



Foster Carer Policy

Document Status: Draft

Document Ref: HRPOL - 014

Originator: Zoe Wolicki

Updated: Jackie Noble

Owner: Anica Goodwin

Version: 01.01.02

Date: January 2023

Approved by Corporate Management Team / Appointments and Staffing

Classification: SEC1 - Routine

Document Location

This document is held by Tamworth Borough Council, and the document owner is Human Resources.

Printed documents may be obsolete; an electronic copy will be available on Tamworth Borough Councils Intranet. Please check for current version before using.

Revision History

Revision Date	Version Control	Summary of changes
September 17	Review	New format template, new CIA
October 2022	Review	Updated to reflect current employment law and family friendly policies including foster to adopt provisions.

Key Signatories

Approvals Creation and Major Change

Name	Title	Approved

Approvals Minor Change and Scheduled Review

Name	Title	Approved

Approval Path

Major Change

Originator
 Owner
 TULG
 CMT
 Appts & Staffing Committee

Action

HR
 Head of Paid Service
 Consultative Group
 Corporate Approval
 Council Approval

Minor Change

HR
 TULG
 Director

Submission
 Consultative Group
 Delegated Approval

Document Review Plans

This policy/ procedure will be reviewed on a 3 yearly basis unless it has:

- A monetary value included within it, in which case an annual review will be required, and/ or
- A legislative change is required as directed by government.

Distribution

The document will be distributed through Astute as a NON-MANDATORY policy and will also be available on the Intranet.

Security Classification

This document is classified as SEC 1 Routine with access restricted to Tamworth Borough Council Staff and business partners.

Contents		Page
1	Introduction	4
2	Scope	4
3	Informing the employer	4
4	Time off	4
5	Time off for dependents	5
6	Parental Leave	5
7	Flexible Working	5
8	Foster to adopt	5
	Community Impact Assessment	6

1 Introduction

- 1.1 This policy sets out Tamworth Borough Council's (TBC) support for employees who are undertaking the care of a child/children under a foster care arrangement with a local authority or other recognised agency.
- 1.2 TBC recognises that, in such cases, employees have specific obligations towards the child/children in accordance with their arrangement with the local authority and that, in some cases, the child/children may require a high level of care.
- 1.3 This policy is intended to form part TBC's overall family friendly approach, and it attempts to strike a balance between the business needs of the organisation and the needs of the employee to meet their care obligations.
- 1.4 TBC wishes to recognise the value to the community made by foster parents and the commitment of employees who provide foster care to children.

2 Scope

- 2.1 The policy applies to all employees of Tamworth Borough Council who are fostering children through the local authority or other recognised agency
- 2.2 It is recognised that many grandparents and other relatives opt to raise their grandchildren/family member rather than have them enter the care system and the reasons for them not being with their birth families are the same as those children living with foster carers. TBC will allow the same leave entitlements whether the employee becomes a 'family & friends/kinship' foster carer or a foster carer, as long as the arrangement is recognised by the local authority.

3 Informing the employer

- 3.1 If an employee intends to foster a child/children, they should give their line manager no less than four weeks' notice of their intention to train as a foster carer.
- 3.2 This ensures that the employee receives appropriate support, should the employee wish to request any leave to care for the child/children, the line manager has sufficient notice to make any necessary arrangements for cover.

4 Time off

- 4.1 Up to a maximum of 5 days paid leave may be granted per annum. Part time staff will receive entitlement on a pro-rata basis related to their full-time equivalent status.
- 4.2 The leave is for the assessments for approval process and initial settling in in the placement. The approval process includes attending interviews, meetings, assessment panels and core training days. However, in the first instance, the employee should attempt to book these on an evening or weekend and therefore use their own time. Evidence of the attendance will also be required.

- 4.3 The maximum amount may be broken down into smaller blocks, if the cumulative total does not exceed the maximum stated above.

5 Time off for dependents

- 5.1 Foster carers are entitled to take a reasonable amount of time off to assist or make care arrangements for dependents under of the “Annual Leave & Other Leave” policy.
- 5.2 Employees must inform their line manager of the reason for the absence and how long they expect to be absent as soon as reasonably practicable.
- 5.3 Employees may also use this right to take time off where there is an unexpected disruption to care arrangements. However, this right cannot be used as a means to be seeking time off to attend to care of the foster child/children because care has not been arranged in advance.

6 Parental Leave

- 6.1 All employees who have parental responsibility for children are entitled to take up to 18 weeks unpaid parental leave for each individual child before that child reaches the age of 18.
- 6.2 However, the right to parental leave is available only to carers when they have parental responsibility for the children concerned. It is normally the case that foster carers will not have parental responsibility, since this will usually be with the local authority if the child has been placed under an interim or full care order.
- 6.3 If the employee is a foster carer and wish to take parental leave, they will be asked to supply evidence of parental responsibility.
- 6.4 If the employee does not have parental responsibility for the child, they will not be entitled to parental leave. Instead, they may request annual leave.

7 Flexible Working

- 7.1 Foster carers may request flexible working. Please refer to the “Right to Request Flexible Working” policy.

8 Foster to Adopt

- 8.1 If the employee is a local authority foster parent who has been approved as a prospective adopter, and a child is placed in a “foster to adopt” situation, the employee is entitled to adoption leave and pay. Please refer to the “Adoption Leave” and “Shared Parental Leave – Adoption” policies.

Community Impact Assessment

Part 1 – Details		
What Policy/ Procedure/ Strategy/Project/Service is being assessed?	Foster Carer Policy	
Date Conducted	January 2023	
Name of Lead Officer and Service Area	Zoe Wolicki HR	
Commissioning Team (if applicable)	N/A	
Director Responsible for project/service area	Anica Goodwin	
Who are the main stakeholders	Employees	
Describe what consultation has been undertaken. Who was involved and what was the outcome	CMT TULG Members	
Outline the wider research that has taken place (E.G. commissioners, partners, other providers etc)		
What are you assessing? Indicate with an 'x' which applies	A decision to review or change a service	<input type="checkbox"/>
	A Strategy/Policy/Procedure	<input checked="" type="checkbox"/>
	A function, service or project	<input type="checkbox"/>
What kind of assessment is it? Indicate with an 'x' which applies	New	<input type="checkbox"/>
	Existing	<input checked="" type="checkbox"/>
	Being reviewed	<input checked="" type="checkbox"/>
	Being reviewed as a result of budget constraints / End of Contract	<input type="checkbox"/>

Part 2 – Summary of Assessment

Give a summary of your proposal and set out the aims/ objectives/ purposes/ and outcomes of the area you are impact assessing.

To ensure all TBC employees are treated fairly regardless of their protected characteristics in their entitlement to foster care leave.

Who will be affected and how?

All employees who wish to become foster parents

Are there any other functions, policies or services linked to this impact assessment?

Yes No

If you answered 'Yes', please indicate what they are?

All employees

Adoption Leave policy
 Annual Leave & other leave policy
 Parental Leave Policy
 Shared Parental Leave – Adoption Policy
 Right to Request Flexible Working Policy

Part 3 – Impact on the Community

Thinking about each of the Areas below, does or could the Policy function, or service have a direct impact on them?

Impact Area	Yes	No	Reason (provide brief explanation)
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of age
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of disability
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of gender reassignment

Marriage & Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of marital status
Pregnancy & Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of pregnancy and maternity
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of race
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of religion or belief
Sexual orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sexual orientation
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective of sex
Gypsy/Travelling Community	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Caring/Dependent responsibilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy applies consistent and fair treatment irrespective caring responsibilities
Those having an offending past	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Children	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Positive impact on the possible reduction of children who need foster carers. However the policy itself does not have any other disproportionate impact.
Vulnerable Adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Families	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those who are homeless	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those on low income	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Drug or Alcohol problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Mental Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Those with Physical Health issues	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not a factor
Other (Please Detail)	<input type="checkbox"/>	<input type="checkbox"/>	

Part 4 – Risk Assessment

From evidence given from previous question, please detail what measures or changes will be put in place to mitigate adverse implications

Impact Area	Details of the Impact	Action to reduce risk
<i>Eg: Families</i>	<i>Families no longer supported which may lead to a reduced standard of living & subsequent health</i>	<i>Signposting to other services. Look to external funding opportunities.</i>

	<i>issues</i>	

Part 5 - Action Plan and Review

Detail in the plan below, actions that you have identified in your CIA, which will eliminate discrimination, advance equality of opportunity and/or foster good relations.

If you are unable to eliminate or reduce negative impact on any of the impact areas, you should explain why

Impact (positive or negative) identified	Action	Person(s) responsible	Target date	Required outcome
	Outcomes and Actions entered onto Covalent			

Date of Review (If applicable)