

# Statement of Purpose

The definition of the Latin word, Tutis is:  
**Protected, Safe, Secure.**

This Statement of Purpose has been produced in accordance with The Fostering Service (England) Regulations 2011; Regulation (3)(1) and amendments 2013, The Fostering Services: National Minimum Standards 2011, Standard 16; The Children Act 1989; The Children and Young Persons Act 2008; The Care Standards Act 2000.

This Statement sets out how Tutis Foster Care provides for children placed within the Agency.

The Statement of Purpose is available to Ofsted and is available to all members of Staff; Foster Carers and prospective Foster Carers; Children placed with our Foster Carers; their Parents and Local Authorities. The Statement of purpose is available on-line to the general public. It is placed on Tutis Foster Care's website (adhering to Fostering Regulation 3(2) and NMS, 16.1 and Children Act Guidance and Regulations, Volume 4 (4.1)

This Statement of Purpose is reviewed and updated as necessary, at least annually.

**Updated August 2017**

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## Opening Statement, Mission and Status

### Opening Statement

Tutis Foster Care is based in the county of Cumbria, surrounded by the fells and beauty of the Lake District. Our office is located in the centre of a small harbour town. We are a small fostering Agency run by committed individuals, who want to provide the very best care for children and young people.

Tutis Foster Care provides a range of placements to meet the needs of most of the children referred. Albeit, there are children who have needs that will be better met elsewhere i.e. specialist provision. We have extensive knowledge of what our Foster Carers can offer, and we only put forward Foster Carers who are equipped to offer what is needed in relation to the specific needs of a child.

We have extensive experience of working as Social Workers, Managers and Senior Managers within Local Authorities and have an excellent understanding of the needs and requirements of Placing Social Workers.

Tutis Foster Care was founded due to the knowledge that many Foster Carers want to be part of a small, stable, well-supported Agency whose fundamental aim is to offer all that is possible to enhance the lives of the children they care for.

### Mission

The mission of Tutis Foster Care is to deliver comprehensive high-quality foster placements, to enable children to enjoy a positive family experience.

### Status

Tutis Foster Care is an independent fostering provider, registered by Ofsted in July 2015.

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## Aims, Objectives and Principles

### Aims and Objectives

- To develop and deliver a comprehensive and high quality, integrated service to meet the diverse needs of the children we care for.
- To ensure a high-quality fostering service, which provides the very best care, safety and protection for children and young people.
- To deliver services that impact on the lives of children and young people and result in positive outcomes.
- Deliver responsive services in partnership with local, regional and national agencies, including the statutory, voluntary and the independent sector.
- To assess, support and develop Foster Carers, to enable them to meet the expectations of high quality foster care.
- To ensure that those who work in connection with the Agency are suitable to work with children and young people and are managed, trained and supported to ensure the best possible outcomes.
- To ensure that services are provided in a manner that promotes equal opportunities and does not discriminate against any individual on the basis of age, gender, sexual orientation, disability, ethnic origin, culture, religion or class.
- To ensure that appropriate records are kept in relation to individual Foster Carers and children and young people placed within the Agency, via a secure electronic database.
- To work in a professional manner with Foster Carers and ensure a high ratio of Staff to Carers.
- Placements will meet all of the individual needs of children and young people and will not discriminate because of age, gender, sexual orientation, disability, ethnic origin, culture, religion or class.
- Tutis recruit Foster Carers from a wide range of backgrounds and experiences, so that we can offer appropriately matched placements for children and young people. Therefore, we ensure good quality matching when making placements.
- Our placements will offer children much needed stability.
- We provide 24-hour support to our Carers, children and young people.

## Principles

- The needs, welfare and best interests of children and young people are paramount.
- We treat our Foster Carers as core members of the team.
- Foster Carers and Staff have a right to regular supervision, training, professional development and support.
- Foster Carers and individuals who work for the Agency adhere to the Agency's policies and procedures.
- We treat all children and young people as individuals and take their unique needs, wishes and feelings into account in relation to the care they are receiving.
- We comply with all government legislation, regulations, national minimum standards and associated 'good practice' guidelines:-  
The Care Standards Act 2000

The Fostering Services (England) Regulations 2011

Fostering Services: The National Minimum Standards 2011, amended 2013

The Children's Act 1989, guidance and regulations Volume 4: fostering services (referred to as statutory guidance) 2011

The Children's Act 2004

The Care Planning Placement and Case Review (England) Regulations 2010

The Care Planning Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013

National Standards for Foster Care and Family Placements Services

## Staff and Constitution of Tutis Foster Care

### Constitution

Tutis Foster Care is a Limited Company.

In accordance with the Companies Act 1985 and 1989, Tutis Foster Care has a Board of Directors who meet on a regular basis and are responsible for the corporate governance of the Agency.

The board of directors are as follows:

<b>Martin Birch</b>	-	<b>Agency Manager</b>	<b>(07470003904)</b>
<b>Louise Devlin</b>	-	<b>Supervising Social Worker</b>	<b>(07923266700)</b>
<b>Jenny Beddows</b>	-	<b>Supervising Social Worker</b>	<b>(07415198734)</b>

### Staff Structure

Tutis Foster Care Senior Management Team (as above) have a wealth of experience and expertise in the field of fostering and social care. The Directors are all qualified Social Workers registered with HCPC. They are responsible for all strategic and operational aspects of the Agency.

**Robin Lovegrove**, the Responsible Individual and Agency Decision Maker has past experience of working in a Fostering Agency and many years of working as a Team Manager in the local authority, within the Children Looked After Team. He has thorough knowledge of Child Care Law and the Fostering Legislation.

**Linda Clark**, the Placement Support Worker, previously worked for Inspira (prior to that Connexions) and has valued experience of facilitating a wide range of groups for young people. Linda also offers 1:1 sessions to children/young people, to support them with various issues and to gain their views about the care offered by Tutis.

**Emma Leeder**, the Business and Administration Manager, has 8 years experience of working in a Foster Agency, with over 25 years experience in Business Management. Emma oversees Panel administration and has undertaken relevant training in Panel Minute Taking and Annual Reviews.

## Standards of Care

### Expectations of the Agency

We believe that the needs, welfare and best interests of children and young people are paramount.

Our policies and procedures clearly detail the high standards expected from our Staff and Foster Carers.

- Each child/young person has an inherent right to develop his or her potential, regardless of previous life experiences.
- Children and young people have a right to be looked after by adults who offer high quality care, including respect, concern and affection.
- The significance of birth family and identity will be respected by all involved.
- Young people should be suitably prepared for leaving care - leaving their Tutis foster placement with savings and educational attainment to support their chosen career, along with suitable independent life skills.
- The Agency is managed in an ethical, effective and efficient manner.
- We comply with all the relevant legislation and endeavour to exceed the National Minimum Standards at all times.
- We ensure the rights of children are promoted in line with the UN Convention on the Rights of The Child.
- Child Protection procedures are followed vigorously at all times, to ensure children and young people are safeguarded.
- We oppose any form of corporal punishment. The Foster Carers are trained in order to attain skills in behaviour management and we oppose any conduct that demeans, degrades or humiliates a young person in their care.
- We promote Equality & Diversity at all times - throughout the recruitment, assessment and matching process.
- We offer additional placement support to Carers when needed.

### Monitoring and Controlling

The Manager oversees a comprehensive monitoring system in accordance with regulatory requirements. Safeguarding matters are a key priority, and the Manager has lead responsibility.

The Management Team will be responsible for ensuring quality performance, which will be undertaken on an on-going basis.

Roles are clearly defined between the 'Responsible Individual' and the 'Registered Manager'.

Communication between Staff and Foster Carers is via Support Groups, regular Supervision Visits and Support Visits / Telephone Calls.

The Agency employs the services of an independent accountant to ensure that all financial procedures are up to date.

Regulation 35 Reports, in line with The Fostering Services (England) Regulations 2011, are completed on a quarterly basis.

The Agency will inform the relevant authorities, within 24 hours, of events and notifications arising under Regulation 36 re: Schedule 7 of The Fostering Services (England) Regulations (2011)

Individual files will be held for each child in placement on Ecare, which is a secure electronic database. It will include CLA documents, case records and notifications.

Ecare is password protected. Information will only be shared in accordance with the Data Protection Act 1998 and the Freedom of Information Act 2000.

The agency's expenditure comprises of fees to Foster Carers, Staff salaries and the general expenses of running and maintaining the service. The expectation is for Carers to provide a high level of care to the child placed, which includes good quality clothing/footwear/sports and hobby equipment/activities/holidays and extra-tuition when necessary.

Tutis has the required insurance which covers all the agency's activities.

### **Enquiries, Assessment and Foster Panel**

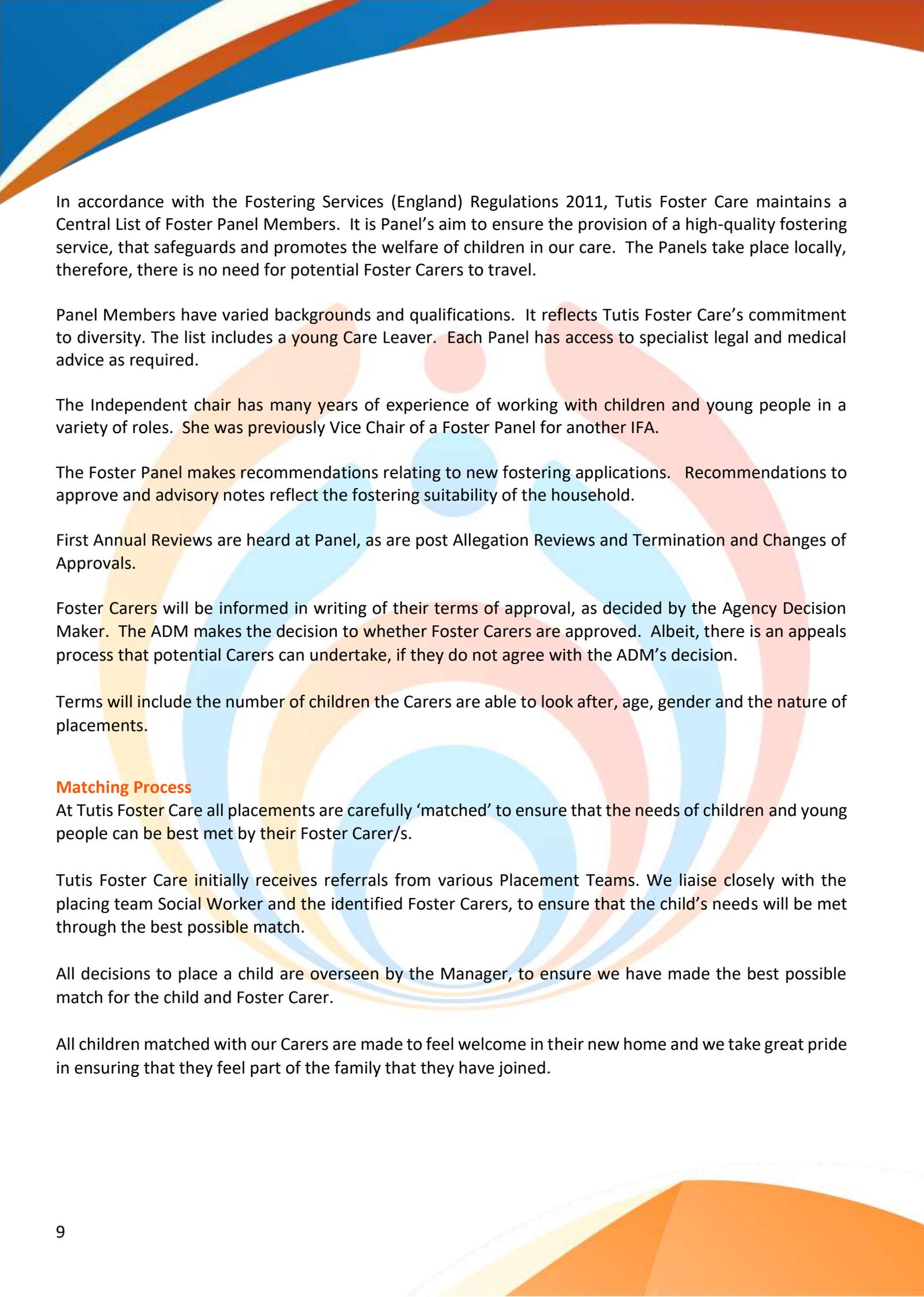
Assessment processes take into account the Fostering Service Regulations and Guidance.

An Enquiry Form is completed when prospective Foster Carers first contact the Agency. If deemed appropriate, an Initial Visit is arranged. This gives the prospective Foster Carers the chance to ask questions about the role of a Foster Carer; the Agency; the assessment process and the process of transfer, if they are existing Carers with another Agency.

If the IVA is positive, the prospective Foster Carers will complete an Application Form and subsequently a full Form F Assessment will commence. This is managed in a timely manner. Robust, analytical reports are compiled.

During the course of the Assessment, applicants are expected to attend Preparation Training – this gives further insight into the tasks associated with fostering. During the training, young people who have been looked after are invited to discuss their experiences and inform the potential Foster Carers the positives and negatives of their personal experience in care.

The assessing Social Worker makes a recommendation to the Foster Panel, regarding the approval, or not, of potential Foster Carers.



In accordance with the Fostering Services (England) Regulations 2011, Tutis Foster Care maintains a Central List of Foster Panel Members. It is Panel's aim to ensure the provision of a high-quality fostering service, that safeguards and promotes the welfare of children in our care. The Panels take place locally, therefore, there is no need for potential Foster Carers to travel.

Panel Members have varied backgrounds and qualifications. It reflects Tutis Foster Care's commitment to diversity. The list includes a young Care Leaver. Each Panel has access to specialist legal and medical advice as required.

The Independent chair has many years of experience of working with children and young people in a variety of roles. She was previously Vice Chair of a Foster Panel for another IFA.

The Foster Panel makes recommendations relating to new fostering applications. Recommendations to approve and advisory notes reflect the fostering suitability of the household.

First Annual Reviews are heard at Panel, as are post Allegation Reviews and Termination and Changes of Approvals.

Foster Carers will be informed in writing of their terms of approval, as decided by the Agency Decision Maker. The ADM makes the decision to whether Foster Carers are approved. Albeit, there is an appeals process that potential Carers can undertake, if they do not agree with the ADM's decision.

Terms will include the number of children the Carers are able to look after, age, gender and the nature of placements.

### **Matching Process**

At Tutis Foster Care all placements are carefully 'matched' to ensure that the needs of children and young people can be best met by their Foster Carer/s.

Tutis Foster Care initially receives referrals from various Placement Teams. We liaise closely with the placing team Social Worker and the identified Foster Carers, to ensure that the child's needs will be met through the best possible match.

All decisions to place a child are overseen by the Manager, to ensure we have made the best possible match for the child and Foster Carer.

All children matched with our Carers are made to feel welcome in their new home and we take great pride in ensuring that they feel part of the family that they have joined.

We will always consider the needs of both the child being placed and any children already placed within the foster home, prior to any placement being agreed. This is to ensure that precautions have been put in place, to minimise any potential detriment to the care afforded to *any* child within the household.

We will always aim to equip our Carers with the appropriate information they need from the placing Social Worker, prior to any decision being made in relation to agreeing the placement. This enables the Carers to understand, to a degree, the individual needs of the child/ren.

### **Confidentiality & Conflict of Interest**

Foster Carers should always be provided with as much information, as is possible, about the child or young person placed with them and each Carer is expected to adhere to high standards of confidentiality in respect of this information. As an Agency, we maintain records on Carers and children placed, which are subject to National Standards and Data Protection legislation. Staff and Foster Carers are expected to declare any potential conflict of interest.

### **Safeguarding Procedures**

Tutis Foster Care's Safeguarding Procedures lay down a clear format for the reporting of any Child Protection issues. The overriding aim of these guidelines and procedures is to ensure the protection of children.

On receipt of an allegation, Tutis Foster Care will liaise with the Local Authority's Designated Officer in the county where the child is residing, even if the child is from out of county. Cumbria Children's Services have procedures to follow, published by the LSCB.

Tutis Foster Care has incorporated the Warner Principles and recommendations from the Bichard Inquiry, for recruitment and selection of Staff. Prior to any Staff member being employed by the Agency, DBS checks, references and employment safeguards are undertaken.

There is a rigorous vetting and assessment process that's undertaken with all potential Foster Carers.

Enhanced DBS checks are repeated every 3 years for all Carers and Staff.

Safeguarding training is essential. There is an expectation that all Foster Carers and Staff members undertake such training every 3 years.

Our processes and procedures ensure that any concerns are addressed and monitored by the Senior Management Team and this will inform service development.

## Services Provided by Tutis Foster Care

Tutis Foster Care will work closely with local authorities to understand their specific needs, relating to foster placements in particular geographical areas. We then look to recruit Carers from a range of backgrounds, who are able to provide high quality foster placements for children in the care of local authorities.

Types of placements we are able to provide:

### **Emergency**

Some of our Carers can provide unplanned emergency placements for individual children and sibling groups. Referrals can be made at any time.

### **Single/Solo Placements**

Some of our Carers can offer placements to children where the expectation is that no other children are placed alongside, due to the child's extensive needs.

### **Respite**

Some Carers can provide Respite on a regular basis, to avoid children having to stay with various Carers during respite periods. Tutis Foster Care have a dedicated Respite Carer.

### **Sibling Placements**

A number of our Foster Carers are available to care for sibling groups, which will ensure children remain with their brothers and sisters.

### **Bridging**

We are able to provide placements with Foster Carers who have experience in bridging children to adoption, long-term foster care, rehabilitation with family or independence.

### **Long-term/Permanency**

Placements are available with long-term Foster Carers who can take individual children or sibling groups. Long-term placements are matched in accordance with placing authority requirements. The placement should be available until the child/ren is of leaving care age. It may be that the child/ren can then continue in the placement on a Staying Put basis.

### **Short-term**

Short-term placements may be required whilst long-term plans are being formulated. We have Carers available to offer such.

### **Children with disabilities Placements**

We have Foster Carers who can offer placements to children who require specialist input with regard to disability.

### **Parent and Child Placements**

We can provide care for expectant parents and new parents and their children, ensuring that young parents are given the best opportunity to care for their own child, whilst being assisted and supported by a knowledgeable, supportive adult.

## Services for Foster Carers

### Supervision and Support

Tutis Foster Care recognises that even though we do not have case management responsibility for the children in our care, it is our responsibility to ensure that the needs of the child are paramount.

Monthly Supervision meetings take place between the Supervising Social Worker and Foster Carers. Supervision meetings focus on positive developments, as well as areas of concern.

The Supervising Social Worker also has responsibility for assisting Carers in their career development and identifying training. This involves enhancement of Carer skills and knowledge, to further meet the needs of the children placed.

A record of Supervision is provided to the Foster Carer and a copy is placed upon their personal file. This ensures that any points for action are recorded and available.

Supervising Social Workers ensure that they regularly speak to children and young people alone. Unannounced Visits take place annually.

Each Foster Carer has an allowance of 14 nights respite per annum. If the Carer decides not to take the full amount, they will be paid for the days not taken. Carers are encouraged to recharge their batteries, if it is felt necessary.

All Carers have membership with The Fostering Network.

### Training and Professional Development

Each Foster Carer's approval will be reviewed annually, albeit more frequently in certain circumstances.

After Approval and prior to the placement of a looked after child/young person, Tutis Foster Carers are required to complete the following training courses:

1. Safeguarding (all Carers)
2. First Aid (all Carers)
3. Health and Food Hygiene (main Carer)

The initial courses above will be undertaken online.

If Foster Carers transfer to Tutis from another agency and they already have a child placed, they will complete the above courses as soon as is appropriate.

4. Challenging Behaviour will be completed via face to face training, within the first year of approval.

Tutis Foster Care has additional Safeguarding Support and Advice offered via independent Safeguarding Consultant Jeanette Wright @ Safe Haven Consultancy.

Main Carers should undertake at least 4 Training Workshops per year and there is an expectation that the 2<sup>nd</sup> Carer undertakes 2. Occasionally, Training is completed via online courses.

All Foster Carers will be supported in the completion of the Training, Support and Development (TSD) standards within 12 months of approval.

All Carers have membership with the NATP.

After approval, each Foster Care household will be given an up to date set of policies and procedures (in the form of a Foster Carer Handbook.) The Handbook will be updated on an on-going basis and any changes or additions will be discussed at Support Groups.

This contains details of, but not limited to:

- Safeguarding
- Supervision and Support, Development and Training
- Carer Reviews
- Allegations, and Complaints and Representations Procedures
- Financial Support and Expectations
- Recording and Confidentiality Expectations
- Positive Behaviour Management
- Delegated Authority

### **Foster Carer Support Groups**

Regular Foster Carer Support Groups are held to enable Foster Carers to meet and socialise together; share good practice ideas; develop peer support and receive information from the Agency. Additionally, it gives Carers the chance to share any problems they are facing.

The meetings are facilitated by Tutis Foster Care Staff. Occasionally, guest speakers attend, this includes young care leavers.

### **Emergency Support**

Tutis Foster Care provides 24 hours, 365 days a year, on-call service to Foster Carers. This is staffed by qualified Social Work Staff, who have access to a Senior Manager.

## Services for Children and Young People

The Children and young people in placement with Tutis Foster Care are seen regularly by an allocated Supervising Social Worker. Due consideration is given to the role and involvement of the local authority Social Worker and there is clarity regarding the responsibility of each Social Worker.

Foster Carer Supervision addresses the care provided to children and young people in support of:

- Their physical and emotional development
- Achievement and enjoyment in education, leisure, and social activity
- New experiences and opportunities
- Preparation for independent life

The Supervising Social Worker aims to ensure that children and young people are safeguarded at all times. We assist in identifying appropriate services to promote physical, mental and emotional welfare.

Services for children and young people include:

- Contact with family/friends
- Access to national organisations for looked after children and young people
- Support to access full health and education services
- Bespoke written material, including Children's Guides
- Activities and outings
- Participation Groups
- Leaving Care Advice, Information and Support
- Cultural Trips – to date we have carried out work in a Bulgarian Orphanage and visited Poland to allow the young people to see Auschwitz and explore Krakow

Tutis Foster Care:

- Set high aspirations for children and young people
- Celebrate achievements
- Advocate for appropriate education provision and support
- Shares understanding of the impact of past experience; learnt behaviours; coping strategies, and the mental health of children and young people

Prior to the cultural trips, the young people completed a City and Guilds Diploma in Employability Skills. Modules undertaken included: Managing Personal Finance; Effective Communication; Valuing Equality and Diversity and Introduction to Alcohol and Drug Awareness.



On return from the trips, they put together a Presentation and deliver to family, friends and professionals.

Many skills were developed prior to, during and post trip.

## Comments and Complaints

All children and young people placed with Tutis Foster Care will be informed of the Comments and Complaints Procedure.

The Children's Guide provides a list of numbers and appropriate helplines, including details of the child or young person's Social Worker and Independent Reviewing Officer (IRO), Ofsted and the Children's Commissioner for England.

Staff, Foster Carers and other professionals will also have access to the means by which to make a comment or complaint about the Agency.

