Fostering Service Information Gathering Form

1 Recruitment Process

- Please provide a summary of your current recruitment process for a prospective foster carer. This should include:
  - The different stages of the recruitment process from initial enquiry through to approval
  - The staff members a prospective foster carer engages with at each stage of the process
  - What information is provided at each stage of the process
- How do you currently receive initial enquiries?
- How are enquiries managed once received?
- What information is requested from foster carers during the first engagement/contact?
- How do initial visits work? Who attends these and what information is gathered at this stage?
- Who manages the full assessment of prospective foster carers?

2 Staff Structure

- What staff posts do you have working on fostering recruitment? Please provide the number of posts, grades and a high-level description of their responsibilities.
- If possible, please provide an organogram. This should indicate where the posts working on fostering recruitment sit within your LA. For example, do they sit within the fostering team or do you have a separate recruitment team?
- What other roles elsewhere in your LA support with fostering recruitment? For example communications and marketing colleagues.

3 Requirements to become a foster carer

- Does your LA have set requirements to become a foster carer? If so, what are these?
- When do you tell prospective foster carers about these requirements? Is this during the initial enquiry?
- Is there anything that will automatically exclude someone from progressing to become an approved foster carer? If so, what are these?

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4   Support Offer

- What is your current support offer for existing foster carers? Please list all incentives and benefits to becoming a foster carer for your LA e.g., do you offer foster carers a council tax discount? If so, how much? Do you give foster carers a referral fee if they refer a new prospective foster carer?
- Do you provide ongoing support (separate to the assessment process) to prospective foster carers while they are going through the assessment and approval process? If so, what does this include and who provides this support?
- Can a prospective foster carer speak to anybody out of usual working hours? What are the opening hours for your service?
- Do existing foster carers provide support or engage with prospective foster carers? If so, how?
- What training do you offer to prospective foster carers? Who runs the training?
- How often do you hold Skills to Foster and for how many days? Is it face to face? Who leads and observes?

5   Communications & Marketing

- Do you have dedicated staff working on fostering recruitment communications and marketing? If so, what are their roles and how many staff members are there?
- Do you have a strategic communications team? If so, do they support foster care recruitment communications and marketing?
- What communications (messages and campaigns) and marketing activity do you run to increase foster carer numbers? Please list the types of marketing channels you use and their success in your response.
- Do you hold in-person marketing events? If so, who runs and attends these events?
- Do you have a fostering recruitment website or landing page? If so, please provide a link to your website.
- Do you have a dedicated fostering communications and marketing budget? If so, how much per financial year? Does budget differ from actual spend?

6   Data Collection, Monitoring & Reporting

- What data do you collect during an initial enquiry? E.g., the profile of enquirer, where the enquiry originates from i.e., open days, adverts etc. Please provide a list of all information you collect.
- What performance data do you collect on foster care recruitment in your LA? E.g., volume of enquiries, response rate to enquiries etc. Please provide a list of all performance data you collect.
- Do you collect data on the foster carer's experience of your recruitment processes? If so, what information do you ask for?
- Do you use a case management system to record and track data on foster care recruitment? If so, what system?
- When tracking data on foster care recruitment, how do you define an initial enquiry?
- Please provide figures for the 22/23 on:
  How many initial enquiries you received from prospective foster carers.
  How many enquiries progressed to applications.
  How many applications were approved.
- Based on your available data, do you have any specific sufficiency challenges? If so, what are these?
- What case management system do you currently use?