

Table of changes

Date	Version	Summary of Amendments	Author
4 Aug 2020	1	n/a	JC
10 May 2022	2	Change to CEE	JC

Definition

A student under the age of 16 is in private foster care if staying with a host family which isn't closely related to the natural family for 28 days or longer.

Our responsibilities

Host families will be informed before placing a student under 16 that this will result in a private fostering arrangement which requires notification of the local authority and regular visits by a social worker to ensure the wellbeing of the young student. Where a family is not comfortable with this, no student under 16 will be placed with them.

In line with the local authority's children services, CEE's office manager will notify children's services of the planned fostering arrangement 6 weeks prior to the arrival of the student. If a six weeks' notice is not possible, she will inform local children's services without undue delay.

Record keeping

Staff are required to retain all correspondence with the respective local authority fostering service in pdf format on the company's secure online Drive or filed as a searchable email in the company's email accounts. Data is kept for 10 years after which it will be deleted.

Data sharing

Data about students and host families is shared with local fostering services as per our Data Protection Policy and Privacy Note for the purpose of fostering only. By agreeing to our Data Protection Policy, applicants and host families agree to sharing. In addition, host families are informed of the need for data sharing when asked if they are willing to host a student under the age of 16. CEE does not share fostering information with schools because all liaison with schools is managed by the local fostering team.

Date: 10 May 2022

24h emergency phone line: +44 (0)7796 997780

Review by: 10 May 2023

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