

Appendix 1

Recruitment Team Process

The process from IV to approval should be no more than 6 months

Actions	Tasks by whom	When
1. Enquiry via phone or email	SW & Admin – telephone enquiry from filled out.	Same day or within 24 hours
	Passed to admin; to a) add to FWI b) add to spread sheet c) send out info pack d) Invite to info session	Within 24 hours Please note if application experienced carer or with in target group they will need to be fast tracked- forward to TM for approval and to be invited to prep group
2. Information session- applicant needs to be invited 3 x and if they do not attend NFA	If attended registration of interest filled out at group. Passed to admin; a) to add to FWI and task to TM. b) TM to allocate to social worker for initial visit. C) update spread sheet	Within three days of group Please note info sessions run fortnightly but will also be put on more regularly with the need to do so.
3. Initial visit	SSW spread sheet updated	→written up and tasked to TM with in 7 days of allocation →spread sheet updated
Completed initial visit form to TM	SSW	Within 3 days of IV on Framework I for managers authorisation by TM
Approved IV	TM to task to L&D manager a) invite to prep group	Immediately
4. Preparation group Pro forma letter inviting to next preparation group (with dates) sent to applicant	Administrator	Within 3 days of allocation Please note groups run three monthly and staff will be trained that groups can run as a when needed.

(If a decision not to take forward, letter to be sent).	SSW	Within 1 week
Preparation group	2 SSW's + 1 F/Carer	Max 2 months from initial visit
Letter to successful applicants (re contact within 10 days)	TM/ Admin	1 week after end of group
(If decision not to take forward T/C + visit to applicants	SSW's	1 week after end of group
Competition of evaluations	2 SSW's + 1 F/carer	1 week from end of group Or at the end of the group
		2 weeks from end of group Form F to be completed with in three months of allocation. Managers will be updated of progress and potential allocated social worker at management meetings.
5. Form F allocation	TM	2 weeks from end of group
Phone contact/letter to applicant to set up 1 st visit	Allocated SSW	2 days of allocation
First visit to applicant	SSW	1 week after allocation
<p><i>At this visit:</i></p> <ul style="list-style-type: none"> • <i>SSW should ensure Application form, re permission for checks</i> • <i>CRB forms for household members to be taken and completed and, if time, part 1 of Form F completed.</i> • <i>One visit a week for 6 weeks should be set up with applicants at this time, including separate sessions for each of a couple, and children in the household, if appropriate.</i> • <i>Referee visits should be set up separately, around this time, to run alongside assessment.</i> • <i>Discuss applicant's attendance at panel.</i> 		
Completed CRB checks forms to be passed to Ruth Young as soon as possible later first visit- for her to sign and send off.	SSW	After 1 st visit
Completed Application Form to be passed to Marlene as soon as	SSW	After 1 st visit (The next day if possible)

possible,		
6. Panel date to be set up with Panel admin.	SSW	For 3 months from allocation
Supervision of assessment to take place in regular supervision by TM		
First draft Form F assessment shown to TM	SSW	6 weeks into assessment
Ensure CRB, medicals, LA checks are back.	SSW	6 weeks into assessment
If typing for final Form F needed-notify Bina	SSW	6 weeks into assessment
7. Completion of Form F assessment (typed and signed by all parties and checks in place)	SSW	6 weeks into assessment
8. Form F to panel administrator for circulation- notify now if Panel applicant is to attend Panel.	SSW	6 weeks into assessment
9. Discussed by TMs RSW and SSW to have a hand over meeting	TM, SSW, RSW	
10. Approval at panel		
Approved carer to be notified by phone, if not attended Panel.	SSW	Within 24 hours of Panel
SSW allocated –if necessary	TM	Within a week of Panel
Joint Visit to carer with contract (2 copies) for signature. (Prepared by Panel admin and signed off by Service Manager)	Assessing RSW and SSW support	2 weeks from Panel date.
New SSW to start linking.	SSW	Prior to first placement.