

Fostering Policy and Procedure

CPRCCG HR10

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1. Introduction

This policy sets out the organisation's support for employees who are undertaking the care of a child/children under a foster-care arrangement with a local authority.

It is recognised that, in such cases, employees have specific obligations towards the child/children in accordance with their arrangement with the local authority and that, in some cases, the child/children may require a high level of care.

This policy is intended to form part of the organisation's overall family-friendly approach, and it attempts to strike a balance between the business needs of the organisation and the needs of the employee to meet his/her care obligations.

2. Notification requirements

Employees who are intending to foster a child/children should give their line manager not less than four weeks' notice of their intention to train as a foster carer. This is to ensure that their line manager and colleagues can provide them with support and encouragement. This also ensures that, should they wish to request any special leave to care for the child/children, their line manager has sufficient notice to make any necessary arrangements for staff cover.

3. Time off to care for new foster children

Foster carers may need to take time off work to help the child/children to settle into the new environment. They may also need time off to attend training courses, meetings with professionals or appointments with the child/children.

Employees who require time off to attend training or meetings, or to care for the child/children at the start of the foster-care arrangement may request special leave to do so. The request must be in writing and the employee must specify the period of time off that he/she requires for this purpose. Employees will be paid for special leave and will be allowed up to five days leave a year for this purpose (pro rata for part time staff), in addition to their normal annual leave entitlement.

Where employees require further leave or an extended period of time off to care for a new foster child/children, they may request unpaid leave or a career break/sabbatical leave and should speak to their Manager regarding this in the first instance.

4. Time off for dependants

Foster carers are entitled to take a reasonable amount of time off to assist or to make care arrangements for dependants under the organisation's policy on Special Leave. Please refer to the Special Leave policy, specifically the section on Carers leave.

The employee must inform the employer of the reason for his/her absence and how long he/she expects to be absent as soon as is reasonably practicable. Time off work under this right is envisaged as being no more than one or two days in most cases.

An employee may use this right to take time off where there is an unexpected disruption to his or her care arrangements. However, this right cannot be used as a means of the employee seeking

