes place 24 hours a day, 7 days a week. The 14 nights can be taken as weeks or days and should be discussed and agreed with the Social Worker for the child and foster carers Supervising Social Worker and recorded in the child/young person's care plan. The numbers of days taken as respite will be recorded within carers supervision records.

Where respite is agreed and implemented, payments will cease for any respite used over and above 2 weeks, unless there is a regular respite arrangement in place. This may be implemented in order to support the placement of a child/ren with additional needs, and has been agreed from the outset of provision, and recorded in the Care and Support plan for the child/ren, and is subject to regular review.

It is recognised that there may be scenarios whereby the need for increased and more regular respite is required in order to maintain placement stability and the positive relationships between the child/ren and the foster carer(s). In this instance this will be considered on a case by case basis, and be recorded within the care and support plan, and be subject to regular review.

Those fostering households who do not use respite, may receive a payment in lieu of respite calculated at the end of the financial year.

Appendix 1



Appendix 2

Enhanced Allowance Assessment

Applicant/Foster Carer Name(s):

Eligibility to receive an enhanced allowance is assessed against the following criteria:

To demonstrate the required skills, ability and competence to care for the range of children a local authority may need to look after

- *Understanding of the fostering role. Understanding of task (e.g. working with parents , child protection, safe care, working with social workers, keeping records, letting go (short-term), persevering (long term), coping with difficult behaviour, special needs etc.*
- *Experience of children and young people, knowledge and understanding of wide range of needs and difficulties a child looked after may have experienced and impact on their behaviour and their ability to develop relationships.*
- *What is the applicants' attitude towards families with a range of social difficulties (alcohol / drug misuse / mental health?*
- *Do the applicants have an awareness of the reasons for children being received into Care?*
- *Would applicants engage with parents without judgement?*
- *How do the applicants feel about meeting with birth families and having direct involvement, providing and enabling contact to ensure the best outcome for the child?*
- *Ability to place a range of children*

Applicant(s)/Foster Carer(s) evidence to support this requirement:

Assessors evidence and analysis:

- **A commitment to continued individual professional learning, development of their fostering skills and reflection on practice. They must have attended at least 2 training sessions organized or approved by the local authority in any one year and engaged in regular supervision.**
- *Essential for worker to discuss learning and development framework and pre and post approval expectations.*
- *Any previous transferrable skills and qualifications (use part 1 of the Learning and Development plan if necessary).*
- *Applicants' own experience of education and further learning.*
- *If already connected persons for the LA have applicants met the suggested hours for learning and development and used the learning and development plan?*
- *Potential for continuous learning.*
- *How have applicants demonstrated commitment to personal development previously*
- *Examples of applicant's ability to reflect on practice*
- *Applicants' ability to record and present information (verbal and written)*
- *Applicants' ICT skills*

Applicant(s)/Foster Carer(s) evidence to support this requirement:

Assessors evidence and analysis:

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To demonstrate a commitment to co-production with the fostering service

- *Evidence of ability to work as part of the team around the child, work with other professionals and contribute to Child Looked After (CLA) reviews.*
- *Evidence of willingness to engage with other foster carers, access peer support etc.*
- *Evidence of applicant's ability to ask for support when necessary*
- *Evidence of willingness to contribute to consultations, have applicants fed back their views through consultations, surveys etc.*
- *Understanding of Fostering role to support recruitment activity*

Applicant(s)/Foster Carer(s) evidence to support this requirement:

Assessors evidence and analysis:

Assessors Summary & Recommendation

***Delete as necessary**

***Individual(s) do not wish to evidence the ability to meet the eligibility criteria**

- I/we understand that this means I/we will not be entitled to an enhanced allowance.
- I/we understand that I/we can request to be assessed against the eligibility criteria in the future in line with the annual review process

Name:

Signature:

Name:

Signature:

***Individual(s) have not evidenced their ability to meet the eligibility criteria at this time**

- I/we understand that this means I/we will not be entitled to an enhanced allowance.
- I/we understand that I/we can request to be re-assessed against the eligibility criteria in the future in line with the annual review process

Name: **Signature:**

Name: **Signature:**

***Individual(s) have evidenced their ability to meet the eligibility criteria at this time**

- I/we understand that this means I/we will be entitled to an enhanced allowance upon completion of a full Form F Fostering Assessment
- I/we understand that I/we will be required to continue to evidence the ability to meet the eligibility criteria in order to receive an enhanced allowance.
- I/we understand that this will be subject to continued review under the local authority policy and procedures.

Name: **Signature:**

Name: **Signature:**

Assessors Name: **Signature:**

Date completed.....

Appendix 3 Additional needs allowance and Regular Respite

Additional need identified by Supervising Social Worker



Proforma completed for the Fostering Team Manager outlining supporting information for the additional needs allowance or regular respite:

- Child's needs
- Impact on carer
- Amount and duration of payment
- Frequency of review



If the Team Manager is in support of the allowance, a letter will be sent to the foster carer outlining the payment or agreement for regular respite and date of review.



In situations where an additional needs allowance has been identified by the Team Manager prior to or during placement searches to enable the placing of the child or young person in a timely manner, this can be agreed via the Group Manager for Placements and Provider Services (or another Group Manager in their absence).

Additional Needs Review:

Name of Carer	
Carer Agency/ LA	
Name of Child/ren	
Date Respite Agreed	
Reason for Additional Needs Payment: - <i>A child's needs requiring a foster carer to make significant adjustments to their working hours over and above reasonable expectations.</i> - <i>A child being out of education for a significant period or subject to a substantially reduced timetable as a result of additional needs.</i>	

- Significant risks posed to the child or placement household from others requiring additional safety measures to be put in place.	
Current circumstances – <i>Are the identified reasons for the additional needs payment still evidenced? (feedback from other professionals/ cross referenced with CLA Reviews, Supervision and recordings)</i> <i>What other supports are considered have been put in place?</i> <i>Have the foster carer recordings been reviewed?</i> <i>What is the “Red Amber Green” (RAG) status?</i> <i>Is the carer evidencing engagement in learning and development activities to better enable them to support the child's needs?</i>	
View of Foster Carer	
View of Child's Social Worker	
View of IRO	
Recommendation of the SSW completing review and reasons (evidence to support how the criteria is/not met in accordance with the policy)	
Team Manager approval:	
Actions:	

Respite Needs Review:

Name of Carer	
Carer Agency/ LA	
Name of Child/ren	
Date Respite Agreed	
Reason for Respite:	
Current circumstances – <i>Are the identified reasons for the respite still evidenced? (feedback from other professionals/ cross referenced with CLA Reviews, Supervision and recordings)</i> <i>What other supports are considered have been put in place?</i>	

Have the foster carer recordings been reviewed? What is the RAG status?	
Evidence Foster Carer engaged in Learning and Development to better enable them to meet needs of child/ren	
View of Foster Carer	
View of Child's Social Worker	
View of IRO	
Recommendation of the SSW completing review and reasons (evidence to support how the criteria is/not met in accordance with the policy)	
Team Manager approval:	
Actions:	