

## Using the Fostering Placements link to place a child

When C&F and Fostering Teams liaise to set up a child in a foster placement, a **Placement Information Record** exemplar should be completed on the child's ICS record. This is a shared exemplar between C&F and Fostering, and guidance is available on Kent Trust Web as to who is responsible for which panels.

In addition, when a child is placed, the Fostering team should use the **Fostering Placements** link on ICS to 'place' the child on the system, in order to update the Carer's placement history and vacancy level. This is displayed on the **Foster Register**

To assign a new placement:

1. From 'My Home Page' (opening ICS screen) click **Focus > ICS Person** in order to search for the child's record

End Date	Subject(s)	Assigned on	Assigned by
05/08/2009 16:40:23	Fostering: Adam Smith	05/08/2009 16:40:59	LAURID01
05/08/2009 16:36:51	Fostering: Justine Killett, Matthe...	05/08/2009 16:37:18	LAURID01
2009Soc 028881 05/08/2009 16:24:59	Fostering: Karen Whittingham, D...	05/08/2009 16:25:25	LAURID01
2009Soc 028879 05/08/2009 15:46:34	Fostering: Sandra Constant, Pa...	05/08/2009 15:47:06	LAURID01

2. Enter child's **Family/Given Name** (using % if needed) and click **Search**

3. Click to highlight correct record

4. Click **ICS Person Details** link (If the **Links** panel is hidden, use **Show/Hide** menu to restore it)

Flags	Family Name	Given Name	Chosen Family Name	Chosen Given Name	Given Name 2	Gender	Title	Date of Birth	Postcode	CYP
	Jones	Samuel	Jones			Male		01/10/2000		Yes

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5. Click **Fostering Placements** link

To view any existing placements for the child, click **Search**

6. To assign a new placement click **New**

# Fostering Placements

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Capita One 4.0

Assign Placement - Samuel Jones

Child's details will appear in **Panel 1**

**01. Child Details**

Child: Family Name: Jones, Given Name: Samuel, Gender: Male, Date of Birth: 01/10/2000

**7. Add a Placement Type, Start Date and Placement Start Reason**

**02. Placement Details**

Placement Type: Short Term, Start Date: 20/11/2008, Placement Start Reason: S - Started to be Looked-After

Capita One 4.0

Assign Placement - Samuel Jones

**03. Carer Details**

Fostering Application: Reference Number, Current Status

**Carer 1**

Surname, Forename, e-Mail Address, Principal Address, Primary Contact Number, Mobile, Gender, Date of Birth

**Carer 2**

Surname, Forename, e-Mail Address, Principal Address, Primary Contact Number, Mobile

**8. To search for the Carer click **Select****

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**9.** To search for a specific carer, enter criteria into **Panel 2** – leave blank to search for all carers

**11.** Click **Search**

**10.** Use **Panel 3** to specify **Child Detail** criteria– please note that these criteria will affect the potential Carer search results. If a particular search yields limited or no results, consider searching again with different/less specific criteria

The screenshot shows the 'Carer Search' interface with three main panels:
 

- 01. Search Placement for:** Includes 'Child Summary' and 'Child Details' (Age, Gender, Ethnicity, Language, Disability).
- 02. Carer Details:** Includes 'Family Name', 'Given Name', and 'Reference No'.
- 03. Child Details:** Includes 'Age', 'Gender', 'Ethnicity', 'Language', and 'Disability'.

 A 'Search' button is visible in the top left, and a 'Select' button is in the top right. A 'Search for Registrations' dropdown is set to 'With Vacancies'.

**12.** Click to highlight correct **Carer** record, and click **Select**

The screenshot shows the search results table below the 'Child Details' panel. A green checkmark is next to the 'Select' button. The table lists two carer records:

First Applicant	Vacancies	Second Applicant	Application Reference No	Placement Limit	Vacancy
Joan Davies	3		000003	3	3
Tracey Lambert	47	David Lambert	000002	50	47

The 'Child Summary' panel shows 'Family Name: Jones' and 'Given Name: Samuel'. The 'Child Details' panel shows 'Age: 8', 'Gender: Male', 'Ethnicity', 'Language', and 'Disability'.

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**03. Carer Details**

Fostering Application Reference Number: 000003 Current Status: Registered

**Carer 1**

Surname: Davies  
Forename: Joan  
e-Mail Address:  
Principal Address: 39 CANTERBURY ROAD, ASHFORD, TN24 8LD  
Primary Contact Number:  
Gender: Fe

**Carer 2**

Surname:  
Forename:  
e-Mail Address:  
Principal Address:  
Primary Contact Number:  
Gender:

**04. Placement Category**

Main Placement: Exempted

Notes:

= Yes  
 = No

**01. Child Details**

Child: Family Name: Jones Given Name: Samuel Gender: Male e-Mail:  
Primary Contact number: Work contact number:  
Mobile: Date of Birth: 01/10/2000  
Estimated Due Date: GuesSED DOB:  
Principal Address: 138 HYTHE ROAD

**02. Placement Details**

Placement Type: Short Term Start Date: 20/11/2008  
Placement Start Reason: S - Started to be Looked-After  
End Date:  
Placement End Reason:

**03. Carer Details**

Fostering Application Reference Number: 000003 Current Status: Registered

**Carer 1**

Saved successfully

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**Using the Fostering Placements link**

To end an existing Placement:

Follow steps 1 – 5 (Page 1& 2) to navigate to the **Placements Enquiry** screen

