

<b>Manual:</b>	Fostering Services Procedures; Foster Carers Handbook
<b>Title:</b>	Identity Cards for Foster Carers (FCH/029)
<b>Last Reviewed:</b>	11/02/2015
<b>Next Review Due:</b>	11/02/2018

## INTRODUCTION

This procedure describes the process for issuing ID badges and the recalling of them when the foster carer ceases to be approved.

## ACTIONS

1. Each foster carer will be asked to provide two passport photographs once their approval as foster carers has been confirmed by the Agency Decision Maker.
2. One photograph will be countersigned by their Fostering Social Worker – "I certify that this is a true likeness of .....", adding their own signature and date.
3. On receipt of the photographs the Administration Officer will arrange for the production of the ID badge using the unsigned photograph. This will then be issued to the Foster Carer by the Administration Officer.
4. A record will be kept on Social Services Information Database (SSID) of the date of issue.
5. The signed photograph will be attached to the ID form and the details completed by the Administration Officer. It will then be filed in Section 6 of the Carer's File.
6. A Foster Carer will report the loss, damage or destruction of an ID Badge to the Fostering Social Worker and Administration Officer. The Fostering Social Worker will notify the Fostering Team Manager where there has been a loss of the ID badge. This will be recorded on SSID and a Warning Indicator entered before a replacement is issued.
7. When Foster Carers are de-registered it is their responsibility to return the ID badge to the Fostering Social Worker who will give this to the Administration Officer.
  - Wherever possible the Fostering Social Worker will retrieve the ID badge from the foster carer at the point at which it becomes known that they will no longer be taking foster placements.
  - If it is not received within two weeks of de-registration the Fostering Social Worker must make enquiries and attempt to retrieve it, in liaison with the Administration Officer
  - When this is unsuccessful the Fostering Social Worker must discuss this position with the Fostering Team Manager and a Warning Indicator must be placed on SSID
  - If there is any suspicion that a person may misuse an ID card the Fostering Social Worker will discuss with the Fostering Team Manager and consider informing the police.

## ID Badge

1. Each badge will display the following information:
  - A photograph;
  - Foster carers name;
  - SSID ID number.
2. The ID number will be the individual ID already existing on SSID.

**RELATED DOCUMENTS**

Identity Badges

Foster Carers Handbook

ID Form

Appendix 1

## FOSTER CARERS IDENTITY CARDS

On your approval as foster carers an identity card will be issued for each approved carer.

1. Following approval you will be required to provide 2 passport sized photographs.
  - One of these will be countersigned by your fostering social worker and will be stored on your file for reference purposes.
  - The second will be issued to you to use as your Identity Card.
2. You are responsible for the safe keeping of the card.
  - You must report to your Fostering Social worker any loss or damage to the card
  - You must not allow anyone else to use the ID card.
  - You must return it to your Fostering Social worker when you cease to be approved as a foster carer.
3. The ID card should be carried on your person and used to confirm your identity where necessary e.g. when collecting a child from school.

**FOSTER CARERS IDENTITY CARD**

Please place photograph here

Name of Fostering Officer certifying likeness:

.....

Date of Issue:.....

SSID No: .....

Signature of Issuing Officer:

.....



<b>Date of Expiry</b>	<b>Date of Re- issue</b>	<b>Photograph Supplied Yes/No</b>	<b>Issuing Officer</b>

Comments/Warning Indicators

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 .....  
 .....  
 .....  
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