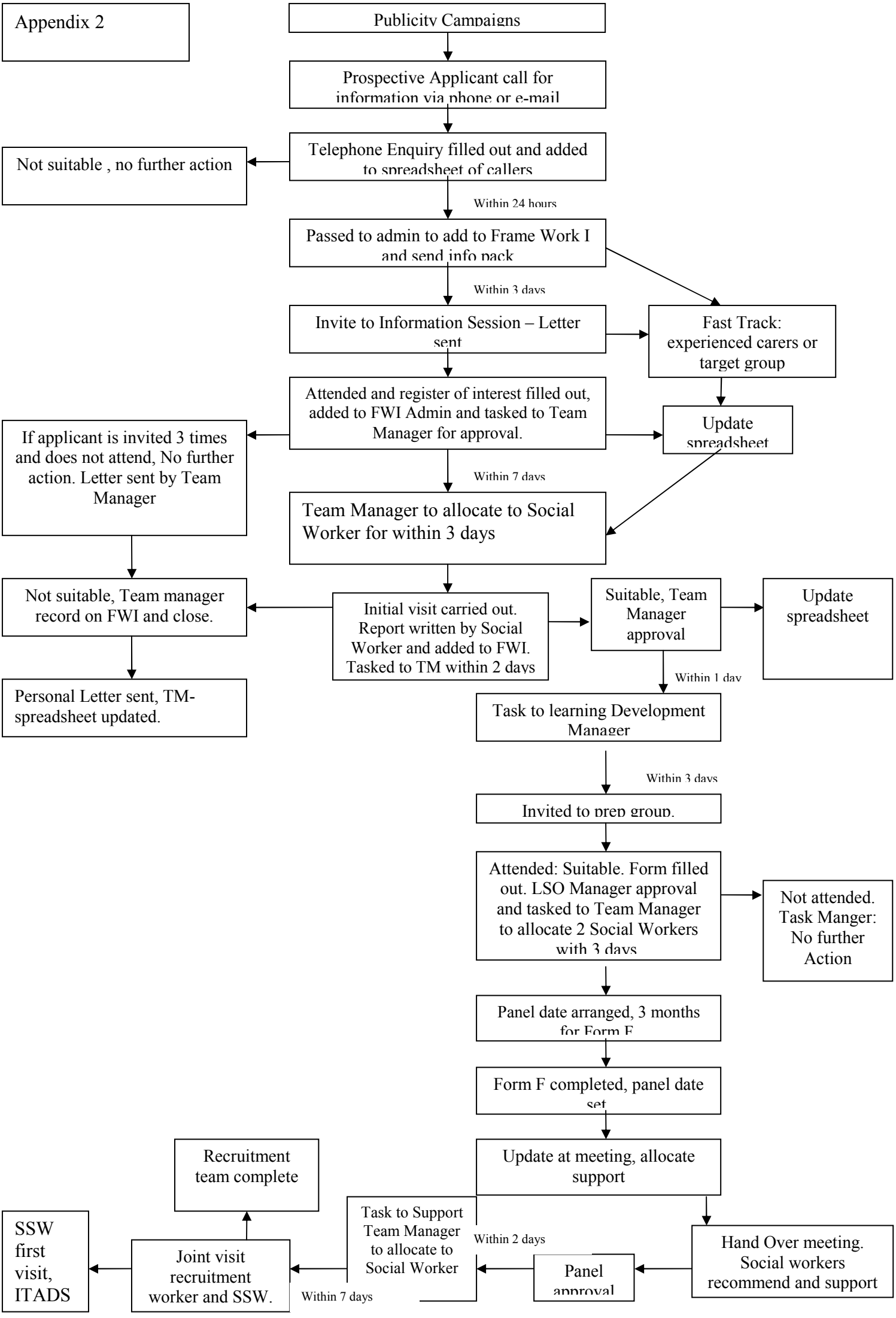
Appendix 2


Publicity Campaigns
Prospective Applicant call for information via phone or e-mail
Telephone Enquiry filled out and added to spreadsheet of callers
Not suitable , no further action
Within 24 hours
Passed to admin to add to Frame Work I and send info pack
Within 3 days
Invite to Information Session – Letter sent
Fast Track: experienced carers or target group
Attended and register of interest filled out, added to FWI Admin and tasked to Team Manager for approval.
Update spreadsheet
If applicant is invited 3 times and does not attend, No further action. Letter sent by Team Manager
Within 7 days
Team Manager to allocate to Social Worker for within 3 days
Not suitable, Team manager record on FWI and close.
Initial visit carried out. Report written by Social Worker and added to FWI. Tasked to TM within 2 days
Suitable, Team Manager approval
Update spreadsheet
Personal Letter sent, TM-spreadsheet updated.
Within 1 day
Task to learning Development Manager
Within 3 days
Invited to prep group.
Attended: Suitable. Form filled out. LSO Manager approval and tasked to Team Manager to allocate 2 Social Workers with 3 days
Not attended. Task Manger: No further Action
Panel date arranged, 3 months for Form F
Form F completed, panel date set
Update at meeting, allocate support
Recruitment team complete
Task to Support Team Manager to allocate to Social Worker
Within 2 days
Hand Over meeting. Social workers recommend and support
SSW first visit, ITADS
Joint visit recruitment worker and SSW.
Within 7 days
Panel approval