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|  | <b>HUMAN RESOURCES</b><br>Independent Form F Assessor -<br>Job Description | Issue level: | 06     |
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## JOB DESCRIPTION

|                            |   |
|----------------------------|---|
| <b>Job Title</b>           | <b>INDEPENDENT FORM F ASSESSOR</b>            |
| <b>Hours of Work</b>       | To meet the needs of the assessment timescale |
| <b>Temporary/Permanent</b> | Self Employed                                 |
| <b>Salary</b>              | £1,700 per completed Form F Assessment        |
| <b>Responsible to</b>      | Team Manager                                  |

***Appointment to this post is subject to Disclosure and Barring Service (DBS) checks; paid for by Lorimer.***

### **PURPOSE AND OBJECTIVES OF THE JOB:**

To work flexibly under the direction of the Team Manager in facilitating the completion of a full Form F Assessment and to ensure that this is undertaken with appropriate regard to National Minimum Standards for Fostering, Fostering Regulations 2011, and any other relevant legislation.


### **RESPONSIBILITIES:**

- To work in accordance with the company's policy relating to the promotion of equality and diversity.
- The post holder is responsible for the health, safety and welfare of him/herself and others in accordance with the company's policy and the Health & Safety at Work Act 1974.
- To respect confidentiality and to comply with Lorimer Fostering's Data Protection Policy (FCR 054) in keeping all information relating to the assessment secure. Any hard copies of documents/handwritten notes must be stored in a lockable place throughout the assessment.

### **MAIN DUTIES:**


1. To be responsible for the completion of a full Form F competency assessment on prospective carers to the agreed standards set out in policy FCR 009 'Assessing and Approving' and FCR 035 'Form F Standards & Timescales', and the presentation of the completed Form F at the Lorimer Fostering Panel.
2. Set up home study appointments and visit according to company timescales. The first visit to be undertaken within 10 days of receipt of the completed application pack.
3. Carry out any interviews, via telephone and/or face-to-face, with ex-partners, adult children and referees where applicable to the assessment.

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4. Should the assessment require it, you will need to conduct a file check, in person, at any previous fostering service where they have been approved.
5. Work with the Fostering Administrator to establish, investigate and monitor the completed statutory checks required to support the assessment.
6. Support the applicants in starting their Training, Support & Development Standards (TSD) portfolio which will need to be submitted with the Form F.
7. Provide Lorimer Fostering with an evidence log of your visits, the recording of each area covered, together with a log of all other contacts (telephone, letter, etc) made in connection with the assessment.
8. Conduct a full Health & Safety report of the household being used to foster and ensure that all relevant paperwork, such as electrical/gas certificates, insurances etc have been verified and submitted.
9. Perform a critical evaluation of the applicant/s' strengths and weaknesses, both individual and as a couple (where applicable) in terms of their parenting capacity and a wider understanding of the fostering task.
10. To report any concerns, you may have throughout the assessment, immediately to the Team Manager.
11. To attend regular supervisions with the Team Manager throughout the assessment.
12. Prepare and discuss the Panel process with the applicant/s and ensure their attendance if confirmed.
13. Meet deadlines given from Lorimer Fostering in relation to submitting the Form F documents. Such deadlines will be discussed at the beginning of the assessment and monitored during supervisions. This will normally be 4 months from allocation.
14. Attend Lorimer Fostering's Panel, along with the applicant/s, to present your Form F assessment to all Panel Members.
15. Should an assessment be closed during Stage 2 of the process a report will need to be drafted and presented to Lorimer Fostering's Panel. It will then be the decision of Panel whether the assessment should cease or continue.
16. Ensure that once the assessment has been completed and heard at Panel, all digital and hard copies of documents relating to that assessment are given to Lorimer, along with the pen drive issued at the start of the assessment.

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**FEE STRUCTURE:**

**Disclaimer - any issues or concerns that are identified at any point during the assessment MUST be brought to the attention of the Team Manager and no further visits to take place until discussions are held. Failure to do so could impact of the overall fees paid.**

**Completed Assessments: £1,700 + mileage**

For completion of a Form F Report to an acceptable standard and format and within agreed timescales.

**Discontinued Assessments: £25 per hour (maximum of £500) + mileage**

Should an assessment be closed by the agency or applicant during the process then the above rates will apply.

**Paperwork:**

Before any invoices can be signed off all documents & pen drives must be submitted back to Lorimer Fostering. This includes notes taken during visits, Form F Report (complete or incomplete), closure reports and any other documentation that has been gathered as part of the assessment.

**Travel Expenses:**

**Mileage will be paid as per the offer letter** and in-line with the AA/RAC recommendations. These should be claimed at the end of the assessment, within the final invoice, and must be signed off by the Team Manager.

Travel time is not paid.

**IRM:**


If the assessment is presented to panel with a recommendation of closure and the panel are in agreement, as is the Agency Decision Maker, then the applicants have the right to make a representation to the Independent Review Mechanism (IRM).

In such cases it is a requirement that the Assessing Social Worker is also in attendance as a representative for Lorimer Fostering.

If this is the case then the following fees will apply:

- £15 per hour to attend the review meeting
- Accommodation (if required)
- Meals (to a maximum value of £30)

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- Mileage/travel costs (to be approved by Lorimer)

**DATA PROTECTION:**

1. At the start of each new assessment the Assessor will be provided with a password protected, encrypted pen drive containing all information and templates needed to complete the assessment.
2. Any work done on the computer **MUST** be saved to the pen drive and not to your computer's hard drive. Please ensure that the documents are saved with clear, descriptive titles for ease of recognition/search.
3. Lorimer may also provide a secure space within our Microsoft Teams platform for storage of files and communication with us relating to the assessment. We will set this up and provide you with appropriate login credentials limited to the scope of the assessment.
4. Any documents shared electronically **MUST** be done so either via Egress or password protected.
5. At the end of the assessment the pen drive and all notes/documents relating to this the assessment **MUST** be given back to Lorimer Fostering. Failure to do so will result in a delay in signing off the invoice.


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## INDEPENDENT FORM F ASSESSOR - TERMS AND CONDITIONS:

1. All Independent Form F assessors will be recruited in accordance with Lorimer Fostering's Recruitment Policy and Standard 19 of the National Minimum Standards (Fostering Services) and The Fostering Services Regulations 2011 (Regulations 19-21)
2. It is understood that the Assessor is fully registered with HCPC and has the qualifications, skills and abilities to carry out the work with which they are recruited.
3. The use of the Assessor's services will be in a self-employed capacity; therefore, it will be necessary for a 'contract for services' to be in place and there is the expectation that Assessors will arrange their own tax returns directly with HMRC (Revenue & Customs). Any current employees of Lorimer Fostering undertaking a Form F Assessment, external to your current working contract, will do so as a contractor and therefore responsibility for arranging tax declarations to HMRC lies directly with the Form F Assessor.
4. Assessments will be allocated and undertaken within agreed timeframes; these will be agreed at the point of allocation but will normally be 4 months from allocation.
5. All assessments must be completed to the agency minimum standards for Form F assessments. There are no exceptions to this. Payment may be reduced if the standard of the work is considered insufficient.
6. The post entails completion of a full BAAF Form F competency assessment on prospective carers, and the presentation of this at Lorimer Fostering's Panel.
7. Where this is not possible due to issues arising during Stage 1 and/or Stage 2; a report outlining your closure recommendation will need to be drafted up for the Team Manager. If this is during Stage 2 then there will be an expectation for the Assessor to present this report to Panel.
8. The assessor will ensure that the applicant(s) have read the completed Form F Assessment and had an opportunity to make any relevant comments to this prior to the report being made available to panel.
9. Panel attendance is compulsory and considered best practice. Lorimer Fostering Panel will only hear an application when the Assessing Social Worker is present.
10. You will be expected to have regular contact with the Team Manager during the assessment whereby appropriate consultation will be provided, either using remote working technologies or in person.
11. You will be expected to attend assessment supervision (a minimum of two supervision sessions per Form F) with the Team Manager. This will be conducted at Lorimer's office in Sale, Manchester.
12. You will sign an agreement to show acceptance of all Lorimer Fostering's policies pertinent to the role of Independent Form F Assessor.
13. Assessors are required to treat any information given, as part of the assessment, with the strictest of confidence and in line with Lorimer's Data Protection Policy.

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14. Assessors are to declare any matters that appear to create a conflict of interest.
15. Under NO circumstance must the assessment document be provided to the applicant in electronic format, unless prior written agreement with Lorimer Fostering has been obtained.
16. Where Assessors work for more than one agency or fostering service, they must not discuss or share any information with other agencies about the assessment or about Lorimer Fostering in general.
17. Invoices should declare that the Assessor is solely responsible for their own tax and NI declarations to HMRC.

**LORIMER FOSTERING WILL PROVIDE:**

1. A pen drive containing information gathered thus far e.g. the Application Form, Initial Visit Form and Report, pertaining to the allocated assessment.
2. All relevant Lorimer Fostering templates to assist you in completing the assessment.
3. A secure space within our Microsoft Teams platform for storage of files and communication with us relating to the assessment. We will set this up and provide you with appropriate login credentials limited to the scope of the assessment.
4. Access to the Team Manager for guidance and regular supervisions.
5. Co-ordination and processing of all statutory checks and references including medicals and DBS checks.
6. Joint training days with Lorimer staff members, Independent Form F Assessors & Panel Members on our Central List.
7. The Assessor with conduct one joint visit with the newly allocated Lorimer Supervising Social Worker following approval.

**Agreement of the terms laid out above:**

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| Assessor Name:      |  |       |  |
| Assessor Signature: |  | Date: |  |

|                                   |  |       |  |
|-----------------------------------|--|-------|--|
| Lorimer Representative Name:      |  |       |  |
| Lorimer Representative Signature: |  | Date: |  |

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