

Reg 24 Checklist

When children begin living with a Reg 24 Connected Carer, please follow the below to make sure all information is shared and necessary tasks completed:

- ✓ **Placement Planning Meeting-** *Has a Placement Planning Meeting taken place? (This should be within 5 working days of the start). Also confirm Delegated Authority at this meeting and ensure it is shared.*
- ✓ **Reg 24 Letter & Foster Care Agreement-** *Confirm BST have sent these, they should be sent with the Application Pack*
- ✓ **Handbooks-** *When BST send the Application Pack after the allocation email, please ensure they have sent the Fostering Finance Handbook and Fostering Handbook via email to the carer*
- ✓ **Finances-** *Ensure the BACS form has been sent to carers. Also need to clarify Tax implications moving forward and the need for Business insurance on cars. They will need to also complete the financial means test online.*
- ✓ **Training-** *Ensure ATM has updated Training Officer of the start of the Reg 24 so online e-learning access to Learn For You can be arranged for the carers (They will have access to pre-approval training).*
- ✓ **Checks & References-** *Refer to Checks and References policy in relation to what is required for each carer and ensure necessary checks are sent early on. Please ensure the needs for references and checks are clearly explained to carers. In addition, please ensure Home Safety checks and Pet Assessments are discussed.*
- ✓ **Resource List-** *This is in the o-drive and is to be sent out or given out by the Assessing SW to the carers.*
- ✓ **Initial Meeting-** *Arrange an initial meeting with the Children's SW Team and Fostering to discuss plans and timescales.*