

Respite Request Procedure

This procedure provides guidance for foster carers when making respite care requests.

Step 1: Foster Carer and Supervising Social Worker to discuss request/submit the respite request form. The foster carer should discuss the request with their social worker in supervision and submit a completed respite request form (a blank form can be provided by the supervising social worker or duty worker as necessary). This request should also be shared with the child's social worker at the time of completion where possible. This request should be made as soon as the need for respite care is known or at least three weeks prior to the start of the respite period (emergency requests will be taken into consideration when necessary, e.g. household emergencies).

Step 2: Fostering Management Approval. A fostering manager will consider and sign off on the request.

Step 3: Fostering Duty Notification. The supervising social worker should share the completed respite form with fostering duty to commence the search. Fostering duty will then undertake the search and provide updates to the network. The aim is to find a respite placement at least one week prior to the respite start date to allow time for an introduction meeting (as required).

Step 4. Introduction. An introduction meeting should take place between the child and the respite carer if the carer is a new carer for the child. This should be a face to face meeting where possible or virtual if face to face is not possible. This will allow the child and carers to ask any relevant questions and to address any relevant issues (e.g. transport, fear of pets, etc). Any matching implications should be highlighted as required.

Step 5. Respite Planning Meeting. There should be a respite planning meeting that takes place prior to the start of the respite period. This is not needed for each new respite period where ongoing respite with the same carer is taking place unless there are changes to the arrangements or issues arise that need to be addressed. Delegated

Respite Request Procedure



Authority and Safer Caring policies should be reviewed within the context of this meeting to ensure that the respite foster carer is aware of any relevant issues in relation to these documents. Any other relevant information/assessments should also be considered within this meeting.

Step 6. Fostering Logs/Recordings. The respite foster carer should complete logs as normal during the respite period. Fostering logs should be shared with the respite carers' supervising social worker and the child's social worker (where possible) during the respite period and at the end of the respite placement according to the agreed schedule.

Step 7. Fostering Duty check-in/Respite request closure - Fostering duty should check in with the supervising social worker/respite foster carer at the end of the respite period to ensure that the child/young person has returned to their primary carer and to gain feedback about the respite placement. The request will close to duty once the respite period has ended.

Please contact your supervising social worker or the duty team if you have any queries in respect of respite requests.