



Kinship Care

Operational Guidance and Forms

Issue Date: November 2015
Reviewed and updated: September 2017
Next Review Date: September 2019

Kinship Care – Operational Guidance and Forms

a) Guidance on the Looked After Children (Scotland) Regulations – assessment of Kinship Carers

KC1	Section 25 – Consent/Agreement to Kinship Care Assessment
KC1 (a)	Checklist of Procedures for Kinship Care Assessment
KC1 (b)	Kinship Care Assessment Information
KC1 (c)	Kinship Carer Referral Form
KC1 (d)	Kinship Carer – Viability Assessment
KC1 (e)	Reference consent form
KC2	Application and Assessment Form
KC3	Assessment of Pet Dog
KC4	Medical Letter
KC5	Medical Consent Form
KC6	Health Assessment Report Form
KC7	Immediate Placement Guidance
KC8	Immediate Placement Written Agreement
KC9	Kinship Care Service Manager Checklist
KC10	Kinship Carer Agreement Form
KC11	Admission to Kinship Care Form
KC12	Discharge from Kinship Care Form – (Termination of Placement)
KC13	Area Team Initial 6 Week Kinship Care / Placement Review
KC14	Kinship/Residence Allowance – Annual Review Form
KC15	Kinship/Residence Allowance – Annual Review Cover Letter
KC16	Kinship/Residence Allowance – Annual Review Decision Letter
KC17	Kinship Carer Annual Review
KC18	Kinship Carer Review – Social Worker Report
KC19	Kinship Carer Allowance letter

Appendices: Charts 1-4

1 Relevant Legislation and Guidance

The Children (Scotland) Act 1995

The Looked After Children (Scotland) Regulations 2009

The Adoption and Children (Scotland) Act 2007

Getting It Right for Every Child in Kinship and Foster Care

The Foster Children (Scotland) Act 1984

Foster Children (Private Fostering) (Scotland) Regulations 1985

Scottish Government guidance: Assessment and Support for Kinship Carers of Looked After Children 2008

Scottish Government Guidance on Looked After Regulations June 2010

The Children and Young People (Scotland) Act 2014 Part 13

2 Introduction

2.1 A Kinship Service is an integral part of Clackmannanshire's strategy to support children to remain within their family and community. The outcomes for children placed within Kinship arrangements are generally known to be better than for children in other care settings. They generally:

- Experience less disruption in their lives
- Do better in education
- Have a stronger sense of identity and clearer understanding of who they are
- Have more meaningful contact with birth parents

2.2 In September 2009 the Looked After Children Scotland Regulations 2009 came into effect which regulate the assessment, approval and support of Kinship Carers. These significant and extensive regulations bring the services to kinship carers in line with that of foster carers. Specifically:

- The assessment and approval of Kinship carers requires to be more comprehensive and robust and considered by an Independent panel.
- Kinship carers in their own right become service users whose needs require to be recognised within an appropriate support plan.
- A written case record will be established, in respect of each kinship carer who has been approved by that authority and with whom a child has been placed.

3 Background *the national context*

3.1 The Scottish Government published 'Getting it right for every child in kinship and foster care' in 2007. This document was the first strategy jointly published by COSLA and the Scottish Government and set out the context for national and local government to work together to deliver joint objectives. This strategy set out the joint vision to support those looked after children cared for in kinship arrangements and aimed to achieve this by:

- Delivering a child-centred approach to kinship and foster care and,
 - Supporting high quality kinship and foster care.
- 3.2 A reference group was set up and published a report followed by interim guidance which highlighted principles shared with the Scottish Government that “all children need to be brought up in a loving and stable home where their needs for care, love and support can be met”. GIRFEC principles and vision of children being Safe, Healthy, Achieving, Nurtured, Active, Respected and Included were placed at the centre of the guidance.
- This report highlighted the central role of the child and their family in decisions made about their care
 - The merit of Family Group Conferencing as a forum for planning
 - The recognition of the value of kinship care
 - The significance of planning transitions and permanence to support stability
 - Strengthen the position of kinship and foster care within children’s services
- 3.3 The Local Authority has a statutory duty to support children to remain in the care of their parents where it is assessed as being safe for the child to be there. There are however situations where parents are unable to provide the care and protection for their child and alternative arrangements for the child need to be made. When considering whether a child needs to be Looked After, the first option for consideration must be the ability and capacity for the wider family to provide a safe and appropriate care for the child. The Looked After Children (Scotland) Regulations 2009 reinforce this requirement. Every child has the right to have their family and friends explored as carers if they need to leave the care of their parents. ***‘Unless there are clear reasons why placement within the wider family would not be in the child’s best interests the care within the wider family or community circle will be the first option for the child’*** (Scottish Government 2009).
- 3.4 Interim guidance for Local Authorities on the assessment and support for Looked After Children in kinship care was published by the Reference Group for the Scottish Government in September 2008. Further Guidance was published by the Scottish Government in relation to the Looked After Children Regulations, published in June 2010, which endorse the above interim guidance.
- 3.5 The Looked After Children Regulations 2009 define a ‘kinship carer’ as
- (a) a person who is related to the child; or**
- (b) a person who is known to the child and with whom the child has a pre existing relationship.**
- 3.6 Within Clackmannanshire Services, Kinship care will only be applicable under the following circumstances:
- It is no longer appropriate for the child to remain at home and without involvement in the Kinship Care Scheme, they would become Looked After and Accommodated within a residential or foster placement.
 - The child does not have needs that require them to be Looked After and Accommodated, although they cannot return to the family home.
 - There are relatives, family friends or neighbours willing to care for the child/young person.

- Kinship Allowance will not be considered in situations which have arisen between family members with no social work involvement.
- Kinship and Residence payments, under Section 11 of the Children (Scotland) Act 1995, will be made from Section 22 of the Children (Scotland) Act 1995 and will continue until 16 years of age or until Child Benefit is no longer paid if in full-time education.

3.7 Kinship and residence allowances will be calculated to ensure parity with foster care allowances, less any eligible child-related benefits. These allowances should be seen as a wellbeing payment with the additional money ensuring that the Kinship child is able to benefit from the same opportunities as other children.

Residence allowances will be made where a child is not a looked after child but is subject to a Section 11 order under the Children (Scotland) Act 1995. This will become known as a Kinship Care Order from April 2016. In addition, children for whom this allowance is paid must have been;

- 1) Previously looked after
- 2) Placed with involvement by the Local Authority or
- 3) At risk of becoming looked after

3.8 Use of Section 25 Children (Scotland) Act 1995

- Section 25 of the Children (Scotland) Act 1995 can be used when statutory measures of supervision are not or no longer required to safeguard a child in a kinship care placement, this course of action would remove or prevent child/young person from being involved in the Children's Hearing System.
- Those caring for children/young people placed under Section 25 may be entitled to Kinship allowance following a Kinship assessment and approval by the Service Manager with responsibility for kinship.
- A child placed in Kinship Care in terms of Section 25 of the Children (Scotland) Act, 1995 is also Looked After and will require to be reviewed. This should be proportionate to the needs of the child, circumstances of the placement and legislation.
- Where the local authority has been asked to provide accommodation under Section 25 of The Children (Scotland) Act 1995, parents/those with parental responsibilities, must agree to the child being accommodated although there is no legal obligation for them to sign an agreement. **(Form KC1)**
- Children and young people in Kinship placements where the supervision requirement has been terminated will automatically fall into the Section 25 where Kinship allowance is continuing to be paid. Termination of the supervision requirement order should only be considered if compulsory measures are no longer required to safeguard the placement.
- Parents of people with parental responsibilities will be required to sign an agreement for their child to remain in a Kinship placement under Section 25 voluntary agreement.

3.9 This operational guidance offers a framework based on the 'Getting it Right for every Child in Kinship and Foster Care' (GIRFEC) principles. The child's plan in kinship care is based on 'My World' assessment triangle and is integral to the child's care plan. It is underpinned by the Scottish Government Guidance.

4.0 Assessment Approval and Review Processes

4.1.1 The guidance issued by the Scottish Government recognised that family members may have needs of their own which could contribute to expose the child to an unacceptable level of risk. It is therefore essential that these assessments are robust and focused on the needs of the child. Given these are child specific assessments there will be a need for the child's social worker to actively contribute to the assessment.

4.1.2 The assessment of Kinship Carers is a professional task requiring to be undertaken by qualified social workers with suitable skills and experience. The 2009 Looked After Children Regulations provide a clear statutory framework for these assessments.

4.1.3 An assessment template has been developed (KC2) which will cover the statutory requirements of these assessments. This will also help contribute to ensuring a high level of practice standard to the assessments in terms of depth and rigour.

4.1.4 Viability Assessment

This assessment **Form KC1(d)** may be used where the assessing worker, Team Manager considers it prudent to carry out a short assessment, prior to undertaking the full assessment.

Undertaking the Kinship Assessment

4.2.1 The skills used to assess kinship carers will be similar to the skills used to assess foster carers. However there are some essential differences:

- 1) The assessment is for a specific child(ren).
- 2) The child(ren) are likely to be well known to the prospective carers.
- 3) If the proposed kinship carer is a close relative, the impact of complex family dynamics and relationships need to be understood and acknowledged.
- 4) A kinship carer may be in need of more support than a foster carer in relation to contact issues.
- 5) The attachment and relationships between the child and kinship carer and the potential for ensuring security and stability for the child could mean that people, who would not be approved as foster carers, should be approved as kinship carers.
- 6) Kinship placements are often made in an emergency, so assessment will often occur once the child is in the care of the kinship carers, who may be very anxious about the assessment and fear losing the child.

4.2.2 Planned Placements

Following discussion and the agreement of the Team Manager, Children & Families (Fieldwork) that an application for inclusion in the Kinship Care Scheme is appropriate, or the relevant decision being taken at a LAAC Review, the following process should be followed:-

- (a) A Planning Meeting is convened. This meeting, which will be chaired by the appropriate Team Manager, should include all adults who are significant in relation to the on-going care of the child and should, where possible, include the child

- (b) The meeting is tasked with identifying potential alternative carer(s) for the child and ensuring that the potential carer(s) receive full information in relation to the process. If required, any potential carer(s) who has been identified, should be given time to consider their position, although they would be expected to reach a decision within 24 hours.
- (c) Following the identification of an appropriate alternative carer(s) and clarification of the duration of placement. If the placement is anticipated to be less than six weeks in duration, the process outlined for Emergency Placement detailed below should be followed. In relation to placements exceeding six weeks, **(Form KC2)** Kinship Carer Application form should be completed in full, ensuring completion of Kinship Care Health Checks **(Forms KC4/KC5/KC6)** and local authority and PVG checks.

Please refer to “Guidance on the Looked After (Scotland) Regulations 2009 – Assessment of Kinship Carers” for further information on completion of the full assessment.

- (d) Please note, if appropriate this assessment should include an assessment of any pet dogs who reside within the home. **(Form KC3)**
- (e) The Assessing worker should then immediately submit the application to their Team Manager (Fieldwork) for consideration and approval and onward progression to the Service Manager responsible for Kinship.
- (f) Assessing worker should note that whilst Kinship Care Health Checks do not require completion in respect of Emergency or Short Term Placements of 6 weeks or less, the assessing worker is able to complete these forms if there are any concerns in relation to health issues for the alternative carer(s). **(Forms KC4/KC5/KC6)**

4.2.3 The assessing social worker needs to be clear as to why an assessment is occurring and the important question is whether the prospective carers can, with support, meet the needs of this particular child. The social worker for the child will have identified the child’s needs and early on in the assessment it is appropriate to give the opportunity to the carer to talk about the child and the carer’s views of the child’s needs.

4.2.4 The assessing social worker must make a referral to the Money Advice worker in order to ensure that the applicants are in receipt of their full benefit entitlement and will not be financially worse off if they receive a kinship allowance.

4.2.5 If there are clear reasons that the proposed carers should not be approved, then these should be established as soon as possible. Otherwise the assessment should concentrate on how best to support the proposed kinship carers to meet the child’s needs.

5.0 Emergency Placement

5.1 Placements will be able to be made on an emergency basis in exceptional circumstances for a period not exceeding six weeks. The worker involved must obtain agreement from the Team Manager and make sure all required notifications and checks are undertaken and follow the process laid out that enables the immediate placement of a child with relatives or friends.
(Form KC7)

5.2 The Assessing worker and Team Manager must ensure that they obtain signed consent to the conditions of this placement. **(Form KC8)** Immediate Placement Written Agreement.

5.3 **Note:** In emergency placement situations and prior to the completion of the application, the appropriate Police, Health and Local Authority checks should be made.

- 5.4 The Locality Team will meet financial support for such immediate placements via Section 22. No monies will be released from Kinship budget to support immediate placements.

If the placement continues beyond six weeks, **an Application and Full Assessment (Form KC2)** should be completed and submitted *within six weeks*, for approval, along with relevant health reports and local authority and PVG checks being undertaken.

- 5.5 The assessment will then be passed to the Service Manager with responsibility for kinship for their consideration.

6.0 Approval of Kinship Carers and Kinship Carer Agreement

- 6.1 The Scottish Government guidance highlights the need for local authorities to identify a process for approving Kinship Carers. While comparisons could be drawn with the approval process for foster carers, it is important to acknowledge there are distinct differences between Foster carers and Kinship carers.

- 6.2 Assessment of prospective Kinship Carers will be considered by the Service Manager with responsibility for kinship.

- 6.3 Recommendations from the Service Manager will be sent to the Agency Decision Maker for approval.

- 6.4 This process allows for a robust and independent approval process. It will provide for scrutiny of assessments as well as openness and transparency to the decision making process, ensuring it does not sit with any single individual.

- 6.5 Where grounds exist Kinship Carers would have the right of appeal the decisions. The Process of Appeal is highlighted in Section 18 and in the first instance will be reviewed by a Service Manager independent of the case.

- 6.6 Upon approval as Kinship Carers, the designated Team Manager, will forward the necessary Kinship Carer Agreement (**Form KC10**) to the responsible assessing worker for completion and return. Upon receipt of this agreement, the designated Team Manager will complete the Admission to Kinship Care Form (**Form KC11**) and forward to the Service Manager for signature. This will be dispersed to all relevant individuals and services for payment to commence.

- 6.7 If the Service Manager does not recommend approval of the prospective kinship carers, a letter confirming this will be issued to the Assessing Social Worker and their Team Manager.

7.0 Kinship Care Agreement

In line with the Looked After Children Regulations, an agreement will be issued to each kinship carer following approval. The matters contained within the agreement will comply with the Looked After Children Regulations 2009 - Schedule 5.

8.0 Review Placement

- 8.1 Each Kinship Care Placement will be subject to an Initial Review by the Fieldwork Team Manager following the first 6 weeks of the Placement (**Form KC13**). Upon approval, admin will add an appropriate General Note Observation and raise an Activity to the relevant Business Support Officer to highlight the anticipated date of this Review.

8.2 Each approved Kinship Carer will be subject to an annual review thereafter which will be chaired by A Team Manager who is independent of the management of the case. Reviews will be annual unless otherwise required. A worker from the Fostering and Adoption team will attend all reviews and complete review report (**Form KC17**) with updated information on the kinship carers for the purpose of the review. Information will be requested from the allocated worker (**Form KC18**) for the Kinship Carers' Review in relation to their view as to whether the placement continues to meet the child/young person's needs.

The officer chairing the review will complete **Form KC17** with their views and recommendations.

8.3 If a child is subject to Section 25 and is no longer under the Children's Hearing System they will continue to require to be reviewed on an annual basis.

8.4 Following each Review, a recommendation on continuation or termination of the Placement will be forwarded to the Service Manager and the nominated Team Manager.

9.0 Payment by Allowance

9.1 Payment under the Kinship Care Scheme will be made according to the age related weekly rate per child and will be used for leisure and recreational purposes. Kinship Payment will be paid 56 weeks of the year, this allows for four extra payments each year. One is made for the Child's birthday, one at Christmas and two for the summer holiday period, in recognition of the extra expense at these times. Payment will be made fortnightly in advance from the date of payment.

9.2 Kinship Care payment will be made under Section 22 Children (Scotland) Act 1995 which is a discretionary payment and is made on the basis that it does not interfere with carer's entitlement to Social Security Benefits.

9.3 Commencement of payments will be instructed by the Team Manager, instructing payments by completing and processing **Form KC11**. This form will only be progressed upon receipt of the signed Kinship Carer Agreement **Form KC10** that should be obtained and counter-signed by the Fieldwork Team assessing worker.

9.4 Upon notification of termination of the placement via a LAAC Review, or any other avenue, the relevant Team Assessing worker or Team Manager – Children & Families (Fieldwork) will complete and process **Form KC12** to instruct this immediately.

9.5 Payment under the Kinship Care Scheme will terminate on the child's 16th birthday or the ending of Child Benefit payment if they continue in full time education.

9.6 Local Authorities have a statutory duty to review the care plans for all looked after and accommodated children. This includes children who are placed with kinship carers. These reviews focus on the needs of the child to ensure intervention is targeted to enable positive outcomes and to ensure the placement continues to meet the needs of the child. The procedure for the review of the child's care plan for a child placed in kinship care will follow the same as all other looked after and accommodated children. (Reg 45)

9.7 The Local Authority is also required to agree the procedure and timescales for the review of the child's placement with the kinship carer, which will then be written into the Kinship Carer Agreement. (Schedule 5) There is a requirement within the Review to consult and take account of the kinship carer's views. A written account of the LAC Review will be made available to the kinship carer.

10.0 Transitional Arrangements for Existing kinship carers

- 10.1 For children already placed with kinship carers, these arrangements will be subject to a review and re-assessment, the depth of which will be determined by the Service Manager following consultation with the child's social worker and Team Manager.
- 10.2 Weight will be given according to the age of the child (the younger children receiving higher priority), the length of time the arrangement has existed and the complexity of the situation.
- 10.3 Assessments will include:
- Formal Enhanced Disclosure checks on all adult members of the household who are over 16 years will be completed or renewed if they are more than 2 years old.
 - Medical checks will be made with the Kinship Carers GP if the existing check is more than 3 years old.
 - "Better Off" calculations undertaken by the local Money Advice service or by Citizen's Advice Scotland.
 - A Kinship Carer Assessment will be completed, the majority of the information may be provided by the child care social worker and from existing social work records.
- 10.4 All assessments will be sent to the Service Manager with responsibility for kinship for consideration/approval.

11.0 Money Advice

- 11.1 Every applicant for Kinship Care should be referred to the locality Money Advice Team for advice and information on benefit entitlement. The Assessing worker carrying out the Kinship Assessment should make the referral to Money Advice at the outset of the assessment and this date should be detailed on the front page of **Form KC2**. Kinship Carers should be informed of this process and advised that a Money Advice worker will contact them to check benefits entitlement, ensure income is maximised and assist with any claims.
- 11.2 Assessing worker should ensure that all relevant information is provided especially a current phone number, full name and address of kinship carers. If known, details of any other children should be included for the purpose of benefit entitlement.
- 11.3 Money Advice Team will contact Kinship Carer via telephone and gather initial information to assist them in giving advice and assistance with benefits. Further contact and / or allocation will be made as appropriate. Money Advice Team Manager will send written confirmation to Assessing worker and nominated Team Manager with outcome of support and benefit maximisation.
- 11.4 The Looked After Children Regulations 2009 highlight the duty on local Authorities to provide support and training to kinship carers (Schedule 5). While financial support is important Kinship carers have identified that they often have other support needs which are equally significant. These include;
- Issues relating to contact
 - Emotional support
 - Practical support
 - Support that is independent from that provided to the child.

11.5 Access to such support seen in the context of being in the child's best interests and actively contributing to the improved outcomes detailed in 2.1. Provision of this support is more likely to prevent placement breakdown leading to further disruption to the child enabling the child to remain within their extended family. It will also mean that the child will not need to move to other care settings at increased financial cost to the Local Authority.

12.0 Kinship Arrangements Not Approved

12.1 If the child is subject to a supervision requirement, a LAC Review and a Children's Hearing would be called to consider a change of placement.

12.2 If the child is subject to Section 25 a LAC Review would be called to consider a change of placement.

12.3 A child would only be moved on an emergency basis against the wishes of the kinship carer if there were child protection concerns which merited such an action.

12.4 If the Service Manager with responsibility for kinship confirms that the kinship carer is not approved the carer has the right of appeal as identified in Section 18.

13.0 Termination of Kinship Placement

13.1 Upon notification of termination of a kinship placement the Assessing worker or appropriate Team Manager – Children & Families should inform Service Manager, Children & Services & finance section. **Form KC12** (Discharge from Kinship Care) should be completed immediately by the responsible Assessing worker or Team Manager to instruct termination of Kinship Placement.

13.2 **Note:** It is the responsibility of the locality team to notify Finance as soon as possible to prevent any overpayment to kinship carers.

14.0 Child's Plan and Conditions of Relevant Orders

14.1 A copy of the child's Care Plan will be given to the Kinship Carer. A copy of any Court Order or other relevant order in order to ensure the Kinship Carer is fully aware of any restrictions or requirements of such an order.

15.0 Kinship Care / Residence Order Allowances – Annual Reviews

15.1 The Fostering and Adoption team assumes responsibility for undertaking the necessary annual reviews for Kinship Care / Residence Order Allowances paid by Clackmannanshire Services. Annual review forms (**Form KC14**) and covering letters (**Form KC15**) will be issued annually by Business Support and presented to the Service Manager with responsibility for kinship for a final decision as to continued entitlement of this allowance. Kinship Carers will be notified in writing of the outcome of each annual review. A decision letter will be issued following each review to inform the outcome (**Form KC16**).

16.0 Residence Orders for existing Kinship Cases

16.1 Kinship Carer should be advised to contact a solicitor to enquire if they would be entitled to Legal aid to cover the cost of pursuing and making an application for a Residence Order.

16.2 If entitled to full Legal Aid this will cover the cost of the Residence Order and the Kinship Carer and local authority will not finance any legal fees. In some cases partial legal aid will be awarded.

16.3 Legal Aid is means tested and an assessment of income will be undertaken.

16.4 If Kinship Carers are not entitled to full Legal Aid they should get this in writing from The Legal Aid Board and provide this along with a quotation from their solicitor for the cost of reasonable legal fees for applying for a Residence Order.

16.5 In such cases where a Residence Order is being pursued for a Kinship placement, the undernoted documents should be submitted to the Service Manager with responsibility for kinship for consideration of payment of reasonable legal fees.

- Letter from legal aid board/solicitor to state they are not entitled to Legal Aid.
- Quotation from solicitor on legal costs of application for residence order,
- Section 11 report which will give information on children and carers.

16.6 Please note that in cases where a Residence Order is being applied for but not via Kinship Care, the Locality Team Social Worker should contact the Adoption & Permanence Panel administrator for consideration of the local authority to pay reasonable legal fees.

17.0 Kinship Care – Relevant Regulations – 10 to 16

(Looked After Children (Scotland) Regulations 2009 and the Adoption and Children (Scotland) Act 2007

17.1 The Assessment of Kinship Carers

- Local authorities carry out assessments in various contexts to underpin planning and decision-making in the best interests of children. As with all assessments, balance, clarity of purpose and openness are essential. An understanding of the risks and factors that led to the child becoming looked after needs to be considered alongside the potential of the kinship carers to respond to the child's needs and work in genuine partnership with the local authority. As a starting point, it is helpful to articulate the potential strengths and values of kinship care and the possible areas of risk or vulnerability against which individual assessments can be evaluated. Such factors are set out below.

17.2 Potential Strengths of Kinship Care

The potential strengths of kinship placements include the following:

- Reduction of the upset of separation, greater continuity of care and recognition of the importance of known carers and contacts for the child;
- A sense of 'normality' in the eyes of the child and the community and a lessening of the stigma of being 'looked after by the local authority';
- Maintenance of the child's sense of identity and their place in the family;
- Continuity of culture and heritage; and
- Understanding of the child's history and experiences.

17.3 Possible Vulnerabilities of Kinship Care

The potential vulnerabilities of kinship placements include the following:

- Issues around protection of the child when they remain within the family network;
- Managing complex contact across the family network, especially where this has already been a factor in any concerns;
- Handling conflicting emotions arising from the child's situation, particularly initial distress, grief, hurt or anger;

- The extent to which the birth parents' problems are reflected in the wider family - or the degree to which the parents have been isolated or antagonised.

17.4 Information to be gathered as part of the assessment

- The broad areas on which the local authority must satisfy themselves in placing a child with kinship carers are laid out in Regulation 11(2). This includes the information that should be gathered under Regulation 10(3) including 'as far as reasonably practicable' the information set out in Schedule 3. The information gathered should enable the assessment to conclude whether the placement with the specific kinship carers is in the best interests of the child and the carer is judged 'a suitable person'. In addition, Regulation 11(2) refers to the written agreement in Regulation 12 (the kinship carer agreement in accordance with Schedule 5) and also Schedule 4 (the placement agreement). These are covered later, post-approval, but at the outset of the assessment it is important to place working in partnership with the local authority clearly on the agenda.
- Although Schedule 3 refers to both kinship and foster carers, workers carrying out assessments will need to be alert to the fact that kinship assessments are always for a specific child or children, tailoring their reports accordingly.
- The gathering and assessment of this information will focus upon the child's needs and the plan for the child. The child's perception and understanding of his/her kinship network and the child's place within that network is an important part of this.
- Relationships and attitudes within the extended family will inevitably play a central part. Other areas to consider include the following:
 - **Age**
As many kinship carers are grandparents, questions of age and health will need to be approached sensitively. Extra attention may need to be paid to both the support that will be available from other family members and any other additional support services required. The significance of this will depend on the age of the child and the anticipated duration of the placement. Where this is unclear, the issue of long-term capacity to provide care should be addressed and appropriate arrangements made to monitor the situation.
 - **How the child will be supported to fulfil their potential**
In accommodating children, local authorities need to ensure that children are enabled to fulfil their potential. The opportunities provided through kinship care may be less immediately obvious than in foster care, but if a child is less traumatised by a move within a known network, or the kinship placement accords with their wishes, they are more likely to be able to benefit from the care and support that is available. The question then becomes one of identifying the need for any specifically tailored support for the kinship placement.
 - **Medical Issues of the Prospective Kinship Carers**
The request for a medical report should highlight any area, which is seen to be significant for this particular kinship carer and the child to be placed.
 - **The use of an application form**
The use of a carer application form may appear alien to kinship carers and be unrealistic in an emergency. Workers should be clear about the basic information that must be recorded at the outset, explicit about this with the potential carers and have a simple format available to ensure that the various checks can be carried out in a timely way.

- **Household Members and Family Members**
Information about all the people in the household may have particular importance, as they are all likely to know the child and have views on the situation leading to the need for the placement. Equally, the views of other family members living outside the household, especially parents, will be central to the management of the placement. The kinship carers will need to demonstrate an ability to place the needs of the child above any loyalty they may feel towards the parents of the child.

- **Accommodation**
Accommodation may be important; particularly where there is more than one child to be placed. Unlike the assessment of foster carers where accommodation may dictate the number of children who may be placed, in kinship care the question may be about what help the local authority can offer to enable adequate facilities to be available if otherwise the kinship placement is in the best interests of children.

- **Identity**
Issues regarding religious persuasion; ethnicity and cultural heritage may cause tensions with a proposed kinship placement. For example, the religious persuasion of a birth parent may have diverged from the proposed kinship carer, or a grandparent may disapprove of a multiracial relationship within their family.

The proposed kinship carers' ability to overcome any such tensions in order to prioritise the needs of the child will need to be demonstrated through the assessment process. Surveys of looked after children consistently emphasise that they do not want to be forced into a conflict of loyalty between their primary carers and their birth family.

- **Standard of Living**
Although there is no minimum standard of living set for any type of kinship, the household will need to be able to demonstrate that they have the capacity and potential to enable children to fulfil their potential, and their household is sufficiently financially secure to provide stability for the child placed.

- **The impact of the prospective carers' previous experience of parenting.**
The capacity of the prospective kinship carer to care for their own or other children and their previous experience of parenting is often a complex area. This may be particularly sensitive when the need for the placement arises from the difficulties experienced by the proposed kinship carer's own son or daughter. Exploring this area may be particularly emotive for these prospective carers. Nevertheless, it is important to address this as thoroughly as possible, as a potential risk factor in the assessment and as an indication of how best to support the placement if approved. Discussion about past difficulties may enable the carers to identify different approaches to caring for the child to be placed.

- **Statutory Checks and Confidentiality**
Kinship carers require the same checks as foster carers. Particular attention must be given to any child related offence, violence or dishonesty that could provide a poor model for a child placed and affects the relationship of trust that the local authority will need to build with the carer. Any conviction needs to be seen in the context of their overall suitability to care for the child, the child's views and the other benefits of maintaining the particular child within that specific family network. Practitioners will need to consider how best to share information which may arise as part of this process with other members of the family.

There will be a need to strike a balance between privacy and openness, bearing in mind that family members may already be aware of some of this information or have previously decided not to share it with other members of their family.

- **Previous Applications to become Kinship Carers**
Details of any approvals or refusals of past applications to foster or become a kinship carer need to be examined and the worker must be able to give a clear reasoned statement about whether any past refusal of approval is or is not significant for this current application.
- **Exploration of Motivation**
In considering motivation, a full discussion with the carers about why they want to become carers for the particular child and their understanding of the task will be needed. For many kinship carers this is an emotive area, which may bring forward a number of complex feelings about the family history of the child and his/her parents. The worker's reflection on the issues with their supervisor will shape the analysis of the motivation of the kinship carer.
- **Behaviour Management**
Local authorities across all their children's services, including social work and education, do not allow any corporal punishment to the child. Schedule 5 specifically extends this to kinship carers. This may be a contentious requirement if the family discipline to date has included corporal punishment. This area will need detailed discussion with the kinship carers and clear explanation about the thinking behind this obligation. Work during the assessment should address a range of other strategies to cope with difficult and challenging behaviour.
- **The ability to maintain confidentiality**
The need to keep information given to the carer in confidence may also need detailed consideration during the assessment. Given the complexity of family dynamics within some kinship placements, specific dilemmas and issues may require careful and sensitive discussion.
- **Relevance of the assessment to the Task**
Research into kinship care has repeatedly demonstrated that prospective kinship carers are often unaware of the purpose or relevance of the assessment process. Throughout the assessment, the content of the discussion should consistently link back to the needs of the child, the child's views and the way the plan for the child is evolving. The assessment should always seem focused and relevant to the kinship carer, not simply a process for its own sake.

18.0 Approval of Kinship Carers

Reports required for Kinship Care approval

- The Assessing worker's Kinship Care Assessment Report, should detail information regarding statutory checks on all adults within the household and information on the health of carer(s). The assessment should have relevant information on the Kinship Carers parenting capacity and ability to meet child(rens) needs.
- Kinship Care assessments should include the potential strengths and values of kinship care and the possible areas of risk or vulnerability against which individual assessments can be evaluated. Such factors are set out in Kinship Care -Guidance on the Looked After Children (Scotland) Regulations 2009 and the Adoption and Children (Scotland) Act 2007

18.1 Appeals

The prospective applicant(s) for Kinship Care must be given the opportunity to appeal the decision of the Kinship Decision Maker. They should do so in writing to the Service Manager (Kinship Care) within 28 days of receipt of the letter informing them of the decision and the grounds on which they may appeal. A review of the decision will then be undertaken by a Service Manager not involved in the case, identified by the Children's Services Manager.

Prospective kinship carers will be invited to put their views in writing or to meet with the reviewer as part of this process.

The Service Manager conducting the review will inform the prospective carer(s) of the recommendation from the review within **two working days**.

The Reviewing Service Manager's recommendation will be forwarded to the Children's Services Manager who will make the final decision and ensure the decision of the Appeal is notified in writing within two weeks of the review. This also includes the prospective applicant(s).

18.2 Quality of Assessments

- Kinship Assessments will not be presented if health checks, PVG and/or disclosure checks are not completed, also if all relevant information regarding the Kinship Care applicant(s) is not within the assessment.
- Assessing workers must incorporate the details below within their assessment:

Caring for children and young people

- An ability to provide a good standard of care to other people's children which promotes positive emotional, physical and sexual development as well as their health and educational achievement.
- An ability to work closely with children's families, and others who are important to the child.
- An ability to set appropriate boundaries, and manage children's behaviour within these, without the use of physical or other inappropriate punishment.
- Knowledge of normal child development and an ability to listen and communicate with children appropriate to their age and understanding.

Providing a safe and caring environment

- An ability to ensure that children are cared for in a home where they are safe from harm or abuse
- An ability to help children keep themselves safe from harm or abuse, and to know how to seek help if their safety is threatened.

Working as part of a team

An ability to work with other professional people and contribute to the department's planning for the child/young person.

- An ability to communicate effectively.
- An ability to keep information confidential.
- An ability to promote equality, diversity and rights of individuals and groups within society.

Own development

- An ability to appreciate how personal experiences have affected them and their family, and the impact undertaking Kinship Care is likely to have on them all.
- An ability to have people and links within the community which provides support.
- An ability to use training opportunities and to improve skills
- An ability to sustain positive relationships and maintain effective functioning through periods of stress

19.0 Financial Arrangements

Kinship Payment will only commence from the date the approval is signed by the Agency Decision Maker.

20.0 Birth parents residing in Kinship household

20.1 Where grandparents care for children, there are situations where birth parents have returned to reside in the Kinship household; these situations can be time limited due to birth parent being released from prison, or losing own tenancy or a number of other reasons. The allocated worker should be made aware of these situations immediately and without fail to enable the allocated Social Worker to undertake and complete a risk assessment due to the change of circumstances and to assess and report on the impact on the children, including any over-crowding issues within the carer's accommodation and impact on sleeping arrangements.

20.2 The Service Manager with responsibility for kinship will not approve a Kinship Carer where a birth parent resides within the family home irrespective of children being subject to a supervision requirement with a place of residence with Kinship Carers; it would only be in exceptional circumstances that the authority would consider paying an allowance and this must be with advance notification and permission, not retrospectively.

20.3 The Children's Reporter Administration should also be made aware of this and that due to birth parent residing in family home they would not meet criteria for Kinship Care Allowance.

Approved Kinship Carers who receive an allowance and allow a birth parent to reside in their household should be aware that their circumstances will require to be re-assessed and that payments could be revoked.

Kinship Carers should be advised to be transparent with the department with regards to any changes in household.

Kinship Carers are reviewed annually by a Team Manager independent of the case. If situations are identified where a birth parent is residing in Kinship placement the area team will be requested to reassess situation and inform carer and birth parent of Clackmannanshire Services guidance on Kinship Care Placements.

21.0 Kinship young people who become accommodated

If a young person, for whom kinship care allowance is payable, becomes accommodated then the kinship arrangement must be immediately reviewed. The allocated social worker will discuss with the Team Manager the circumstances leading to the young person becoming accommodated and the Team Manager will arrange a review of kinship.

In some cases, where a young person returns to kinship carers at weekends or during holidays, consideration should be given to making a pro-rata kinship payment for the days they stay with the kinship carers. This should be considered as part of the review on a case-by-case basis.

Kinship Care Section 25

PLACEMENT AGREEMENTS

AGREEMENT OF PARENT (S)/PERSON (S) WITH PARENTAL RESPONSIBILITIES

A child placed in Kinship Care in terms of Section 25 of the Children (Scotland) Act, 1995 is also Looked After.

Where the local authority has been asked to provide accommodation under Section 25 of the Children (Scotland) Act 1995, parents/those with parental responsibilities must agree to the child being accommodated although there is no legal obligation for them to sign an agreement.

Parents/people with parental responsibilities may wish to record any reservations even if they agree that a period of looking after or accommodation is the only feasible option at present.

I/We (child/young person) agree to being accommodated in a Kinship Care Placement by Clackmannanshire Services at the aforementioned address.

Name:	
Signature:	
Date:	

Name:	
Signature:	
Date:	

Comments

CHECK LIST OF PROCEDURE FOR KINSHIP CARER ASSESSMENT

Applicant Name(s):			
No.	Detail	Date	Ref No. / Initials
1	Initial referral received		
2	Locality Team		
3	Acknowledgement Sent		
4	Type of Assessment:		
5	Date allocated		
5	Departmental Enquiry Completed		
6	Disclosure Scotland Checks		
	Applicant 1 – PVG		
	Applicant 2 – PVG		
	Other Adults in Household – Enhanced Disclosure		
7	Area Health Board Enquiry		
9	Medical Letter – Applicant 1		
	Medical Letter – Applicant 2		
10	Enquiries re: other residents (where appropriate) Consent GP Police HV LA		
11	Outwith Authority Check – Applicant 1		
	Outwith Authority Check – Applicant 2		
12	Consent to disclosure of information by other agency (where appropriate)		
	Applicant 1		
	Applicant 2		
13	Assessment Report submitted to Service Manager		
14	DECISION :		
15	Letter to Applicant regarding decision		
16	Visit to applicants regarding decision		
17	Database updated accordingly		
18	Case File Completed		



FORM KC1 (b)

CLACKMANNANSHIRE SOCIAL SERVICES

KINSHIP CARE – ASSESSMENT INFORMATION

On completion, this form should be returned to:
*If applicants have any queries regarding this form,
please discuss these with the assessing worker before completion and return.*

1 APPLICANT DETAILS			
<i>Please complete in full</i>			
Applicant 1			
Full Name		Date of Birth	
Occupation		Religion (practicing or non-practicing)	
National Insurance No.		Email address	
Home Tel No.		Mobile No.	
Full Address (incl post code)			
Applicant 2			
Full Name		Date of Birth	
Occupation		Religion (practicing or non-practicing)	
National Insurance No.		Email address	
Home Tel No.		Mobile No.	
Full Postal Address	Same as Applicant 1? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please provide full address</i>		

2 PREVIOUS ADDRESSES			
<i>Please provide details of all previous addresses for past 5 years – use separate sheet if required</i>			
Applicant 1 – Please provide details of all previous addresses for past FIVE years			
Address (incl. post code)	From	To	Local Authority

Applicant 2 – Please provide details of all previous addresses for past FIVE years			
Address (incl. post code)	From	To	Local Authority

3 HOUSEHOLD COMPOSITION			
<i>Please provide details of children in household and relationship/legal status accordingly</i>			
Name	Date of Birth	Relationship	Legal Status (if applicable)

4 OTHER RESIDENTS		
<i>Please provide details of other adults (or young people age 16 years and over) that reside with you</i>		
Name	Date of Birth	Relationship

5 GP DETAILS			
Applicant 1			
GP Name		GP Surgery Address	
Applicant 2			
GP Name		GP Surgery Address	

6	OTHER INFORMATION
Have you previously applied to care for a child via Kinship Care with Clackmannanshire Social Services or any other authority?	
Have you ever had a child removed from your care?	
Have you ever had Social Services involvement in the past or at the current time?	
Any other comments	

7	DECLARATION				
<p>In submitting this application to become Kinship Carers, I / we the undersigned, agree that Social Services may make enquiries of the police, our local authority, our family doctor, area health board and at least two personal references as to our health and characters.</p> <p>I am aware that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, information regarding “spent” convictions can be disclosed.</p>					
Applicant 1 Name		Signature		Date	
Applicant 2 Name		Signature		Date	



KC1(c)

Kinship Carer Assessment Referral Form

Date of Referral:	
Name of Referring Social Worker:	
Reference Team:	
Contact Telephone Number:	

<i>INTERNAL USE ONLY</i>	
<i>Allocated to:</i>	
<i>Allocation Date:</i>	
<i>Target Completion Date:</i>	

Report Type and Details:	<input type="checkbox"/> Kinship Carer Application <input type="checkbox"/> Viability Assessment <input type="checkbox"/> Residence Order Application
If Residence Order, please confirm:	<i>Court Requested:</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Date Requested by court:</i> <i>Legal Aid Applied for:</i> Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Date of Legal Aid Application:</i>
Has referring Team completed emergency checks?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Type of Checks carried out:	<input type="checkbox"/> Public Protection Unit <input type="checkbox"/> CFIS//Local Authority <input type="checkbox"/> Living environment

Carer Name:	
Carer Address:	

Name of Child(ren) in Kinship Care Arrangement	Date of Birth	Legal Status	Placed by Social Services
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Has child been placed with Kinship Carers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date Placed:		
Is child in foster placement/residential care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date Placed:		

Synopsis of Situation / Areas of Concern:

Completing Social Worker Name:	
Signature:	
Date completed:	



Form KC1 (d)

Kinship Carer Viability Assessment Form

VIABILITY ASSESSMENT FORM

Prospective Carer Details

Full Name:		Full Name:	
Address:		Address:	
Post Code:		Post Code:	
Date of Birth:		Date of Birth:	
Daytime Tel:		Daytime Tel:	
Evening Tel:		Evening Tel:	

Child/Children's Details

Full Name:		Full Name:	
Address: (if different from Prospective Carer)		Address: (if different from Prospective Carer)	
Date of Birth:		Date of Birth:	
Legal Status:		Legal Status:	

Brief outline of purpose of Assessment:

Child's history – how need for placement came about and where child is currently living:

Child's wishes and feelings:

Description of child's needs: Health/Education/Culture/Relationships/Disabilities

Parent(s) views:

Date of Initial Visit:		Name of Social Worker undertaking visit:	
Area Team:		Ethnicity / religion / language:	

1.	Discussion of the purpose of the Initial Visit and information about the assessment process to be shared with the proposed carer(s) - explaining about any checks that would be carried out and the need to involve wider family and professionals in the decision making process with a focus on the best outcome for the child.

2.	How much contact has the child had with proposed carer(s) in the past?:

3.	Motivation – reasons for offering to care for the child (<i>are they focussing on the child's needs?</i>):

4.	If the child is already placed, how well is the carer coping at the present time?

5.	Health (<i>are there any current health issues that could impact on their ability to care for the child? Is there anything in their medical history that could impact on their ability to care for the child? Do the carers have any demands on them from the health needs of anyone else living in the household or nearby? Is there any support that could be provided by extended family or outside agencies?</i>):

6.	Household Composition and Accommodation (<i>Sleeping arrangements; is there space to accommodate the child? Safety and hygiene in the home and attitudes to this</i>):

7.	Working and childcare arrangements: (<i>If the carer(s) work what are their working arrangements and how will they provide childcare? Are there any extended family members / friends who could offer support?</i>):

8.	Carer(s) experience of parenting their own child(ren) or other people's:
9.	Support networks: <i>(Family and friends network of support; professional and community support; how close do the family live to the child's school and friends? Are there local support groups that carer(s) could access and would they be willing to do this</i>
10.	Pets: <i>(Do the pets pose any risk to children and how will the carer(s) manage these risks)</i>
11.	How much contact do the proposed carer(s) have with birth parent(s) and how will they manage any conflict of loyalty?
12.	Have the proposed carer(s) had any current / previous involvement with Social Services that could impact on their ability to care for the child(ren)? <i>(If they have had a child removed or there have been child protection concerns in the past, what were the circumstances and what has changed since then):</i>
13.	Have the proposed carer(s) or any household member(s) over 16 had any previous convictions involving risks to children?
14.	Ability to protect the child and meet the child's needs <i>(including contact arrangements and maintaining child's relationship with friends and family):</i>
15.	Discussion about support available to the proposed carer(s) <i>(Financial and practical):</i>
16.	Future plans for the child – are the carer(s) willing to secure permanency for the child via a Residence Order / Kinship Care Order if needed?
17.	Discussion of any areas that may preclude potential carers from caring for the child and further information obtained where necessary:
18.	Proposed carer(s) to be advised of when they will be informed of the outcome of the Initial Visit. They should be informed of their right to seek legal advice and given a copy of the complaints procedure:

19.	Social worker assessment and recommendation with an overview summary of strengths and any limitations of the proposed placement – <i>the assessment should contain an analysis of the potential fit between the child’s needs and the carer(s) ability to meet them. How can any serious risk factors be minimised through appropriate intervention and support? Has the family’s motivation and ability to change been explored?</i>
------------	--

--

Name (print):	Signature:	Date:
----------------------	-------------------	--------------

Team Manager Recommendation:

Name (print):	Signature:	Date:
----------------------	-------------------	--------------

Date:

Consent for Referee to Provide Information

I,, give consent for the following person/s to be contacted by the local authority to and provide a character reference in connection with my application to be a Kinship Carer:

Name of Referee:

Address:
.....

Phone number:

Applicant's Name

Applicants signature

Witness:

Date:



Form KC2

KINSHIP CARER APPLICATION AND ASSESSMENT

Please confirm type of Kinship Care Application and follow instructions regarding Assessment required.

Child's Name:	
----------------------	--

SWIFT/CFIS:	
--------------------	--

Social Worker:	
-----------------------	--

Locality Team:	
-----------------------	--

Please complete all application questions and provide a full assessment.

Please provide full details in respect of Kinship Carer Health Reports, PVG and other checks

This application and assessment form should be completed in full – inaccurately or incomplete forms will be returned to Social Worker for necessary action to be taken.

**Service Manager
Children and Families**

CLACKMANNANSHIRE SOCIAL SERVICES KINSHIP CARER APPLICATION

Child Details:

Full Name:	
Home Address:	<i>(incl Post Code)</i>
Area Team:	
Social Worker:	
Date of Placement:	
Date Form KC1 submitted:	

Date of Birth:	
CFIS No.:	
Legal Basis for Placement:	
Team Manager:	
Expected end date of Placement: <i>(if known)</i>	

Kinship Carer(s) Personal Details:

Applicant 1 (Main Carer)

Full Name:	
Address:	
Post Code:	
Date of Birth:	
Daytime Tel:	
Evening Tel:	
Mobile:	
e-mail:	
Relationship To child:	
Local Authority Check Date:	
Completed by:	
Outcome:	
PVG Check Date:	
Completed by:	
Outcome:	

Applicant 2

Full Name:	
Address:	
Post Code:	
Date of Birth:	
Daytime Tel:	
Evening Tel:	
Mobile:	
e-mail:	
Relationship to child:	
Local Authority Check Date:	
Completed by:	
Outcome:	
PVG Check Date:	
Completed by:	
Outcome:	

Please identify all others age 16 years+ that reside in the Kinship Care household and provide detail of PVG outcomes. All residents 16 years+ **must** be subject to PVG check.

Please use an additional sheet if required

1	
Full Name:	
Date of Birth:	
PVG Check Date:	
Completed by:	
Outcome:	
3	
Full Name:	
Date of Birth:	
PVG Check Date:	
Completed by:	
Outcome:	

2	
Full Name:	
Date of Birth:	
PVG Check Date:	
Completed by:	
Outcome:	
4	
Full Name:	
Date of Birth:	
PVG Check Date:	
Completed by:	
Outcome:	

Please provide details below for any other children in the Kinship Care household.

Full Name:	
Date of Birth:	
Relationship to Main Kinship Carer:	
Full Name:	
Date of Birth:	
Relationship to Main Kinship Carer:	

Full Name:	
Date of Birth:	
Relationship to Main Kinship Carer:	
Full Name:	
Date of Birth:	
Relationship to Main Kinship Carer:	

Declaration: **I / We hereby confirm that all information provided is accurate and acknowledge the requirement to inform Social Services of any significant change in details without delay.**

Applicant 1 (Main Carer)

Name in CAPITALS:	
--------------------------	--

Signature:	
-------------------	--

Date:	
--------------	--

Applicant 2

Name in CAPITALS:	
--------------------------	--

Signature:	
-------------------	--

Date:	
--------------	--

KINSHIP CARER ASSESSMENT

Please provide the following information regarding the child:-

<i>Please provide a narrative of the child's family background and reasons as to why the child cannot remain at home (child and parents views):</i>	
<i>Details of the child's involvement with Social Services:</i>	
<i>Please explain why child should not be Looked After and Accommodated in a Residential or Foster Care placement:</i>	
<i>Please provide information regarding the anticipated duration of placement: (Length of fixed term, short term, medium term or extended)</i>	
<i>Financial Arrangements:</i> <i>(Full disclosure of existing and planned arrangements must be ensured)</i>	
Child Benefit / Tax Credits applied for	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes: Date application made:	Child Benefit Tax Credits
If no: Please provide reasons for non-application:	

Kinship Care applicants must be aware that failure to report and take suitable action in respect of financial arrangements appropriately might influence the decision of the Service Manager Kinship

Kinship Carers are taking on full financial responsibility for the child and this should be part of the overall care arrangement and an integral part of the assessment for Kinship Allowance.

Social Worker's Assessment of Kinship Carer(s)

This assessment should focus on the **Kinship Carer's** ability to provide a positive level of care to the identified child. Also to inform how the placement will benefit the child, further explanation of the length of time the placement will be required and what is required for consideration of the rehabilitation to the child's natural carer(s).

This assessment should utilise the IAF Assessment Triangle, focussing on "How I Grow and Develop" and should be matched to the other side of the Triangle that deals with the carers' abilities to meet what the child "needs from people who look after me". Please continue on additional sheets when required.

Please provide information regarding any previous involvement with Social Services (particularly any previous Child Protection issues or concerns).

This section is the assessment of the Kinship Carer and should include information regarding Parenting capacity, ability to provide a good standard of care, a safe and secure environment.

Refer to guidance document on information to be gathered for assessment – Guidance on the Looked After Children (Scotland) Regulations 2009

Within the sections below, please make sure to include:

- *Description of Kinship Carers family history, highlighting significant events and relationships.*
- *Describe personalities, family life and interests.*
- *State applicants' motivation.*
- *Health & Safety Checklist.*
- *Completed Pet Dog assessment for each dog in the household.*

Background Information
<i>Profile and family history of Prospective Kinship Carers including education, employment, interests, current and previous marital /significant relationships</i>
Prospective Kinship Carers relationship
Medical issues of Prospective Kinship Carers
Household Members and Family Members
<i>Brief profile and their views on the placement</i>
Parenting capacity
<i>Own experience of parenting, applicants views on caring for and understanding of child / children's development, understanding of the child's/ children's needs, views about approach to care/nurture/control and discipline</i>
Accommodation
<i>Evaluation of home environment and suitability of placement for the child / children</i>
Practical Issues
<i>Implications for caring for the child / children in short/medium/long term (including financial)</i>
Safe caring
<i>Any identified child protection issues for the child and the implications for prospective Kinship Carers, how the Prospective Kinship Carers will ensure the child / children are safe in their home, within wider family and community, prospective Kinship Carers understanding of what to do if the child / children disclose abuse</i>

Working with the child's / children's family of origin <i>Prospective Kinship Carers views about the child's / children's family of origin with regard to relationships, views about supporting contact and promoting contact, dealing with conflict and disagreement and other issues relevant to individual circumstances</i>			
Identity			
Support network			
Substance & Alcohol use & misuse <i>Any issues of concern about current or past use of alcohol / substances by the proposed Kinship Carers, proposed Kinship Carers views about alcohol/drugs</i>			
Exploration of motivation			
Understanding and commitment to working in partnership <i>Proposed Kinship Carers understanding and commitment to working in partnership with social work and other agencies, any issues with their engagement with any agencies/professionals</i>			
Statutory checks <i>Any outstanding or historical charges / convictions</i>			
Kinship Carers Identified Support/Training Needs <i>i.e. additional support external agencies/Social Services to meet childrens' needs. Support from Fostering & Adoption Team, training, support groups, information, further discussions regarding legal options</i>			
Pets <i>Please describe the type and number of pets in the household and outline how these are cared for – make sure you complete the mandatory pet dog assessment for each dog.</i>			
Have you completed the required Assessment of Pet Dog in the Household assessment for each dog?	Yes <input type="checkbox"/> No <input type="checkbox"/> No. of Assessments:	Have you attached the assessment(s) to this assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Needs of the individual children

The child's social worker will provide a copy of the child's care plan, and, any other relevant reports including documentation on legal status.

Consider factors such as what is being sought in any placement for this child? What extra needs have been identified? The "Well-being Indicators" offer a way of organising a summary of the child's present and future needs. The indicators promote holistic consideration of a child's needs.

SAFE (managing potential conflicts within relationships and move from adult to child centred loyalties)

HEALTHY (including medical, dental and therapeutic health needs)

ACTIVE (participation in positive social/recreational activities)

NURTURED (emotional care that promotes attachment and positive self image)

ACHIEVING (supporting school, training or employment opportunities)

RESPECTED (supporting continuity of any religious or cultural needs)

RESPONSIBLE (care for self and others)

INCLUDED (development of identity within family and community)

Summary of Assessment/Recommendations (please include the news of each individual child as well as the views of the birth parents and wider extended family). How will the child's needs be met within the proposed care arrangement?

Social Worker:	
-----------------------	--

Date:	
--------------	--

Team Manager:	
----------------------	--

Date:	
--------------	--

Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Service Manager:	

Date:	
--------------	--

Assessment of Pet Dog in the Home

<p>It is important that the assessor reads the attached BAAF Practice Note 42 'Placing Children with Dog-Owning Families' when completing this Assessment. If there is more than one dog, a separate assessment should be completed for each dog. More than two dogs in a household should be regarded as a pack, with the inherent dangers associated. See BAAF practice note 42 for further detailed information.</p>	
Dog Breed – Is the dog a registered pedigree, a crossbreed of two recognised breeds, or a mongrel?	
Is the dog registered under the Dangerous Dogs Act 1991 – e.g. Pit Bull Terrier? Japanese Tosa type, Dogo Argentino, Fila Brasileiro cross breed of any of these dogs.	
Age of dog? Younger dogs may be excitable and boisterous, whereas, older dogs may be less able to tolerate change, young children or babies.	
Where was the dog acquired from – a reputable breeder, commercial kennels, pet shop, a rescue centre, or from some other source?	
Is the dog a family pet, or a working dog? – e.g. is it used for farming, gamekeeping or as a guide dog etc.	
How long has the dog been in this family?	
What is the past history of this dog? - If the dog was acquired from a rescue centre it may have experienced abuse and neglect.	
Who is the main person responsible for looking after the dog?	
Where and when is the dog fed? Is it in the kitchen, outside or somewhere else?	
Where is the dog food stored? Is it out of reach of young children?	
Are the associated dog utensils kept apart from the families cooking utensils? E.g. – where are they washed up etc?	
Is the dog allowed to be present during family mealtimes, and is it allowed to beg?	
Which rooms is the dog allowed in? Is it allowed in the kitchen, bedrooms or on carpeted areas? This is particularly important if babies and young infants are likely to be on the floor areas.	

Where does the dog sleep? Does it have a designated sleeping area where it can get peace from the noise of the house?	
When is the dog exercised and where?	
Where is the dog toileted during the throughout the day, and where is it toileted at night? – If the garden is used for this purpose, is it regularly cleaned up?	
Health of the dog – Is the dog registered with a veterinary surgeon, is it routinely vaccinated, wormed and treated for fleas and ticks?	
How does the dog behave when you visit the house? – Is it nervous, calm, friendly, overly excited, aggressive, does it bark excessively?	
Does the dog respond to the owner's commands?	
How does the owner describe the dog's temperament, particularly around children, strangers and other dogs?	
What do the family think they would do if their dog were unable to adjust to having children in the house? Would they consider rehoming their pet?	

Name of Dog Owner:		Signature:	
Date:			

Social Worker:		Signature:	
Date:			

CHILDREN & FAMILIES SERVICES

Your Ref: Our Ref: KC3/

If telephoning please call: Social Worker

Dear Dr

Re: Health Assessment for

Patient's name:

Address:

Date of birth:

The above named person has advised that he/she is on your medical list. I am currently assessing the suitability of to continue the role as full time carer to , date of birth who is the of .

This assessment includes a health check to see if there are any medical issues that would impact on this patient's ability to look after children.

The prospective Kinship Carer has agreed and signed a medical consent mandate allowing you to release medical information about them, and a copy of this is enclosed.

To this end I would be grateful if you would complete and return the enclosed reply slip by (date) in the envelope provided.

Thank you for your co-operation.

Social Worker

To whom it may concern

Medical Consent Mandate

Patient's Name _____

Date of Birth _____

Address _____

GP/Medical Practice _____

I _____ consent to information about my health being disclosed to Clackmannanshire Social Services, as part of a Kinship Care Assessment/Review.

Name _____

Signature _____

Date _____

Witness _____

Signature _____

Date _____

HEALTH ASSESSMENT REPLY

Patient Name:

Date of Birth:

Address:

GP:

Medical Practice:

Please complete either section A or section B, whichever is appropriate.

Section A: No Health or Medical Concerns

There are no health related reasons why this patient is not able to adequately care for children.

Signature:

Date:

Section B: Identified Health or Medical Concerns

This patient has the following health issues which will affect his/her ability to provide adequate care for children:

Relevant Health/medical issues:

.....

.....

Signature or practice stamp:

Date:

Procedure for the Immediate Placement of a Child With Relatives or Friends

Introduction

This Procedure sets out arrangements for the immediate placement of a child with relatives or friends for a period not exceeding 6 weeks. It has been designed to facilitate the emergency/immediate placement of children with relatives and friends and should be used only under those circumstances. If a placement extends beyond 6 weeks then carers should be assessed and approved in accordance with Social Services Kinship Care Procedures or Foster Care Procedures.

Procedure

- 1) Before placing a child with relatives or friends, Social Services must firstly be satisfied that the immediate placement of the child is necessary and that such a placement is in the child's best interests.
- 2) Social Services must interview the proposed carer, inspect the accommodation and obtain information about other persons living in the household.
- 3) Social Services records should be checked for information on the relatives or friends, including household members, and contact should be made with the relevant agencies for further information.
- 4) Social Services should reach a written agreement with the proposed carer which ensures the carer will:
 - Care for the child as if he/she were a member of the carer's family and in a safe and appropriate manner
 - Permit anyone authorised by the local authority to visit the child at any reasonable time
 - Allow the child to be removed at any time by the local authority if the local authority considers the placement is no longer in his/her best interests
 - Ensure that any information concerning the child or his/her family is kept confidential
 - Allow regular contact between the child and anyone with parental responsibilities where this is agreed by the local authority
- 5) In the event of the placement with relatives or friends lasting more than 7 days, the Social Worker should obtain a full PVG and initiate health and local authority checks.
- 6) Staff should ensure that an immediate placement of a child is communicated to the Reporter to the Children's Panel where the child is subject to a supervision requirement.
- 7) In the event of an immediate placement of a child with relatives or friends being made by the Emergency Duty Team, arrangements are in place to have immediate police checks undertaken. Likewise, where the police are involved with an immediate placement, police checks will also be carried out on the relatives or friends.
- 8) Payment to support Emergency Placements.

**Written Agreement
For The Immediate Placement of a Child With
Relatives or Friends**

Child's Name:	
----------------------	--

CFIS No.	
-----------------	--

Date of Birth:	
-----------------------	--

Locality Team:	
Social Worker:	

**Immediate Carer(s) Personal Details:
(Main Carer)**

Full Name:	
Address:	
Post Code:	
Date of Birth:	

2nd Carer

Full Name:	
Address:	
Post Code:	
Date of Birth:	

Members of Household (Age 16+)

1	
Full Name:	
Date of Birth:	
PVG Check Date:	
Completed by:	
Outcome:	
3	
Full Name:	
Date of Birth:	
PVG Check Date:	
Completed by:	
Outcome:	

2	
Full Name:	
Date of Birth:	
PVG Check Date:	
Completed by:	
Outcome:	
4	
Full Name:	
Date of Birth:	
PVG Check Date:	
Completed by:	
Outcome:	

Commitment from Relatives / Friends

- 1 I / We will care for the child/children in a safe and appropriate manner as if they were part of our own family.
- 2 I / We will permit anyone authorised by the local authority to visit the child/children at any reasonable time.
- 3 I / We will allow the child/children to be removed at any time by the local authority if the local authority considers the placement is no longer in the child's/children's best interests.
- 4 I / We will ensure that any information concerning the child/children and their family is kept confidential.
- 5 I / We will allow regular contact between the child/children and anyone with parental responsibilities where this is agreed with the local authority.
- 6 I / We agree to fully engage and participate in any Review processes.

(Main Carer)

Signature:

Date:

2nd Carer

Signature:

Date:

Social Worker

Signature:

Date:

KINSHIP CARE SERVICE MANAGER (KINSHIP)

CHECKLIST

- **Confirmation of date of commencement of placement**
- **Confirmation of suitable PVG / Enhanced Disclosure and Health Checks/Local Authority Checks**
- **Brief Case History**
- **Kinship Carer's circumstances / ability to meet child(ren) needs**
- **Concerns / comments on the Child's Plan**
- **Parental Contact / Rehabilitation Plan / Longer Term Plan**
- **Legislation**
- **Additional comments**
- **Recommendation**

KINSHIP CARER AGREEMENT

Child's Name:	
----------------------	--

CFIS ID:	
-----------------	--

Date of Birth:	
-----------------------	--

Locality Team:	
Social Worker:	

Kinship Carer(s) Personal Details:

(Main Carer)

Full Name:	
Address:	
Post Code:	
Date of Birth:	

2nd Carer

Full Name:	
Address:	
Post Code:	
Date of Birth:	

Kinship Carer Commitment

1. I / We will care for the child/children in a safe and appropriate manner as if they were part of our own family
2. I / We will permit anyone authorised by the local authority to visit the child/children at any reasonable time
3. I / We will allow the child/children to be removed at any time by the local authority if the local authority considers the placement is no longer in the child's/children's best interests
4. I / We will ensure that any information concerning the child/children and their family is kept confidential
5. I / We will allow regular contact between the child/children and anyone with parental responsibilities where this is agreed with the local authority
6. I / We will notify Social Services should there be any change in circumstances in terms of the composition of the household, eg should anyone else move into the house - or leave the house
7. I / We will notify Social Services should either or both birth parent(s) move into the household.

*** Please note that any approved role of Kinship Carer will be terminated should this occur ***

8. I / We agree to immediately inform Social Services of any change in circumstance that might affect the child/children in placement or my / our approval as Kinship Carers

9. I / We agree to fully engage and participate in any Review processes

10. I / We will not use any form of physical chastisement under any circumstances

11. I / We will ensure that the child/ren is registered with the services noted below and ensure that routine check-ups and treatments are carried out as required:

- a G.P.
- a dentist
- an optician

12. I / We will immediately inform Clackmannanshire Social Services of any over-payment of allowance and ensure timeous repayment of same. I / We understand that failure to do so will result in appropriate legal action being taken to recover over-paid monies

13. I / We agree to immediately inform Clackmannanshire Social Services of any change of circumstance likely to affect continuation of Kinship Care placement and understand that other benefit income could be affected if changes are not disclosed appropriately

Main Carer

Signature:

Date:

2nd Carer

Signature:

Date:

**Social Worker
Signature:**

Date:

ADMISSION TO KINSHIP CARE - CHILD'S DETAILS REQUIRED

Last Name:	
First Name:	
Alternative Name:	
Date of Birth:	
Legislation:	
Home Address:	
Kinship Carers Name & Address:	
Locality Team:	
Team Manager:	
Service Manager:	
Date Payment Starts:	
Date Payment Stops:	
Date:	

NB: Please note that all of the above details require to be completed to ensure payment can be processed

FOR OFFICE USE ONLY

Scanned Document E-mailed to relevant contact within:

- Finance
- Lead Admin – Locality Team
- Lead Admin
- Kinship SW and SWA
- Money Matters Team
- Other

DISCHARGE FROM KINSHIP CARE - CHILD'S DETAILS REQUIRED

Last Name:	
First Name:	
Alternative Name:	
Date of Birth:	
Legislation:	
Home Address:	
Kinship Carers Name & Address:	
Area Team:	
Team Manager:	
Social Worker:	
Date Placement ended:	
Date Payment ceases:	
Date:	

NB: Please note that all of the above details require to be completed to ensure payment can be processed

FOR OFFICE USE ONLY**Scanned Document E-mailed to relevant contact within:**

- Finance
- Lead Admin -locality team
- Lead Admin
- Kinship SW and SWA
- Other



Form KC13

LocalityTeam Initial 6 Week Kinship Care / Placement Review

Kinship Carer Details	
First Name:	Surname:
First Name:	Surname:
Address:	

Name of Child(ren) in Kinship Care Arrangement:	Date of Birth:	Legal Status:

Date Review Held:	
Those in Attendance:	Relationship/Role:

Update on Care Arrangements – Social Worker:

Child(s) Views:

Kinship Carer's Views:

Discuss any concerns/comments on the Child's Plan:

Parental Contact/Rehabilitation Plan/Longer Term Plan:

Additional Supports:

Recommendations:

Chair's Name:		Signature:	
Designation:		Date:	

Social Worker's Name:		Signature:	
Area Team:		Date:	

Kinship Carer Name:		Signature:	
Kinship Carer Name:		Signature	
Date of Signature:			



**Social Services
Clackmannanshire Council
4th floor
Kilncraigs
Greenside Street
ALLOA FK10 1EB
Tel: 01259 225000**

**Annual Allowance Review
Kinship or Residence Allowance**

This annual review is required in order to ensure that Social Services is aware of your current circumstances and continued entitlement to the above allowance.

Failure to adequately complete and return this review form timeously could lead to payments being suspended or terminated.

Date of Issue:		To be completed and returned by:	
-----------------------	--	---	--

Carer's Details	
Full Name(s):	
Address:	
Contact Tel No	

Name of Child / Young Person	Date of Birth	Legal Status

Question	Response
1 Please state which school / nursery attended by the child(ren).	
2 For child(ren) under 12 years of age, do you agree for us to contact the school / nursery to receive confirmation of each child's attendance?	Yes <input type="checkbox"/> No <input type="checkbox"/> Signature: _____
3 For young people over 12 years of age – please ask if they agree for school / college / university to be contacted in order to confirm their attendance. Please ask them to sign to indicate their agreement.	<p style="text-align: center;">Agreement</p> Yes <input type="checkbox"/> No <input type="checkbox"/> Young Person's Signature _____
4 If young person is continuing in full-time education, please provide the following information: <p style="text-align: center;">Name of College / University:</p> <p style="text-align: center;">Course Undertaken:</p> <p style="text-align: center;">Course Completion Date:</p>	
5 If young person is over 16 years of age, please advise if young person is employed or unemployed:	Employed : Yes <input type="checkbox"/> No <input type="checkbox"/> Unemployed : Yes <input type="checkbox"/> No <input type="checkbox"/>
6 If young person is in employment, please advise of job type, e.g. Full time, part time, permanent, temporary	

7	In order to ensure your income is maximised, please advise if you are in receipt of any of the benefits listed below: Income Support Tax Credits Pension Credits Child Benefit Allowance (for young person identified)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	If you or the young person in your care requires advice on benefit entitlement, please indicate and this can be arranged.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Please use the space below to advise any change in family circumstances that you feel we may need to know in order to consider the continued entitlement to the allowance you are in receipt of.		

Please sign below and ensure that this form is completed in full and sent back using the pre-paid envelope provided before the required date in order to avoid any interruption to allowance payments.

Carer's Name:		Signature:	
Date of Signature:			

Carer's Name:		Signature:	
Date of Signature:			

Social Services
Kilncraigs, Greenside Street, Alloa FK10 1EB
Tel: 01259 225000

Your Ref: Our Ref: KC12/

If telephoning please call:

Date:

Dear

Allowance : Annual Review

Name(s):

The required annual review of the allowance you receive in respect of the child(ren) noted above is now due.

In accordance with the agreement to the allowance, please complete the form attached and return in the pre-paid envelope provided by the required response date indicated at the start of the form.

Please note that failure to complete in full, sign and return this form may result in suspension or termination of the allowance currently received.

Should you require any further assistance or clarification in relation to the completion of this form, please do not hesitate to contact me.

Yours sincerely

Service Manager

Shared Social Services
Kilncraigs, Greenside Street, Alloa FK10 1EB
Tel: 01259 225000

Form KC16

Form KC16

Your Ref: Our Ref: **KC14/**

If telephoning please call:

Date:

Dear

Allowance : Annual Review – Outcome Advice Letter

Name(s):

As you are aware, you recently completed and return the necessary form to enable a review of the above allowance.

This was discussed at a recent Kinship review and the under-noted decision has been made.

The allowance paid in respect of will .

Please do not hesitate to contact any member of the Locality Team for further assistance or clarification in relation to this outcome.

Yours sincerely

Service Manager



Kinship Carer Annual Review

Kinship Carer Details	
First Name:	Surname:
First Name:	Surname:
Full Address (including Post Code)	
Other Adults in Household	
First Name:	Surname:
First Name:	Surname:

PVG / Disclosures			
Carer:	Date:	Other:	Date:
Carer:	Date:	Other:	Date:

Social Worker Details	
Allocated Social Worker: Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes: Social Worker Name: Locality Team: Report Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Report Submitted:

Name of Child(ren) in Kinship Care Arrangement	Date of Birth	Legal Status

Date Review Held	
Those in Attendance	Relationship/Role

Update on Care Arrangements : <i>Any significant changes since last Review</i>

Carer's Health / Accommodation

Support from Designated staff

Any Issues re: Child's Plan <i>(contact, additional supports)</i>

Kinship Carer Views

Parental Contact / Rehabilitation Plan / Longer Term Plan

Additional Supports

Chairperson's Comments

Recommendations	

Signed	
Chair	



Kinship Carer Annual Review Child's Social Worker Report

Child's Name:	
Kinship Carer's Address:	
Social Worker:	
Locality Team:	
Date of Placement:	
Legal Status:	

Please comment on each of the areas below

Update of Care Arrangements

Include: Current Situation / Long term plan / Residence / Rehabilitation / Parental Contact

--

Kinship Carer

Include: Ability to meet the child's emotional and physical needs

--

Child's Views

Dependent on age/stage of development

--

Carer's Health / Accommodation

Please comment on any significant changes or challenges

--

Any other Comments or Information

--

SW Signature:	
SW Name:	
Date:	

Social Services
Kilncraigs, Greenside Street, Alloa FK10 1EB
Tel: 01259 225000

Form KC19

Tel: 01259 225000
E:Mail:

Our Ref:
Your Ref:
Contact:
Date:

Dear Kinship Carer

Re: Kinship Carers Allowance

I am pleased to inform you that you have been awarded the kinship carers allowance in respect of

The allowance will be made from and is provided for the maintenance of the child in your care.

The allowance will be payable from and will be paid into your bank/post office account 2 weeks in advance. We will continue to pay the allowance providing your circumstances do not change and you continue to meet the assessment criteria for receiving the allowance.

Current rates for the allowance are as follows:

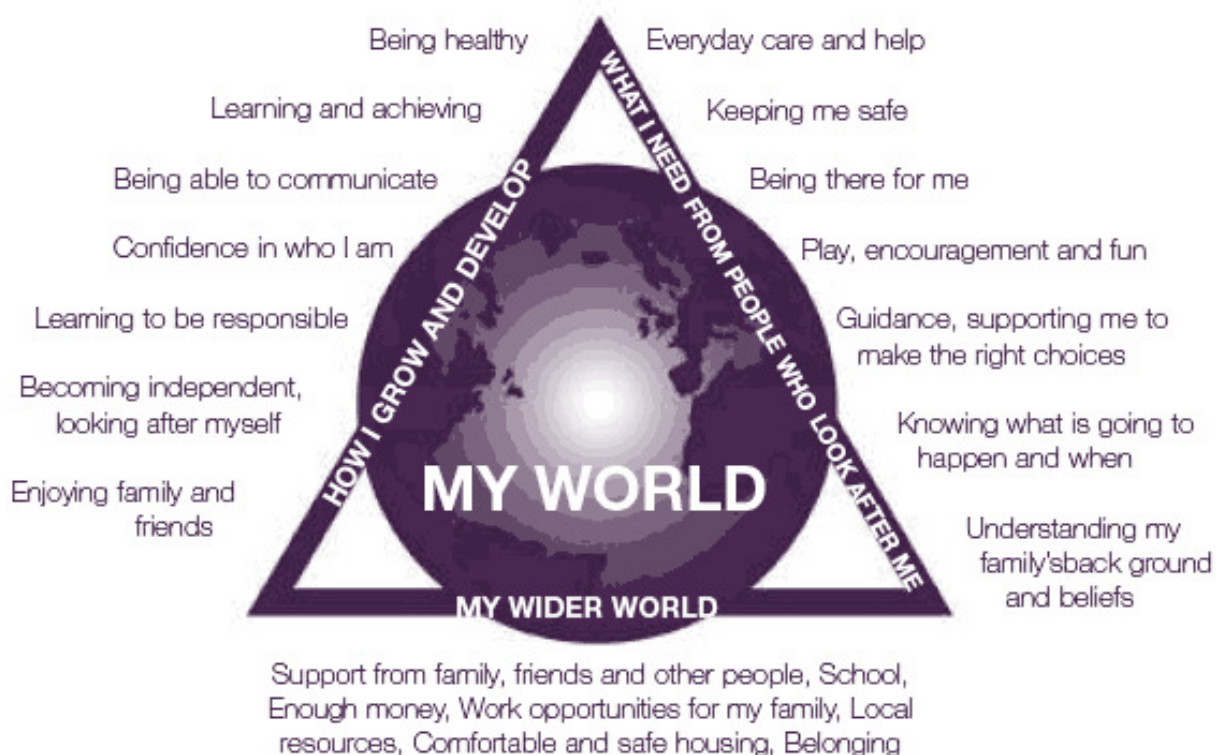
0 – 4 year olds:
5 – 10 year olds:
11 – 15 year olds:
16 – 18 year olds:

Accepting the allowance may affect your entitlement to other benefits. Carers are advised that it is their responsibility to declare the kinship allowance to any other agency they may be receiving benefits from by showing them this award letter. Failure to do this may result in overpayments being made and having to be recovered.

The award will be reviewed on an annual basis. If your financial circumstances change in any way between annual reviews, you must notify your local social work department immediately. Failure to do so may result in your allowance being stopped and any overpayments being recovered.

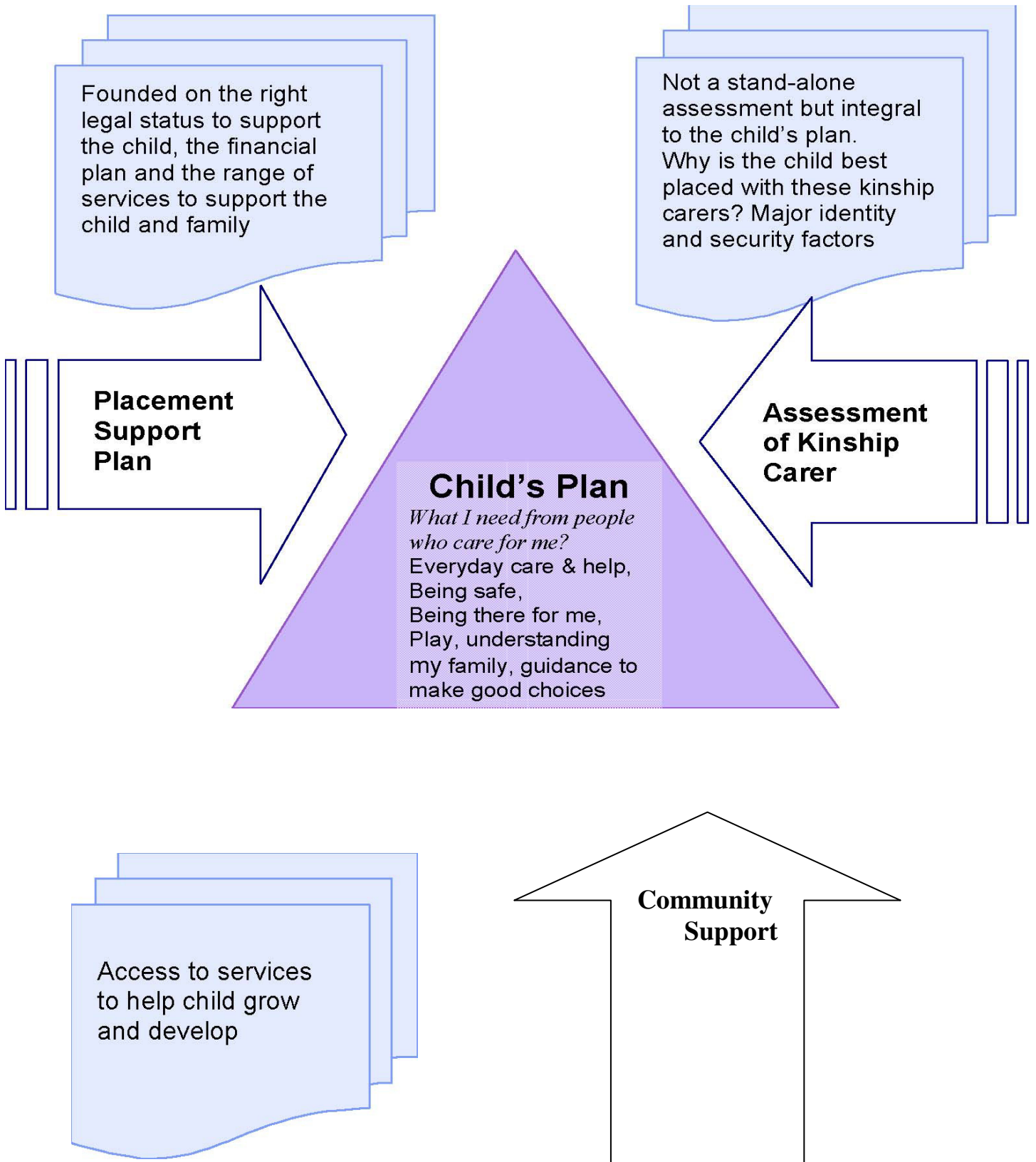
Yours faithfully

My World Assessment Triangle



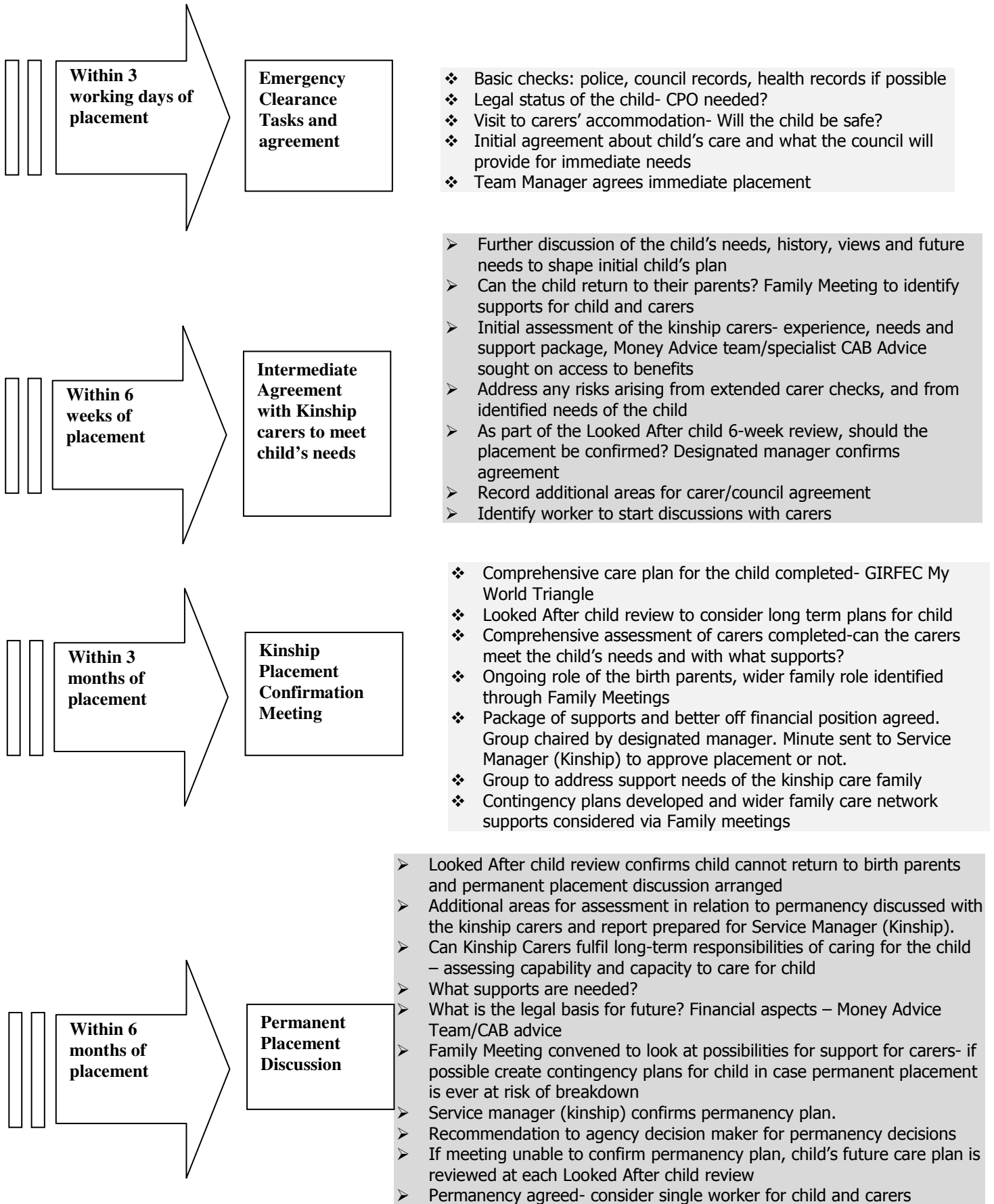
CHILD'S PLAN IN KINSHIP CARE based on 'MY WORLD' ASSESSMENT TRIANGLE

Appendix 2



THE CHILD'S PLAN & THE KINSHIP CARER ASSESSMENT

Appendix 3



Child Placed With Kinship Carer

