

Section 25 – Social Care (Fostering)

Important Notes:

CODES: P = Prime Document, M = Management documentation, SHC = Review samples for Surrey History Centre.

Some LA's use Vital and Management. Prime documents must always be backed up and retained for statutory/ Internal Audit/District Audit reasons. A prime document is one, which if lost would cause considerable embarrassment to the Authority. Duplicates are not prime documents. Management documents should, in general, be kept for a current year plus two.

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.2	- Fostering					
25.2.2.1	Statement of purpose	Recommend 10 years after it ceases to be valid	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 3 (1) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	SHC
25.2.2.2	The Children's Guide	Recommend 10 years after it ceases to be valid	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 3 (3) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M SHC

25.2.2.2 .1	Notification of appointment of a manager	Recommend 10 years after it ceases to be valid	Format not specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 6 Regulation 10 for Local Authority Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M SHC
25.2.2.2 .2	Notification of offences	Recommend add to personnel file	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 9 Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	P SHC
25.2.2.2 .3	Policy for the protection of children	Recommend 10 years after it ceases to be valid	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 12 (1) (2) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	P SHC

25.2.2.2 .4	Allegations of abuse or neglect and action taken	Recommend 75th anniversary of the date of birth of the child to whom it relates or, if the child dies before attaining the age of 18, for a period of 15 years beginning with the date of his death	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 12 (3) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	P SHC
25.2.2.2 .5	Policy on acceptable measures of control, restraint and discipline	Recommend 10 years after it ceases to be valid	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 13 (1) (2) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	P SHC
25.2.2.2 .6	Child absent without permission procedures	Recommend 10 years	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 13 (3) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M SHC

25.2.2.2 .7	Procedures for considering complaints made by or on behalf of children- Independent Fostering Agencies	Recommend 10 years after it ceases to be valid	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 18 (1) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M SHC
25.2.2.2 .8	Statement containing summary of complaints for preceding 12 months and action taken	Recommend 3 years after submission to Commission	Format not specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 18 (6) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M SHC
25.2.2.2 .9	List of members considered to be suitable members of a fostering panel	To be kept up to date	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 23 Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M
25.2.2.2 .10	Resignation of fostering panel member	Recommend 10 years after date of resignation	To be writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 23 (2) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M SHC

25.2.2.2 .11	Notice of removal of name from fostering panel	Recommend 10 years from date of notice	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 23 (3) (9) Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M SHC
25.2.2.2 .12	Report on prospective foster parents	Three years if not accepted. If accepted 10 years after ceasing to be a foster parent.	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 26 (3) (b) & (6) Regulation 28 Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M SHC
25.2.2.2 .13	Case records for foster parents	10 years from the date of termination of approval. Regulation 32 Three years from date of refusal or withdrawal of the application to become a foster parent.	No format specified but to include information in Regulation 30 (2) (3)	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 30 Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M

25.2.2.2 .14	Register of foster parents	10 years from the date of termination of approval Regulation 32	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 31 Revokes The Fostering Services Regulations 2002 SI 2002 No 57.	M
25.2.2.2 .15	Cessation of fostering agency to carry out fostering functions	Records to be transferred to new fostering agency	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 33 Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M
25.2.2.2 .16	Review of quality of care – report to Chief Inspector	Recommend current review plus one	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 35 Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M

25.2.2.2 .17	Notification of events listed in column 1 of Schedule 7	Recommend 75th anniversary of the date of birth of the child to whom it relates or, if the child dies before attaining the age of 18, for a period of 15 years beginning with the date of his death	May be given orally but must be confirmed in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 36 Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M
25.2.2.2 .18	Finance	Current year plus 6 years	None specified	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 37 Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M
25.2.2.2 .19	Notice of absence of manager	Recommend 3 years from date of notice	To be in writing	Statutory	The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 38 Revokes The Fostering Services Regulations 2002 SI 2002 No 57	M

25.2.2.2 .20	<p>Notices of changes</p> <ul style="list-style-type: none"> • Person other than registered persons carries on or manages agency • Person ceases to carry on or manage • Where registered provider is an individual they change their name • In a partnership there is a change of membership • Where the name or address of the organization change • Change of director, manager, secretary etc • Change in identity of responsible individual • Where a trustee in bankruptcy is appointed or arrangements are made with creditors • Where a receiver, manager, liquidator is appointed 	Recommend 6 years after action	To be in writing	Statutory	<p>The Fostering Services (England) Regulations 2011. SI 2011 No 581 Regulation 39</p> <p>Revokes The Fostering Services Regulations 2002 SI 2002 No 57</p>	M
25.2.2.3	Notification of proposal to foster a child privately	Recommend 15 years after the end of the agreement	To be in writing	Statutory	<p>Children (Private arrangements for Fostering) Regulations 2005 SI 2005 No 1533 Regulations 5, 7</p> <p>This revokes and replaces Children (Private arrangements for Fostering) Regulations 1991.</p>	M

