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Dear Nominated person/Responsible individual

Notice of inspection

This letter is to confirm that Ofsted will carry out an inspection under the social care common inspection framework of your independent fostering agency commencing on start date and ending on end date.

The inspector who will lead this inspection is [Add inspector name]. He/she will contact you shortly to discuss the inspection.

Please can you provide as soon as possible (**by no later than 4pm today**) the information listed below. An online portal has been established to receive this information securely. Details for uploading the information to the portal are in the attached guidance note.

Please upload the following information to the portal:

- details of all foster carers from your register
- details of children and young people placed, including:
  - age
  - type of placement including disability status (learning disability, physical disability, sensory impairment)
  - number of missing incident notifications
  - ethnicity
  - whether a child is placed with all their brothers and sisters (where appropriate)
  - date of placement

- number of previous care placements (including residential placements)
- whether the placement is over the normal fostering limit (including agreement for this)
- name and telephone number of the child and young person's local authority social worker (with name of the local authority)

- details of meetings that will occur during the inspection, including panel meetings, which the inspector may be able to attend. The inspector will confirm as soon as possible whether they wish to do so
- the three most recent sets of fostering panel minutes.

The inspector will select cases to track and sample from the lists of carers and children.

Please contact the inspector as soon as possible if there are any problems with providing the required information.

The inspector will confirm as soon as possible which cases they intend to track. This will allow you to begin arranging for the inspector to speak to carers, children and young people and relevant professionals (by visit or by telephone.) The inspector will discuss the selection with you to ensure that visits or calls are appropriate.

Case files (either electronic or paper-based) will usually be discussed with the allocated supervising social worker (unless on leave), using their knowledge of the case, file structure and recording systems. In the absence of the allocated worker, please arrange for a suitable colleague to assist.

Inspectors will already have information such as any serious incident notifications made by the agency, questionnaire responses and quality assurance reports. You do not need to re-submit any of information previously provided, although you may wish to provide an update, if relevant.

During the inspection, it is likely that the inspector will wish to speak to:

- the registered manager
- the registered provider
- the chair or vice-chair of the fostering panel
- the agency decision-maker
- placing social workers from local authorities
- a small group of foster carers - preferably an existing group; if such a meeting is not already running during the inspection or is difficult to arrange at short notice, inspectors may speak to individual foster carers by telephone
- a small group of children and young people already know each other and have already arranged to meet during the inspection; please do not organise a new group

Discussions with individuals, including children and young people, may be held by telephone.

The records that inspectors generally need to see are those that are kept for foster carers and children placed with them. The inspector may also wish to see:

- supervision notes
- team meeting minutes
- staff recruitment files
- panel member records
- additional panel minutes

The inspector will sample records throughout the inspection. Please allow time during the inspection programme for this.

For detailed information and guidance on SCCIF inspections, please see: https://www.gov.uk/government/collections/social-care-common-inspection-framework-sccif

Privacy notice

During the inspection of your fostering agency, the inspectors will collect information about carers and the children or young people placed with them by talking to individuals or groups and by looking at the records referred to above. No names will be recorded but some of the information may make it possible to identify a particular individual. Ofsted uses this information to prepare its report and for the purposes set out in its privacy policy. Ofsted will not publish any information that identifies an individual in the report, but may name the registered manager.

More information is available in Ofsted's privacy notice: www.gov.uk/government/publications/ofsted-privacy-notices/social-care-ofsted-privacy-notice#registered-childrens-care-services.

The contact details for Ofsted's Data Protection Officer are as follows.

Email:
informationrequest@ofsted.gov.uk

Post:
Information management team
Ofsted
2 Rivergate
Temple Quay
Bristol

BS1 6EH

Yours sincerely

Name
Job title