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FOSTER CARE REGULATIONS, 2017

In exercise of the power conferred on the Minister responsible for Social Welfare by paragraph (a) of section 123 of the Children's Act, 1998 (Act 560), these Regulations are made thisday of 2017

Guiding principles

Responsibility for foster-care

1. (1) The Department is responsible for
 - (a) promoting the adoption, implementation, monitoring and evaluation of policies and procedures on foster-care; and
 - (b) providing services for
 - (i) the implementation of the laws, rules and regulations on foster-care;
 - (ii) ensuring adequate protection and care for a child placed in foster-care;
 - (iii) advocacy to promote foster-care for a child in need of alternative care;
 - (iv) developing training manual for staff, prospective foster parents and agencies engaged in foster-care related activities;
 - (v) providing information on foster-care to the public;
 - (vi) facilitating capacity building of staff and accredited foster-care agencies to enhance the delivery of foster-care services;
 - (vii) involving children and their families in processes that affect them and making services and information available to them;
 - (viii) undertaking and promoting research; and
 - (ix) any other services that the Department considers necessary for the promotion of foster-care.
- (2) In furtherance of subregulation (1), the Department shall

- (a) recruit, train, and licence eligible foster-parents and supervise, monitor and provide support to the foster-parents to ensure quality care for children in foster-care;
- (b) facilitate the development and implementation of a case plan to guide the management of children in foster-care;
- (c) facilitate the development and implementation of a care plan having regard to the permanent needs of the child to
 - (i) restore the child into the family of the child after a short term; or
 - (ii) place the child in long term foster-care or adoption;
- (d) facilitate the development and implementation of a discharge plan for a child in foster-care for reunification or independent living;
- (e) monitor the progress of implementation of a case plan and a care plan for a child discharge plan; and
- (f) ensure confidentiality and preservation of records on foster-care.

Preference for child to be kept with parent, guardian or relative

2. (1) The Department shall ensure that all options to keep the child with the parent, guardian or relative of the child have been explored before giving a child up for foster-care.

(2) Where adoption is not an immediate option, foster-care shall be the preferred choice of care for the child.

Preservation of family ties

3. (1) The Department shall, where possible and in the best interest of the child, preserve family ties during the provision of foster-care for a child by

- (a) placing a child in geographic proximity to the parent, guardian or relative, and the siblings of the child, and
- (b) encouraging visitation between the child and, the parent, guardian or relative and siblings.

(2) Where visitation by a parent, guardian or relative of a child who is in close proximity to the foster-parent is at variance with the safety of the child and the foster parent or foster family, visitation by the parent, guardian or relative, shall be conducted under the supervision of the Department.

(3) Where placing a child in close proximity and encouraging visitation is at variance with the safety of the child and the foster parent or foster family, the Department shall not place the child in close geographic proximity to the parent, guardian or relative and not approve visitation.

Placement of siblings

4. (1) The Department shall place siblings together with one foster parent.

(2) Where the placement of siblings with one foster parent is not possible, the Department may place siblings with separate foster-parents but in close geographical proximity and encourage visitation among the children under the supervision of the Department where appropriate.

Contact with extended family

5. The Department or a foster-care agency accredited under regulation 6 and authorised by the Department may facilitate contact between a child in foster-care and the extended family of the child.

Foster-Care Agency

Accreditation of foster-care agency

6. (1) The Department may accredit a foster-care agency to provide the following foster-care services:

- (a) train eligible foster-parents in accordance with the training manual provided by the Department;
- (b) support a foster-parent, a child in foster-care, and a parent, guardian or relative of a child in the development, implementation and review of the case plan and care plan of the child;
- (c) supervise and monitor the performance of a foster family in accordance with the case plan or care plan;
- (d) manage, monitor and review the performance of a parent, guardian or relative against the care plan;
- (e) ensure information relevant to the child is documented;
- (f) conduct home study and prepare a Home Study Report;
- (g) conduct annual mutual review in accordance with regulation 36; and
- (h) any other services that the Department may consider necessary.

(2) The Department shall not accredit a foster-care agency to conduct child study and prepare Child Study Report.

Application for accreditation as foster-care agency

7. (1) An agency that seeks to be accredited to provide foster-care services shall be a not for profit organisation working in the interest of children.

(2) The agency shall obtain an application form as set out in Form 1 of the First Schedule at the district in which the agency operates upon payment of a fee specified in the Second Schedule.

(3) The agency shall

(a) submit the application, together with all statutory documents on incorporation and operation of the business, to the district office of the Department, and

(b) provide evidence of work for children and demonstrate ability to provide foster-care services.

Consideration of application

8. (1) The District Director of the Department shall on receipt of an application ensure that relevant supporting documents are attached to the application and forward the documents to the Regional Director of the Department within seven days of receipt of the application for review.

(2) The Regional Director shall forward the reviewed application together with recommendations to the Foster-care Services Unit within seven days of receipt of the application at the Regional office.

(3) The Interdisciplinary Committee of the Foster-Care Services Unit shall review the application together with the recommendations in sub-regulation (2).

(4) Where the application meets the set requirements, the Foster Care Services Unit shall notify the agency of approval of the application within six weeks of receipt of the application.

(5) The Foster-Care Services Unit shall grant a licence as set out in Form 2 of the First Schedule to the agency.

(6) Where the Foster-Care Services Unit denies the application, the Foster-Care Services Unit shall notify the agency giving reasons for the refusal.

(7) Where an agency is dissatisfied with a decision in sub-regulation (6), the agency may appeal to the Multi-Disciplinary Committee for a review of the decision

Validity and renewal of accreditation

9. (1) A licence issued by the Department to an agency is valid for one year.

(2) An agency shall renew its licence annually three months prior to the expiration of the licence and upon payment of the fees specified in the Second Schedule.

Revocation of accreditation

10. (1) The Department shall revoke a licence issued to an agency where
- (a) the agency has provided false information in its application for accreditation to provide foster-care services;
 - (b) the agency refuses to comply with a directive from the Department to rectify a violation of a condition of the licence; or
 - (c) investigations conducted by the Department reveal that the agency is no longer able to provide foster-care services.
- (2) The Department shall notify an agency of the intention to revoke its licence within seven day of the decision to revoke.

Foster Parenting

Application to foster a child

11. (1) In furtherance of section 65 of the Act, a person who wishes to provide foster-care to a child shall apply to the Department in the manner set out in Form 3 of the First Schedule.
- (2) The Department shall provide an applicant or a prospective applicant with all information concerning foster-care processes.
- (3) An applicant who is married shall apply jointly with the spouse or with the consent of the spouse as set out in Form 4 of the First Schedule.
- (4) A male applicant who is not married shall not foster a female child except where the Foster-Care Placement Committee is of the view that it is in the best interest of the child to do so.
- (5) An application to provide foster-care to a child shall be supported by
- (a) a copy of a national identification card;
 - (b) a medical report on the applicant as set out in Form 5 of the First Schedule;
 - (c) testimonials from two character referees;
 - (d) a photograph or video recording of the applicant, the applicant's family and home;
 - (e) a Police Certificate clearing the applicant of any conviction, in particular offences related to child abuse and neglect;
 - (f) evidence of regular income; and
 - (g) any other documents that the Department may require.

(6) On receipt of an application, the Department shall consider the application, shortlist the applicants and sensitise the shortlisted applicants on foster parenting.

Determination of eligibility of applicant to foster a child

12. The Department shall consider the application and determine the eligibility of an applicant to foster a child.

Home study and Home Study Report

13. (1) Where the Department determines that an applicant is eligible to foster a child, the Department or an accredited foster-care agency authorised by the Department shall conduct a home study on the applicant and prepare a Home Study Report.

(2) The Home Study Report shall include

- (a) the identity and background of the applicant;
- (b) the age of the applicant;
- (c) the interpersonal relationships among members of the household of the applicant;
- (d) the suitability of the foster home with regards to cleanliness and sanitation;
- (e) the moral, cultural and religious background of the applicant; and
- (f) any other matter considered relevant by the authorised officer for the consideration of the Foster-Care Placement Committee.

(3) The Home Study Report shall indicate

- (a) the ability of the applicant to use methods of positive discipline, stressing praise and encouragement for good behaviour and refraining from physical punishment and verbal abuse of a child, including threats or removal from the foster home;
- (b) the ability of the applicant to live a responsible lifestyle free of substance abuse;
- (c) the ability of the applicant to provide nurturing care and supervision to a child including a child with special needs;
- (d) that the applicant is gainfully employed with a regular source of income;

- (e) the ability of the applicant to demonstrate a genuine interest, capacity and commitment in parenting the child and able to provide the child with a familial atmosphere;
- (f) that the applicant has a healthy and harmonious relationship with each family member in the household;
- (g) that the applicant is mentally and physically capable, and emotionally mature; and
- (h) that the applicant is willing to be trained, receive counselling and advice to increase and improve knowledge, attitude, skills and abilities in caring for a child.

(4) The Department shall forward the Home Study Report to the Foster Care Placement Committee.

Consideration of suitability of applicant

14. (1) The Foster-Care Placement Committee shall review the Home Study Report and determine the suitability of the applicant.

(2) The Foster-Care Placement Committee shall, in making a determination in subregulation (1), consider

- (a) the effect of children and adults in the foster family on a child and the effect of the child on the foster family;
- (b) whether adult members of the family have been cleared of any criminal convictions, in particular offences related to child abuse and neglect;
- (c) the number and ages of natural, adopted and foster children in the foster home; and
- (d) any other condition that it considers necessary to determine the motivation, capacities and potentials of the prospective foster parent to provide foster-care.

(3) The Foster-Care Placement Committee shall recommend the approval or disapproval of the prospective foster parent and forward their recommendations to the Foster-Care Services Unit.

(4) The Foster-Care Services Unit shall review and recommend training for an approve applicant.

Training of approved applicant

15. (1) The Department or an accredited foster-care agency authorised by the Department shall provide training for an applicant approved by the Foster-Care Placement Committee.

- (2) An applicant under subsection (1) shall undergo at least thirty hours of training.

Licence to foster a child

16. (1) The Department shall issue a licence as set out in Form 6 of the First Schedule to an approved foster-parent upon completion of the training under regulation 16 and record their names in the Foster-Care Register.

- (2) The licence is valid for a period of three years.

(3) The licence may be renewed subject to request by the applicant and satisfactory review of eligibility and suitability status of the applicant.

Foster-Care Agreement

17. The Department shall enter into a Foster-Care Agreement with an eligible and suitable foster-parent as set out in Form 7 of the First Schedule upon completion of the training and licensing specified under regulations 16 and 17.

Revocation of licence as a foster parent

18. The Department shall revoke the licence of a foster-parent where the circumstances of the foster-parent have changed to the extent that the placement of a child with the foster-parent will not be in the best interest of the child.

Child in Foster-Care

Child in need of foster-care

19. (1) In furtherance of section 66 of the Act, a child shall not be placed in foster-care unless

- (a) that child is abandoned, relinquished, abused, neglected or orphaned;
- (b) that child is awaiting placement for adoption;
- (c) adoption is not an immediate option;
- (d) an adoption process of the child has been disrupted;
- (e) the child is under temporary placement with a fit person;
- (f) foster-care is the preferred choice of care for the child; or
- (g) the family members of the child are temporarily or permanently unable or unwilling to provide care or protection for the child.

(2) The financial and material poverty of a family shall not be a justification for placing a child in foster-care, but shall be seen as a signal to the Department to provide appropriate support to the family.

Temporary placement

20. (1) The Department, or the police in consultation with the Department, may temporarily place a child in need of care and protection with a fit person or a hospital to give the child care and protection.

(2) Within seven days of the child coming into contact with the Department, the Department shall initiate action to obtain a care order in respect of that child.

Child study and Child Study Report

21. (1) The Department shall conduct investigations into the background of the child

- (a) to assess the strengths and needs of the child,
- (b) to assess the strengths and needs of the parent, guardian or relative of the child, where applicable; and
- (c) to determine the help and support necessary for parenting the child.

(2) The Department shall prepare a Child Study Report on the circumstances leading to the need to provide for care and protection for the child including the role of parent, guardian or relative.

(3) The Child Study Report shall contain information on

- (a) the identity of the child;
- (b) the physical appearance, personality behavioral traits of the child;
- (c) the personal and family history of the child as well as the cultural, ethnic and religious upbringing;
- (d) the immediate and extended family of the child, including the socio-economic situation of the family, if known;
- (e) the circumstances of abuse, neglect, abandonment and orphanhood of the child;
- (f) any efforts made to trace and reunify the child with the family members of the child; and
- (g) recommendations made for the care of the child.

(4) The Child Study Report shall be accompanied by copies of documents in the file of the child including

- (a) police extract on the circumstances leading to the intervention by the Department;
- (b) a medical report on the child as set out in Form 8 of the First Schedule; and

- (c) medical information on the family of the child, where available.

Permanency plan

22. (1) The Department shall review the Child Study Report and assess the possibility of reuniting the child with the parent, guardian or relative of the child.

(2) Where reunification of the child with the parent, guardian or relative is not possible the Department shall develop a permanency plan for the child.

(3) The permanency plan shall aim at

- (a) short term foster-care placement aimed at reunification of the child with the parent, guardian or relative;
- (b) suitable long term foster-care placement; or
- (c) adoption.

(4) An alternative permanency plan shall be prepared as a backup for each child in foster-care.

(5) Independent living may be considered as an alternative permanency plan, where subregulation (2) is not possible.

Social Enquiry Report and Care Order

23. (1) Where the Child Study Report reveals that the child cannot immediately be reunited with the parent, guardian or relative, the Department shall prepare a Social Enquiry Report on the child to the District Court to obtain a Care Order.

(2) The Social Enquiry Report shall include particulars on the background of the child, the prevailing circumstances of the child, recommendations derived from the child study including a care plan on the proposed placement of the child.

(3) The Magistrate shall

- (a) ensure that the contents of the report are made known to the child, where a child is capable of forming an opinion; and
- (b) make available a copy of the Social Enquiry Report to the parent, guardian or relative of the child, if known or where possible.

(4) The Magistrate may, in addition to the Social Enquiry Report, request an oral report from the authorised social worker of the Department.

(5) Where the Magistrate reviews the Social Enquiry Report and considers it appropriate having regard to the circumstances, the Magistrate may grant the Care Order.

(6) Where the Magistrate grants a Care Order, the Department shall forward a copy of all the documents on the child to the Regional Office for consideration

- (a) to return the child to the parent, guardian or relative; or
- (b) for matching and placement by the Foster-Care Placement Committee.

(7) Where the Magistrate refuses to grant an application for a Care Order, the Magistrate shall indicate in writing reasons for the refusal and make further orders for the care of the child.

Matching

24. (1) The Foster-Care Placement Committee shall match a child in need of foster-care with a licensed suitable foster-parent having due regard to

- (a) the needs of the child, and
- (b) the ability of the foster-parent, and the household and community to host the child.

(2) The Foster-Care Placement Committee shall take into consideration

- (a) the location of the home of the foster-parent;
- (b) the religious orientation of the foster-parent;
- (c) the cultural background of the foster-parent;
- (d) the characteristics of the preferred child as indicated in the foster-care application; and
- (e) any relevant information indicated in the Home Study Report.

(3) A foster-parent, who is a relative of the child, shall be given priority in considering matching of the child.

(4) Where more than one child or additional foster children are placed with a foster parent, the Foster-Care Placement Committee shall consider the placement together of

- (a) children whose biological parents or family are known; and
- (b) children whose biological parent or family are not identified.

Access to information on foster-care

25. (1) The Department or an accredited foster care agency authorised by the Department shall

- (a) provide information needed to assist the foster-parent in making an informed decision about accepting the child; and

(b) inform a child about the foster-parent and family in preparation of the child for placement with the foster parent.

(2) In determining what information to release under subregulation (1), consideration shall be given to

(a) the safety of the child and the foster family;

(b) the wishes of the child and foster family; and

(c) the permission of the parent, guardian or relative of the child if known and is in the best interest of child.

(3) A foster parent has a right to information that will enable the provision of appropriate care for the child, including information on the

(a) medical condition of the child;

(b) medical history of the child's family, where available;

(c) safety of the child when the child is placed in the foster family; and

(d) risks to the foster family when the child is placed in the foster family.

(4) The foster-parent shall not disclose the information on medical reports to anyone unless on medical grounds to a medical practitioner attending to the child.

(5) A person involved in the provision of foster-care services shall not disclose information on the identity of any person affected by the foster care arrangement without the permission of that person.

(6) A person disclosing information in subregulation (5) shall seek the consent of the Department where the information involves a child who is not capable of forming an informed opinion.

(7) The Department or an accredited foster care agency authorised by the Department shall provide counselling to a person who receives or is denied the information.

Placement Agreement

26. The Department shall enter into a Placement Agreement with a suitable foster-parent as set out in Form 9 of the First Schedule before a pre-placement meeting with the foster family.

Pre-placement meeting

27. (1) The Department or an accredited foster care agency authorised by the Department shall arrange a pre-placement meeting between the child and the foster parent only after regulation 26 has been complied with and the foster-parent has accepted to foster the child.

(2) The Department shall prepare the child for the pre-placement meeting and provide the child with a description of the foster family, using pictures and audio visual materials.

Pre-placement report

28. (1) The Department shall prepare a pre-placement report after the pre-placement meeting.
- (2) The pre-placement report shall include
- (a) the eligibility and suitability of the foster-parent to foster the child;
 - (b) the opinion or consent of the child as set out in Form 10 of the First Schedule on the foster-care arrangement, and
 - (c) whether the parent, guardian or relative of the child, has been consulted and agreed to the foster care arrangement, where applicable.

Foster-care placement

29. (1) The Foster-Care Placement Committee may, after considering the pre-placement report and any other information relevant to the matter, place the child with the foster-parent.
- (2) In considering placement, the Foster-Care Placement Committee shall preferably place the child with a foster-parent who has children of similar age as the child.
- (3) Where the Foster-Care Placement Committee is unable to match a child within the region, the case shall be referred to the Foster-Care Services Unit to facilitate the inter-regional matching of the child.
- (4) A child shall not be placed in foster-care without a Care Order.
- (5) A report on the placement of a child by the Foster-Care Placement Committee shall be submitted to the Foster Care Services Unit to enter the particulars of the child and the foster parent in the Foster-Care Register.
- (6) Where a child is in an approved residential home, the residential facility shall not obstruct a resident child from being fostered.
- (7) An approved residential home which contravenes subregulation (6) shall have its license revoked by the Minister.

Foster-Care Placement Authorisation

30. The Foster-Care Services Unit shall
- (a) issue a Foster-Care Placement **Authorisation** as set out in Form 11 of the First Schedule in respect of a child placed in foster care, and
 - (b) forward the Foster-Care Placement Authorisation through the Department at the Regional Office to the foster-parent.

Duration of foster-care placement

31. (1) The Foster-Care Placement Committee shall specify the

- (a) duration of the foster-care placement in the Foster-Care Placement Authorisation, which may be subject to periodic review; and
- (b) conditions under which the foster child is to be reunited with the parent, guardian or relative of the child.

(2) In determining the duration of the foster-care placement, the Foster-Care Placement Committee shall be guided by

- (a) the period estimated to meet the needs of the child and the parent, guardian or relative of the child, if known and re-unification is recommended as indicated in the Case Plan,
- (b) the duration of the Care Order, and
- (c) any other matters that the Foster-Care Placement Committee considers necessary.

(3) The Foster-Care Placement Authorisation may be renewed three months before the expiration of the foster-care arrangement having regard to the circumstances of the child and the Care Order in relation to the child.

Limitation on foster-care placement

32. (1) The Foster-Care Placement Committee shall ensure that

- (a) there is not more than seven children, including biological, adopted and foster children in a foster family at any given time; and
- (b) a foster parent does not provide care to more than four foster children at a time.

(2) Despite subregulation (1), the Foster-Care Placement Committee may place siblings and relatives with one foster parent.

Care plan

33. (1) The Department or an accredited foster-care agency authorised by the Department shall develop a written care plan

- (a) to guide implementation of the permanency plan for placement of the child; and
- (b) to ensure the child is placed with a licensed foster parent in an environment which is safe, nurturing, stable and secure within a specified time period.

(2) The Department or an accredited foster care agency authorised by the Department shall take into consideration the negative effect of disruption of the foster-care arrangement on the child and be guided by the positive effect of permanency on the well-being of the child in developing the care plan.

(3) The care plan shall be developed with the participation of the parent, guardian or relative of the child where reunification is the goal.

(4) The Department or an accredited foster care agency authorised by the Department shall consider the opinion of the child in developing the care plan, where applicable.

(5) The Department or an accredited foster care agency authorised by the Department shall include in the care plan

- (a) statements of the roles, responsibilities and contribution of parent, guardian or relative of the child;
- (b) the milestones to be achieved in preparation of the home towards reunification of the child with the parent, guardian or relative of the child;
- (c) an action plan for achieving permanency including required support services;
- (d) the allocation of parental responsibility between the Department and the parent, guardian or relative of the child for the duration for which the child is removed from the care of the parent, guardian or relative of the child,
- (e) the kind of placement proposed for the child, including
 - (i) how the care plan relates in general terms to permanency planning for the child, and
 - (ii) any interim arrangements that are proposed for the child pending permanent placement;
- (f) the timeframe proposed for achieving a permanent placement;
- (g) the arrangements for contact between the child and the parent, guardian or relative, and other significant persons in the life of the child,
- (h) the accredited agency authorised by the Department to supervise the placement; and
- (i) the requisite services that needs to be provided to meet the care needs of the child.

(6) The Department shall make provision for periodic review and reporting on the implementation of the care plan.

Supervision of foster-care services

34. (1) The Department or an accredited foster care agency authorized by the Department shall

- (a) ensure proper supervision of a foster-parent in the provision of foster care to meet

(i) social, administrative and legal responsibilities; and

(ii) performance standards; and

(b) recommend or provide technical support where necessary.

(2) The Department or an accredited foster care agency authorised by the Department shall begin supervision immediately the child is received into the care of the foster-parent to review

(a) the adjustment of the child in the foster home;

(b) the welfare of the child including the psychological, educational and health needs of the child; and

(c) the bonding relationship between the foster family and the child.

(3) The supervision shall be done through

(a) monthly home visits, for the first three months; and

(b) quarterly home visits, from the fourth month.

(4) Unannounced home visits may be conducted in accordance with the care plan.

Monitoring of placement

35. (1) The Department or an accredited foster care agency authorised by the Department shall in accordance with the case plan observe, to assess and record the performance of,

(a) a child placed in foster-care; and

(b) the parent, guardian or relative of a child in foster-care

at least once every three months to ensure that the child and the parent, guardian or relative are responding to the services provided towards the realisation of the permanency goal.

(2) The Department or an accredited foster care agency authorised by the Department shall monitor and review the progress of the child and parent, guardian or relative of the child every three months in accordance with the care plan with due consideration to

(a) the personal development of the child and any changing needs;

(b) the developments in the environment of the parent, guardian or relative of the child; and

(c) the appropriateness and necessity of the current placement for the child in the circumstances.

(3) The monitoring shall fully involve the child and all relevant persons in the life of the child.

(4) The observations on the monitoring shall be recorded in writing in the case file of the child.

(5) Where an issue requiring immediate action is identified, an authorized officer of the Department shall submit a report to the District Director for necessary action and forward a copy of the report to the Regional Director.

(6) Where the Department at the regional and district levels are unable to address the issue, the Regional Director shall refer the issue to the Foster-Care Services Unit for intervention by the Interdisciplinary Committee.

Annual mutual review

36. (1) The Department shall develop the modalities for an annual mutual review which incorporates the participation of a child in foster-care, a foster parent and parent, guardian or relative of the child.

(2) The Department or an accredited foster care agency authorised by the Department shall facilitate an annual mutual review to evaluate

(a) the strengths and needs of a foster-parent, and

(b) the relationship between the Department or the accredited foster care agency authorised by the Department and,

(i) a child in foster-care;

(ii) a foster-parent; and

(iii) parent, guardian or relative of the child.

(3) The review with regards to the needs of the child shall focus on

(a) the number of periods and the total time the child has spent in foster-care;

(b) the number and outcome of previous reviews of the foster-care arrangements;

(c) the state of vulnerability of the child in foster-care;

(d) the level of implementation of the case plan for the child and parent, guardian or relative of the child, if known and the care plan for the child in respect of

(i) the issues that have been addressed; and

(ii) the responsibilities of the case management team;

- (e) action to be taken and the person responsible for the intervention towards permanency;
- (f) any special requirements of the child relating to culture, language, religion or disability; and
- (g) the appropriateness of the placement.

(4) The Department shall submit a report on the annual mutual review to the Foster-Care Placement Committee.

(5) The Foster-Care Placement Committee shall consider the report and make a recommendation to the Foster-Care Services Unit on whether

- (a) reunification of the child with the parent, guardian or relative of the child is possible;
- (b) the child should be placed with a new foster parent; or
- (c) to prepare the child for independent living.

(6) The Department shall implement the recommendations of the Foster-Care Placement Committee, where approved.

Case plan

37. (1) The Department or an accredited foster care agency authorised by the Department shall facilitate the development of a case plan for a child in foster-care.

(2) The case planning session shall be participatory and involve the foster parent, the child, and the parent, guardian or relative of the child where applicable.

(3) The case plan shall comprise strategies

- (a) to address the needs of a child in foster-care and the parent, guardian or relative of the child if known;
- (b) which are aimed at reuniting a child in foster-care with the parent, guardian or relative of the child, where possible;
- (c) for visitation of the child in foster--care;
- (d) to place the child for adoption; and
- (e) to discharge a child from foster-care upon attainment of majority, where necessary.

(4) The case plan shall specify

- (a) the performance expectations from the foster parents, the child, the parent, guardian or relative where possible and any other party involved in the case plan;
- (b) the schedule of actions; and
- (c) the person or parties responsible for each action.

(5) Subject to the best interest of the child, the Department or an accredited foster-care agency authorised by the Department shall review the case plan every three months in a care review conference involving

- (a) the child;
- (b) the foster parent;
- (c) the parent, guardian or relative of a child, where possible; and
- (d) any significant person involved in the development of the child.

(6) The Department or an accredited foster-care agency authorised by the Department shall prepare a report on the care review conference and

- (a) file the report in the case file of the child; and
- (b) submit the report to the Foster-Care Placement Committee.

Independent living

38. (1) The Department or an accredited foster care agency authorised by the Department, and the foster parent of a child in foster-care nearing independence and in respect of whom reunification with the parent, guardian or relative is impossible shall develop a plan to promote independent living of the child through strategies including

- (a) promoting stable connections with caring adults including the foster parent;
- (b) development of network of services and resources to be utilised by the child upon attainment of majority; and
- (c) supporting the child to acquire the knowledge and skills necessary for productive adult living before exiting from foster-care.

(2) A child in foster-care who attains majority and is prepared to live independently shall co-operate with the Department or an accredited foster care agency authorised by the Department to access support from available network of services and resources for at least six years.

(3) A foster parent may continue to foster a child who has attained majority but is unable to live independently, subject to an agreement with the Department.

Rights and Responsibilities of Foster Parent under Foster-Care Arrangement

Rights of foster parent

39. A foster parent has the right to

- (a) be treated with personal dignity and respect;
- (b) become affiliated with or to form a foster parent association; and
- (c) be considered first as a family with all parental rights towards the child and second as a service provider.

Responsibilities of foster parent

40. A foster parent shall

- (a) take steps to facilitate bonding with a child in foster-care;
- (b) treat a child in foster-care with dignity;
- (c) provide reproductive health education to a child in foster-care;
- (d) provide age appropriate support to a child in foster-care for the full development of the potential of the child including physical, emotional, intellectual, mental, spiritual and cultural development;
- (e) work towards the reunification of a child in foster-care with the parent, guardian or relative of the child, where applicable;
- (f) encourage the return of the child to the parent, guardian or relative of the child as may be indicated in the care plan;
- (g) ensure that the child in foster-care is provided with meals that are nutritionally balanced; and
- (h) ensure that the special dietary provisions specified in the case plan of the child in foster-care are met.

Clothing and personal belongings

41. A foster parent shall

- (a) allow a child in foster-care to possess and bring into the home of the foster parent personal belongings subject to reasonable household rules and the case plan of the child;

- (b) treat the personal belongings of a child in foster-care with respect; and
- (c) ensure that the personal belongings and gifts received by the child are sent with the child when the child leaves the foster family.

Significant events

42. A foster parent shall inform the parent, guardian or relative of a child in foster-care about significant events or developments in the life of the child.

Safety requirements

43. (1) A foster parent shall address specific safety issues concerning a child in foster-care.

(2) The Department or an accredited foster care agency authorised by the Department shall monitor specific safety issues to ensure the safety of a child in foster-care.

Physical health care

44. (1) A foster parent shall inform the Department or an accredited foster care agency authorised by the Department of a routine medical or dental care of a child in foster-care.

(2) In the case of a major medical or dental care recommended by a registered medical practitioner in respect of a child in foster-care, the foster parent shall

- (a) inform the Department or the accredited foster care agency authorised by the Department, and
- (b) the Department shall seek the written consent of the parent, guardian or relative of the child before undertaking the required medical or dental procedure.

(3) The parent, guardian or relative shall not unreasonably withhold a consent required under paragraph (b) of subregulation (2).

Keeping records and reporting to the Department

45. A foster parent shall

- (a) keep records on the implementation of the care plan of the child in foster-care;
- (b) submit reports on the child in foster-care to the Department quarterly basis and upon request;
- (c) immediately notify the Department if the foster family relocates to a new home;
- (d) inform the Department of any change in the circumstances under which the placement was made; and

- (e) immediately inform the Department at the district level or an accredited foster-care agency authorised by the Department of
 - (i) significant changes in the emotional, personality, health, behavior or physical development of the child in foster-care, or
 - (ii) the abscondence, injury or death of the child in foster-care.

Rights and Responsibilities of Child in Foster-Care under Foster-Care Arrangement

Rights of child in foster-care

46. A child in foster-care has the following rights:

- (a) the right to be treated with personal dignity and respect;
- (b) the right not to be discriminated against;
- (c) the right to be considered as a family member of the foster family;
- (d) the right to maintain contact with the parent, guardian or relative unless otherwise ordered by a court;
- (d) the right to be provided necessities of life including healthcare, education, shelter, support to develop potentials and skills; and
- (e) any other rights specified in the Act.

Responsibilities of child in foster-care

47. A child in foster-care shall

- (a) respect the rights of others;
- (b) participate in the development of the case plan, care plan and deliberations of the Interdisciplinary Committee and any other issue relating to the child having regard to the age and level of maturity of the child;
- (c) participate in household activities and chores;
- (d) act in accordance with a commitment, agreement or contract made in the best interest of the child with the Department, an accredited agency, a foster-parent or any other person involved in the case plan of the child, unless otherwise ordered by the court; and
- (e) comply with support and education requirements.

Rights and Responsibilities of Parent, Guardian or Relative under Foster -Care Arrangement

Rights of parent, guardian or relative

48. (1) Unless otherwise ordered by a court, a parent, guardian or relative of a child in foster-care has the right to maintain contact with the child based on agreed schedules.

(2) A parent, guardian or relative of a child in foster-care has the right to maintain a particular identity, ethno-cultural heritage, language, tradition and a religious or spiritual belief.

Responsibilities of parent, guardian or relative

49. (1) A parent, guardian or relative of a child in foster-care shall

- (a) provide financial and material support for the maintenance of a child in foster-care, in accordance with the agreed schedule;
- (b) work to actively address a vulnerability or resolve a conflict in the family;
- (c) work towards the re-unification of the child with the parent, guardian or relative of the child in foster-care;
- (d) maintain contact and scheduled visits with the child in foster-care; and
- (e) comply with an agreement made with the Department or an accredited foster-care agency authorised by the Department, foster family and any other person involved in the management of the case plan of the child and the parent, guardian or relative of the child in foster-care.

(2) Paragraph (d) of subregulation (1) does not apply where

- (a) the contact places the child in danger; or
- (b) a court rules against the contact and scheduled visits.

Responsibilities of Department under Foster-Care Arrangement

Health of a child in foster-care

50. (1) The Department or an accredited foster-care agency authorised by the Department, shall obtain a medical report on the child from a registered medical facility designated by the Department at the expense of the Department or the accredited foster-care agency.

(2) The Department or an accredited foster-care agency authorised by the Department, shall ascertain the immunisation status of a child in foster-care and maintain current immunization report on the child in foster-care.

(3) Where there are any outstanding immunizations in respect of the child, the Department or an accredited foster-care agency authorised by the Department shall ensure that the foster parent obtains the immunisation for the child at expense of the Department.

(4) The Department shall not refuse to place a child in foster-care on grounds of a disability or a medical condition of the child.

Support services

51. (1) The Department, or an accredited foster-care agency authorised by the Department, shall provide support services to meet the needs of the child in foster-care, the foster parent and the parent, guardian or relative of a child in foster-care.

(2) Where necessary, the Interdisciplinary Committee shall provide technical support to the Department, an accredited foster-care agency, a foster parent and a parent, guardian or relative of a child in foster-care to facilitate the provision of support services to the child.

Support for child in foster-care

52 The Department shall, in collaboration with the relevant Ministries, Departments, Agencies and other stakeholders, ensure the provision of

- (a) sponsored education for a child in foster-care;
- (b) placement and sponsorship support for entry and retention at all levels in educational institutions;
- (c) health care including coverage under the National Health Insurance Scheme; and
- (d) any other support required for the wellbeing of a child in foster-care.

Termination of Foster-Care Arrangement

Termination of foster-care arrangement

53. (1) The Foster-Care Placement Committee shall terminate a foster-care arrangement where

- (a) there is a change in the circumstances of the foster family to the extent that it will not be in the best interest of the child to continue to be cared for by that foster parent;
- (b) there is disruption in the foster-care arrangement;
- (c) the conditions which necessitated the removal of the child from the parent, guardian or relative have changed and reunification is recommended;
- (d) the child in foster-care attains majority; or
- (e) foster parent or child in foster-care dies.

(2) Despite paragraph (d) of sub-regulation (1), a foster parent may continue to foster a child who attains majority but is unable to live independently if

- (a) the child in foster-care is willing to continue living with the foster parent; and
- (b) the foster parent is willing to continue providing care for the child in foster-care.

Death of child in foster-care

54. (1) A foster parent shall, immediately report the death of a child in foster-care to the Department.

(2) Upon the death of a child in foster-care, the parent, guardian or relative of the child in foster-care may bury the child

(3) Where the parent, guardian or relative of the child is unknown, unable or unwilling to bury the child

- (a) the Department shall bury the child; or
- (b) the foster parent may bury the child with the permission of the Department.

Death of foster parent

55. (1) The death of a single foster parent shall terminate a foster-care arrangement.

(2) Where a single foster parent dies, the Foster-Care Placement Committee may place the child with

- (a) a new foster-parent; or
- (b) a fit person.

(3) Where a foster parent dies and is survived by a spouse with whose consent the fosterage was granted and with whom the deceased and child were living, the surviving spouse may assume responsibility for the child as a foster parent on application to the Department for a new foster-care placement.

(4) Where, the surviving spouse is male and the foster child is female, the Foster-Care Placement Committee shall consider if it is in the best interest of the female foster child to be with the male foster parent.

Complaint procedure

Complaint procedure

56. (1) A parent, guardian, relative, foster parent or a child in foster-care aggrieved by the conduct of any person with respect to the foster-care arrangement may lodge a complaint with the Department at the district level for an amicable settlement of the matter.

(2) Where a person is dissatisfied with the outcome under subregulation (1), the person may, within fourteen days of the outcome, petition the Foster-Care Placement Committee for consideration of the matter.

(3) A person who is dissatisfied with a decision of the Foster-Care Placement Committee under subregulation (2) may, within fourteen days of the decision, apply to the Multidisciplinary Committee for a review of the decision.

(4) A person who is dissatisfied with a decision under subregulation (3) may, within seven days, appeal to the Minister who shall, within fourteen days of receipt of the appeal consider the matter and take a decision on the matter.

(5) A person who is dissatisfied with a decision under subregulation (4) may proceed to court for a determination of the matter.

Interdisciplinary and Multidisciplinary Review Committees

Interdisciplinary Committee

57 (1) In furtherance of paragraph (b) of subsection (2) of section 70 of the Act, the Interdisciplinary Committee shall provide foster-care related services to the Foster-Care Services Unit.

(2) The Interdisciplinary Committee consists of

- (a) the Head of the Foster-Care Services Unit who shall be the chairperson;
- (b) a lawyer with expertise in child rights of not less than three years' experience ;
- (c) a clinical psychologist of not less than three years' experience;
- (d) a medical practitioner of not less than three years' experience;
- (e) an educationist of not less than three years' experience;
- (f) a social worker of not less than three years' experience;
- (g) a representative of civil society organisations engaged in the provision of foster care services.

(3) The members of the Interdisciplinary Committee shall be appointed by the Minister.

(4) The Head of the Foster-Care Services Unit shall delegate an officer of the Foster-Care Services Unit to act as Secretary to the Interdisciplinary Committee.

Functions of the Interdisciplinary Committee

58. (1) The Interdisciplinary Committee shall provide support services to

- (a) a child in foster-care;

- (b) a foster-parent and members of the foster family;
- (c) an accredited foster agency providing foster-care services; and
- (d) the parent, guardian or relative of a child in foster-care.

(2) A member of the Interdisciplinary Committee may act as resource person during the conduct of training programme.

(3) The Department shall ensure the active participation of a foster parent, parent, guardian or relative of the child, and the child in foster-care in the deliberations of the Interdisciplinary Committee in the provision of support services.

(4) A foster-parent, and a parent, guardian or relative of the child in foster-care shall disclose information related to the concerns or progress of the child to the Interdisciplinary Committee for technical support.

Multidisciplinary Review Committee

59. (1) In furtherance of paragraph (c) of subsection (2) of section 70 of the Act, the Multidisciplinary Review Committee shall consist of

- (a) the Chief Director of the Ministry, as chairperson;
- (b) the Director of the Department;
- (c) the chairperson of the Interdisciplinary Committee;
- (d) a social welfare officer of the Department not below the rank of Assistant Director; and
- (f) a representative of the Local Government Service not below the rank of Assistant Director.

(2) The members of the Multidisciplinary Review Committee shall be appointed by the Minister.

(3) The Multidisciplinary Review Committee may co-opt the chairperson of the Foster-Care Placement Committee from the Region where case under consideration emanates to attend the meeting of the Multidisciplinary Review Committee.

(4) The Chairperson shall delegate an officer of the Foster-Care Services Unit to act as Secretary to the Multidisciplinary Review Committee.

Functions of the Multidisciplinary Review Committee

60. The Multidisciplinary Review Committee shall be responsible for determining grievances from a foster parent or a parent, guardian or relative of a child in foster-care who is dissatisfied with a decision of

- (a) the Department;
- (b) the Interdisciplinary Committee;
- (c) the Foster-Care Placement Committee; or
- (d) any stakeholder involved in the delivery of foster-care services.

Tenure of office of members of Interdisciplinary and Multidisciplinary Review Committees

61. (1) A member of the Interdisciplinary or Multidisciplinary Review Committee shall hold office for a period of three years and is eligible for re-appointment for another term.

(2) The office of a member of the Interdisciplinary or Multidisciplinary Review Committee appointed otherwise than by office becomes vacant if the member at any time resigns from office in writing addressed to the Minister through the chairperson of the Interdisciplinary or Multi-Disciplinary Review Committee.

(3) The Minister may by a letter addressed to a member revoke the appointment of that member.

(4) Where a member of the Interdisciplinary or Multidisciplinary Review Committee is for sufficient reason, unable to act as a member, the Minister shall determine whether the inability would result in the declaration of a vacancy.

(5) Where there is a vacancy

- (a) under subregulation (2) or (3) or regulation 63 (2),
- (b) as a result of a declaration under subregulation (5), or
- (c) by reason of the death of a member,

the Minister shall appoint a person to fill the vacancy.

Meetings of the Interdisciplinary and Multidisciplinary Review Committees

62. (1) The members of the Interdisciplinary Committee shall meet at least once every month for the despatch of business.

(2) The members of the Multidisciplinary Review Committee shall meet as and when necessary to review grievances from a foster-parent or a parent, guardian or relative of a child in foster-care.

(3) The chairperson shall at the request in writing of not less than one-third of the membership of the Interdisciplinary Committee or Multidisciplinary Review Committee convene an extraordinary meeting of the Interdisciplinary Committee or Multidisciplinary Review Committee at the place and time determined by the chairperson.

(4) The quorum at a meeting of the Interdisciplinary Committee or Multidisciplinary Review Committee is two-thirds of the members of the Interdisciplinary Committee or Multidisciplinary Review Committee.

(5) The chairperson shall preside at meetings of the Interdisciplinary Committee or Multidisciplinary Review Committee and in the absence of the chairperson, a member of the Interdisciplinary Committee or Multidisciplinary Review Committee elected by the members present from among their number shall preside.

(6) Matters before the Interdisciplinary Committee or Multidisciplinary Review Committee shall be decided by a majority of the members present and voting, and in the event of an equality of votes, the person presiding shall have a casting vote.

(7) The Interdisciplinary Committee or Multidisciplinary Review Committee may co-opt a person to attend a meeting of the Interdisciplinary Committee or Multidisciplinary Review Committee but that person shall not vote on a matter for decision at the meeting.

Disclosure of interest

63. (1) A member of the Interdisciplinary Committee or Multidisciplinary Review Committee who has an interest in a matter for consideration shall

- (a) disclose the nature of the interest and the disclosure shall form part of the record of consideration of the matter; and
- (b) not be present at or participate in the deliberations of the Interdisciplinary Committee or Multidisciplinary Review Committee in respect of that matter.

(2) A member ceases to be a member of the Interdisciplinary or Multidisciplinary Review Committee, if that member has an interest in a matter before the Interdisciplinary Committee or Multidisciplinary Review Committee and

- (a) fails to disclose that interest; or
- (b) is present at or participates in the deliberations of the Interdisciplinary Committee or Multi-Disciplinary Review Committee in respect of that matter.

Records

Records on a child in foster-care

64. The Department shall maintain a record on a child in foster-care which shall include

- (a) the background information on the child,
- (b) the details of the parent, guardian or relative of the child including their medical history, where available;

- (c) the medical report on the child;
- (d) the Child Study Report, Home Study Report and Social Enquiry Report;
- (e) particulars of the foster parent; and
- (f) any other information relevant to the Care Order.

Individual case record

65. (1) The Department or an accredited foster care agency authorised by the Department, shall develop and maintain a case file on a child in foster-care.

(2) The case file shall contain

- (a) information on circumstances necessitating the removal of the child from the parent, guardian or relative;
- (b) interventions made to remedy the circumstances necessitating the removal of the child from the parent, guardian or relative and the outcome of the interventions made;
- (c) information on the involvement of the parent, guardian or relative of a child in foster-care;
- (d) quarterly narrative report on foster care services provided for the child and their outcome; and
- (e) a report on the case conference.

Confidentiality of case records

66. (1) The Department or an accredited foster care agency shall

- (a) treat a case record as confidential; and
- (b) restrict access to case records to authorised personnel only.

(2) A parent, guardian or relative of a child in foster-care has the right to the protection of the identity of the parent, guardian or relative from disclosure.

(3) A foster-parent shall treat any personal information about a child or the parent, guardian or relative of a child in foster-care in a confidential manner.

(4) Despite subregulation (3), a foster parent may disclose information about a child in foster-care or the parent, guardian or relative of the child to a representative of the Department or an accredited foster care agency authorised by the Department.

Retention and disposition of files

67. The Department shall maintain a written procedure for the retention and disposition of closed files.

Access to records

68. The Department shall provide a parent, guardian or relative with a copy of recorded information kept by the Department or an accredited agency in respect of a child in foster-care, where it is in the best interest of the child.

Miscellaneous Provisions

Foster-Care Manual

69. (1) The Department shall be guided by a written Manual which shall specify the roles of officers and procedures governing foster-care.

(2) The Department shall develop, maintain and update the written Manual as and when necessary.

Emotional health care

70. (1) A person who makes contact with a child in foster-care shall protect the emotional health of the child.

(2) A person who makes a decision concerning a child in foster-care shall take into consideration, the emotional health of the child.

Neglect, abuse or exploitation of child in foster-care

71. The Department shall investigate a report of neglect, abuse or exploitation of a child in foster-care in accordance with the Act.

Removal of child in foster-care from the country

72. (1) A foster parent shall not remove a child in foster-care from the country without a written authorisation from the Director as set out in Form 12 of the First Schedule.

(2) A foster parent who wishes to travel with a child in foster-care out of the country temporarily shall, at least thirty days before the travel, submit a written request to the Director to temporarily travel with the child from the country.

(3) The Director shall consider the request within seven days and if approved attach such conditions to the temporary removal as may be considered in the best interest of the child.

Interpretation

73. In these Regulations, unless the context otherwise requires

‘accredited foster care agency’ means an agency approved by the Department under regulation 6 to provide foster-care services; “

“case management team” means the foster parent, social worker of the Department and the accredited foster-care agency;

“Foster Care Register” means a register in which is recorded particulars of eligible and licensed prospective foster-parents, children eligible for foster-care, foster parents and children who have been placed with such foster parents in accordance with section 71 of the Act;

“significant events” means important milestones in the life of a child in foster-care, including key outputs and outcomes of the care plan, celebration of anniversaries, educational achievements, health, religious and cultural circumstances; and

“support services” means services necessary to meet the needs of a child in foster-care that requires the intervention of an entity other than the case management team, including counselling, therapy, backup caregiver, mentoring and resolution of dispute or misunderstandings arising out of foster care arrangement.

FIRST SCHEDULE
Form 1
(Regulation 7(2))
FOSTER-CARE AGENCY
APPLICATION FOR ACCREDITATION

1. NAME OF ORGANISATION:

2. CONTACT INFORMATION

i. Registered physical address:

.....

ii. Registered postal address:

.....

iii. Other address

iv. Primary phone

1..... 2.....

vi. Email address:

vii Website address:

3. TYPE OF FOSTER-CARE SERVICES (TO BE) PROVIDED

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

4. PARTICULARS OF DIRECTORS

Director 1

Name:.....

Type of National Identification Number

Designation

Phone number

Email address.....

Director 2

Name:

Type of National Identification Number

Designation

Phone number.....

Email address.....

Director 3

Name:

Type of National Identification Number

Designation

Phone number:

Email address:

5. STAFFING

i. Number of officers employed

.....

ii. Particulars of Staff who will be providing foster care services

Name of officer	Qualification	Expected roles

Please attach the following documents (tick documents provided)

- Certificate of Incorporation
- Certificate to Commence Business
- Certificate of Recognition
- Evidence of work on children (please specify type of work)
-
- Audited financial statement of the agency for the immediate three preceding years or the immediate financial year (whichever is applicable)
- A report on the agency's activities in relation to foster-care, including programmes, services; research studies and publications, if any
- List of current staff providing foster-care services and their curriculum vitae.
- For the local accredited agency collaborating with the foreign child welfare agency in the provision of foster-care services in Ghana, provide evidence of accreditation of the foreign agency in the Home State
 - statutory documents on incorporation and operation
- Others (please specify).....

Declaration

I hereby declare that all the above information are true to the best of my knowledge and that in the event that any information provided herein is found to be false, an accreditation issued to the above named organization based on the information herein provided shall be revoked.

Signature:..... Date

Name of person completing the Form:

Designation:

The form should be submitted to:

**THE FOSTER-CARE SERVICES UNIT
DEPARTMENT OF SOCIAL WELFARE
P. O. BOX M230
MINISTRIES
ACCRA – GHANA**

FOR OFFICE USE ONLY

DATE OF RECEIPT

TIME

BY WHOM

FEES PAID

BANKER'S DRAFT NUMBER

SIGNATURE

REVIEWED BY

REMARKS

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

ACCREDITATION GRANTED

ACCREDITATION NOT GRANTED

Form 2
(Regulation 8 (5))

LICENCE TO OPERATE AS A FOSTER-CARE AGENCY

LOGO

DEPARTMENT OF SOCIAL WELFARE

LICENCE TO OPERATE AS A FOSTER-CARE AGENCY

This is to certify that is
hereby granted a licence by the Department of Social Welfare and is permitted to operate as a Foster-Care
Agency at in the
..... District of
the..... Region.

REG No.

DATE ISSUED

VALID UNTIL

.....
HEAD, FOSTER-CARE SERVICES UNIT

.....
DIRECTOR OF SOCIAL WELFARE

Form 3
(Regulation 11 (1))
APPLICATION TO FOSTER A CHILD

1. DETAILS OF PERSON APPLYING:

Last Name:First NameMiddle Name

Sex: Male Female

Date of birth/...../.....

District/ Town of habitual residence.....

Region:

Nationality.....

Type of National identification..... Identification No.....

Marital status single married separated divorced widowed

If married or separated, please provide the following information

Particulars of spouse

Last name First name Middle name.....

Sex: male female

Date of birth/...../.....

District/ town of habitual residence:

Region:

Nationality

Type of National identification..... Identification No.....

2. NATURE OF APPLICATION

sole applicant joint application with spousal consent

3. APPLICANT'S CONTACT DETAILS

Current physical address

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

Postal Address

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

Permanent Home Address

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

Primary Phone Tel. No. [] Mobile [] Work)

Secondary Phone Tel. No. [] Mobile/..... [] Work)

Email address

Notification and correspondence should be sent to:

[] Current Postal Address [] Permanent Home Address [] Email address

Telephone []

4. APPLICANT'S FINANCIAL STATUS

Source of income

Regularity of income

5. PROFILE OF CHILD PREFERRED

Sex: Female [] Male [] Age range to

Child with special needs

[] No [] Yes (*specify*) _____

How many children would you want to foster?

[] One [] Two [] Three [] Four

Are you willing to release a child placed in your care when the need arises?

Yes [] No []

If No, please provide reasons

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

Are you willing to maintain your relationship with a child placed with you after the child attains majority?

Yes [] No []

Are you willing to adopt a child? Yes [] No []

Reason for application

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

6. EXPERIENCE

Educational Background

Institution	Course	Qualification	Year of Graduation

Employment History

NAME OF EMPLOYER/LOCATION	PERIOD OF EMPLOYMENT		RESPONSIBILITIES
	FROM	TO	

7. REFERENCES:

Please list two references below. Family members may not be used as referees.				
Name of Referee	Relationship	Length of relationship from /to	Referee Phone Number(s)	Referee's e-mail address

8. OTHER INFORMATION

Give a description of your residence including the number of bedrooms available:

.....

Number of people living in your household:

Adults

Number of specific sex: Female Male.....

Ages of adults in your home:

Children:

Number of specific sex: Female Male.....

Ages of children in your home:

Indicate if you will require support to foster a child: Yes [] No []

Indicate the type of support you will require:

Name of Family Physician:

Please support your application with the following documentation and tick

1. [] A copy of National Identification Card
2. [] Two passport sized photographs of applicant
3. [] Evidence of income
4. [] Evidence of marriage, where applicable
5. [] Birth certificate/ Other evidence of age (specify)
6. [] Testimonials from two character referees
7. [] Audio-visual recordings or pictures of applicant, applicant's home and family
8. [] Police criminal clearance form, duly filled, dated and signed
9. [] Medical certificate (Form 3)
10. [] Any other relevant documentation

Please specify

CERTIFICATION

My statements on this form, and any attachment to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that making statements, which I know to be false at the time of the declaration, will result in the rejection of my application or the immediate revocation of license and or termination of a foster care arrangement.

Signature:

Name:

Date:

Mark

RTP

LPT

Form 4
(Regulation 11 (3))

STATEMENT OF SPOUSAL CONSENT TO FOSTER PARENTING

To be filled by the spouse of a prospective foster parent

Read the following statements carefully before completing them. Sign below only when you fully understand each statement. You have the right to receive counseling or information you may want to have about the effects of your consent. You have the right to receive a copy of this document.

You should not have received or been promised any payment or compensation of any kind to obtain your consent to your spouse's application to foster a child.

Particulars of consenting spouse

I,

Family Name:

First name(s):

Date of birth: Day..... Month Year.....

Place of birth:

National Identification:

National Identification Number.....

Place of Habitual residence:

Sex: [] Male Female []

Declare as follows:

Particulars of spouse (applicant)

Family name:

First name(s):

1. I freely consent, without threat or coercion, for my spouse to foster a child in Ghana
2. I understand that foster parenting will not terminate the pre-existing legal parent-child relationship between the child and the biological mother and father.
3. I understand that giving my consent to the fostering of the child by my spouse; my spouse and I shall jointly assume parental responsibility and shall relate to the child as parents, as if born naturally by my spouse and me
4. I declare that I have read and fully understood the contents herein and consent to my spouse's application to be a foster parent to a child.

Dated thisday of

.....

Signature

or

Mark

RTP

LTP

DECLARATION (where required by law or by the circumstances, e.g. in the case of illiterate or handicapped persons)

I of declare that I have read and explained the contents of this document to the above named consenting spouse and he/she appeared to fully understand the content herein.

Signature:

Date:

CERTIFICATION OF THE AUTHORITY AUTHORISED TO ATTEST THE CONSENT

I hereby certify that the consenting spouse and/or the declarant named above appeared before me thisday of..... atand signed this document in my presence.

Before me

Commissioner of Oaths

Date...../...../.....

Form 5
(Regulation 11 (5) (b))
MEDICAL REPORT FOR A PROSPECTIVE FOSTER PARENT

To be completed by examining medical practitioner

1. Name of applicant:
2. Sex:
3. Age:
4. Address:
.....
.....
5. Occupation:

Part 1 – Medical History (to be completed by the medical practitioner from applicant’s statements and medical records)

6. How long have you known the applicant?
7. Have you attended to the applicant professionally? [] yes [] no
8. If yes, how long have you been attending to the applicant?
9. Does the applicant have a history of or has the applicant been treated (including inpatient or community treatment) for: -

(TICK APPROPRIATE BOX)

	YES	NO
a. Tuberculosis(including non-pulmonary T.B.), chronic bronchitis, asthma, bronchiectasis or other respiratory problems?		
b. Hypertension or other cardio-vascular disease?		
c. Any form of rheumatism or locomotor disorder?		
d. Depression, nervous disorder or mental illness?		
e. Head injury (trauma/accident,) fits or other neurological disease?		
f. Genito-urinary disease, including toxæmia of pregnancy?		
g. Diabetes or thyroid disorder		
h. Persistent indigestion, peptic ulcer or other intestinal or liver disability?		
i. Obesity?		
j. Any bodily deformity or incapacity of the limbs?		
k. Misuse or over-use of alcohol or non-prescribed medications?		
l. Any illness which might shorten life or cause recurring disability?		
m. Any major surgical procedure, or treatment of suspected malignant disease?		
n. Any condition which may limit capacity to care for a child?		

10. If the answer to any of the conditions mentioned in (9) is YES, please give dates and full details below (include name and address of any specialist medical practitioner or treatment program to which the applicant was referred).

.....

.....

.....

.....

11. Has any proposal on the applicant’s life been declined, deferred or accepted on special terms by an insurance company?

.....

.....

12. Does the applicant have a family history of mental or neurological disorder or physical disease such as tuberculosis, diabetes, severe allergy, heart disease or hypertension?

.....

.....

13. Is there any other medical reason why the applicant cannot act as a foster parent?

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

Date:

Signature:

Name: (in CAPITAL Letters):

Name of Medical Facility:

Qualifications:

Address:

.....

Telephone No:

14. I declare that the above history is, to the best of my knowledge and belief, true and I consent to a full medical report being sent to the Director. I agree to pay the cost of this report and the cost of any other medical report required by the Director.

Signature of applicant:

Date:

Part -2 Medical Examination

15. Is the applicant now in good health?

Height: Weight:

16. Is there any detectable abnormality in the following:

a) Cardiovascular System:

Blood Pressure:

b) Respiratory System:

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

c) Urogenital System:

Urine Examination:

S.G.:

Albumen – Present/Absent Sugar – Present/Absent

Other ingredients:

d) Alimentary System:

e) Central Nervous System:

f) Eyes and vision (including fund):

g) Eyes and hearing:

h) Skin:

i) Haemopoietic and Lymphatic system:

j) Any communicable or contagious disease []yes [] no

If yes, please specify.....

17. Has the applicant use of all limbs?

18. Does the applicant seem mentally balanced, mature in outlook and temperate in habit?
.....

19. What positive qualities of character and personality, if any, would make you favour this application?
.....
.....
.....

20. Do you know any reason why the applicant might not be able to care for a foster child?

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

Date:

Signature:

Name (in CAPITAL letters):

Qualifications:

Name of medical facility:

Address:

.....

Telephone No:

Form 6
(Regulation 16 (1))
LICENCE TO FOSTER A CHILD

LOGO

DEPARTMENT OF SOCIAL WELFARE

LICENCE TO FOSTER A CHILD

THIS IS TO CERTIFY THAT

Mr./Mrs./ Doc. /Ms is hereby
licenced by the Department of Social Welfare and is permitted to operate as a Foster Parent / Parents at
..... in the
..... District of the Region.

REG No.

DATE ISSUED

VALID UNTIL

.....

.....

HEAD, FOSTER CARE SERVICES UNIT

DIRECTOR, SOCIAL WELFARE DEPARTMENT

Form 7

(Regulation 17)

FOSTER CARE AGREEMENT

In consideration of mutual obligations and in order to promote a clear understanding of the roles and responsibilities involved in providing foster care, the following agreement is entered into between:

Foster Parent(s) (1) **(2)**.....

Resident at **and the**

Department of Social Welfare: represented by _____

I / we agree:

1. to respect and observe the rights of a child placed with the me (us);
2. to accept children into the home through the Department **only**;
3. to allow the representative of the Department / accredited agency to visit the home regarding issues related to the implementation of authorized procedures under the foster care programme;
4. to treat a child placed in the home as a member of the family, and when so advised by the Department/accredited agency, to make every effort to support, encourage, and enhance the child's relationship with the child's biological parents or guardian;
5. to maintain continuous contact and exchange of information with the Department/ accredited agency about matters affecting the adjustment of a child placed in the home.
6. to keep information regarding a child, parent, guardian, or relative of the child confidential and to discuss them only with the Department/ accredited agency officers, or with other professionals designated by the Department/ accredited agency;
7. to inform the Department / accredited agency if a child is to be out of the home
8. to report to the Department/ accredited agency any changes in the composition of the household, change of address, or change in the employment status of any adult member of the household;
9. to provide a child placed in the home with supervision at all times during the placement period, and adhere to the supervision requirements specified in the Placement Agreement or Care Plan;
10. to make no independent plans for the child to visit the home of the child's biological parents, guardian, or relatives without prior consent from the Department/ accredited agency;
11. to undergo periodic training when advised by the Department to enhance the foster-parent's capacity to care for a placed child;
12. to encourage and support processes towards the reunification of a child with the biological parent, guardian or family of a placed child where the Department/accredited agency deems fit;

13. to maintain a safe and healthy home environment; and
14. to comply with licensing requirements as provided in applicable laws and the Foster Care manual.

THE DEPARTMENT OF SOCIAL WELFARE AGREES:

1. to provide or arrange for training for the foster parents;
2. to respect the foster parents' preferences in terms of sex, age range, physical and health condition as well as the number of children to be placed with the foster parent;
3. to provide the foster parent with all necessary information concerning a child to be placed with the foster parent to enable the foster parent to care for a placed child;
4. to inform the foster-parent, before placement, of a child's behaviour that might be harmful to others in the home, school or neighbourhood;
5. to assume responsibility for the overall assessment and planning to meet the needs of the child,
6. to inform the foster parent about required support services and provide such services for the maintenance and care of a child in foster care;
7. to support the foster parent in meeting the responsibilities towards the child;
8. to discuss with the foster parents any plans to remove a child from the foster family home, and to give the foster parents notice before removing a child from the foster family home;
9. to include foster parent(s) as part of the decision-making team for a child placed with the foster parent; and
10. to adhere to the Department/ accredited agency's plan of medical care, both for routine care and treatment and for emergency care and hospitalization of a child in foster-care.

11/ We have fully read and understood the foregoing statements and have retained a copy of this document.

Signature(s):

Prospective Foster Parent: _____ Date: _____

Prospective Foster Parent: _____ Date: _____

_____ Date: _____

Regional Director

Department of Social Welfare

Form 8
(Regulation 21 (4) (d))
MEDICAL REPORT FOR CHILD IN FOSTER-CARE
(To be completed by a registered medical practitioner)

Bio data

If the information in question is not available please state "unknown"

Name of the child:			
Date of Birth:			
Sex:			
Place of Birth:			
Nationality:			
Name of the Mother:			
Mother's Date of Birth:			
Name of the Father:			
Father's Date of birth:			
Name of medical institution:			
Weight at birth:		kg.	At Admission:
Length at birth:		cm.	At Admission:
			kg.
			cm.
Was the pregnancy and delivery normal? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know			
Where has the child been staying? (State dates)			
<input type="checkbox"/> with his/her mother from to			
.....			
<input type="checkbox"/> with his/her father from to			
.....			
<input type="checkbox"/> with relations from to			
<input type="checkbox"/> with fit person from to			
<input type="checkbox"/> in institution or hospital from to			
Has the child had any diseases since placement? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know (If yes, please indicate the age of the child in respect of each disease, as well as any complication)			
Age	Disease	Complication	
	Ordinary children's disease (whooping cough, measles, chicken pox, rubella, mumps)		
	Tuberculosis		
	Convulsion (incl. febrile convulsions)		
	Exposure to contagious disease		
Has the child been vaccinated against any of the following disease: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know If Yes:			
Tuberculosis (B.C.G.)?		Date of injection:	
Diphtheria?		Date of injection:	
Tetanus?		Date of injection:	

Whooping Cough?	Date of injection:	
Poliomyelitis?	Date of injection:	
Hepatitis A?	Date of injection:	
Hepatitis B?	Date of injection:	
Other Immunizations?	Date of injection:	
Has the child ever been treated in hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not know		
If yes, state hospital, age of child at the point of treatment, diagnosis, and treatment:		
Give if possible a description of the mental development, behavior and skills of the child.		
Development	Behaviour	Time
Visual [] unknown	When was the child able to fix?	
Aural [] unknown	When was the child able to turn its head after sounds?	
Motor [] unknown	When was the child able to sit by itself? Say single words? Say sentences?	
Language [] unknown	When did the child start to smile? How does it react towards strangers? How does it communicate with adults and other children?	
Emotional [] unknown	How does the child show emotions (anger, uneasiness)	
Medical examination of the child Date of the medical examination:		
1. NAME OF THE CHILD	Weight: KG	DATE:
	Height: CM	DATE:
	Head circumference	cm Date:
Colour of hair:	Colour of eyes:	
Colour of skin:		
Through my complete clinical examination of the child, I have observed the following evidence of disease, impairment or abnormalities of :		
Date of examination:		
Head (from of skull, hydrocephalus, craniotabes)		
Mouth and pharynx (harelip or cleft palate, teeth)		
Eyes (vision, strabismus, infections)		
Ears (infections, discharge, reduced hearing, deformity)		
Organs of the chest (heart, lungs)		

Lymphatic glands, (adenitis)
Abdomen (hernia, liver, spleen)
Genitals (hypospadias, testis, retention)
Spinal column (kyphosis, scoliosis)
Extremities (pes equines, valgus, varus, pes calcaneovarus, flexation of the hip, spasticity, paresis)
Skin (Eczema, infections, parasites)
Other diseases?
Are there any symptoms of syphilis in the child? Result of syphilis reaction made (date and year): <input type="checkbox"/> Positive <input type="checkbox"/> not done <input type="checkbox"/> Negative
Any symptoms of tuberculosis? Result of tuberculin test made (date and year): <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Not done
Any symptoms of Hepatitis A? Results of tests for hepatitis A made (date and Year): <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Not done
Any symptoms of Hepatitis B? Result of tests for HBs Ag (date and year): <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Not done Results of tests for anti-HBs (date and year): <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Not done Results of tests for HbeAg (date and year): <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Not done Results of tests for anti-Hbe (date and year) <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Not done
Any symptoms of AIDS? Result of HIV made (date and year): <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Not done
Symptoms of any other infectious disease?
Does the urine contain: Sugar? Albumen? Phenylketone?
Stools (diarrhea, constipation): Examination for parasites: <input type="checkbox"/> Positive(species): _____ <input type="checkbox"/> Negative _____ <input type="checkbox"/> Not done
Is there any mental disease or retardation of the child?
Give a description of the mental development, behavior and skills of the child, this is of particular value for advising the prospective parents.
Any additional comments?

Date:

Signature and stamp of registered medical practitioner:

.....

Name (in CAPITAL letters):

Qualifications:

Address:

.....

Telephone No:

Form 9
(Regulation 26)
PLACEMENT AGREEMENT

COMPLETE IN DUPLICATE
One copy to

- foster parent
- child's case file

The Agreement will commence when the child is placed with a foster parent

NAME OF CHILD		FOSTER PARENT'S NAME	
SEX			
DATE OF BIRTH OF CHILD	CASE NUMBER		
DATE PLACED	PHYSICAL ADDRESS (FOSTER PARENT)		

FOSTER PARENT AGREES TO:

1. nurture, care, clothe, educate, continually supervise and assist the foster child to obtain life skills and experiences suited to the child's developmental needs.
2. develop an understanding of the responsibilities, objectives, and requirements of the Department/ accredited agency in regard to the care of the child.
3. notify the Department/ accredited agency within 24 hours of significant changes in the child's health, behavior, suspected physical or psychological abuse, death, injury, unusual incidents, unusual absence of a child, placement issues, changes in school participation and any issues that affect the placement arrangement of the child, requiring approval or affecting licensing standards. The foster parent shall make a subsequent report in writing.
4. co-operate with the Department/accredited agency to encourage the maintenance of contact between the child and parent, guardian of the child, the child's siblings, relatives and significant adults, as indicated in the care plan, whenever possible.
5. notify the Department/accredited agency of any threats or potential risks to the child, foster parent or foster family as a result of maintained contact between the child and the siblings or members of the biological family of the child.
6. support the child in participating in educational and recreational activities.
7. use constructive alternative methods of discipline while avoiding the use of corporal punishment, or punishment in the presence of others, deprivation of meals, monetary allowances, threat of removal or any type of degrading or humiliating forms of punishment.

8. respect and keep confidential information given about the child, parents and guardian of the child by the Department/accredited agency;
9. give the Department/ accredited agency at least ten days' prior notice if the foster parent requires the removal of the child from the foster home unless the Department/ accredited agency agrees otherwise;
10. keep records on activities regarding the child;
11. provide the Department/ accredited agency access to documentation and records maintained on the child;
12. follow any requirements associated with support policy and procedure;
13. inform and seek the consent of the parent, guardian or relative of the child through the Department/ accredited agency of routine or emergency medical or dental care for the child;
14. co-operate with the Department/ accredited agency when the need arises for adoptive placement, reunification with the biological family or replacement of the child with a new foster parent;
15. provide the Department/accredited agency with information on the adjustment of the child in the foster family home; and
16. respect the rights of the child, including the right to express the child's opinion and giving same due consideration with regard to the age and level of maturity of the child.

THE DEPARTMENT/ACCREDITED AGENCY AGREES TO:

1. obtain from the parent, guardian or relative of the child the release of all appropriate information relevant to the placement in order to provide the foster parent with adequate information, the background and needs of the child necessary for effective care. This may include a social enquiry report, medical reports, educational assessment, and information on special needs. The Department/ accredited agency shall make the information available to the foster parent within 14 days from date of placement;
2. facilitate development of a care plan for the child;
3. work with the foster parent in the development and implementation of a care plan;
4. to visit the child, the foster parent and family home according to the Placement Agreement or Care Plan, and to be available to give needed services and consultation concerning the child's welfare;
5. the Department/ accredited agency will notify and invite the foster parent to participate in any child and family team meetings to discuss the child's care plan.
6. work with the foster parent toward the successful implementation of the child's care plan, a positive placement outcome and timely permanency for the child;
7. work together with the foster parent to develop and maintain positive relationships with the child's parent, guardian or relative and siblings;
8. continue supporting the child's care as long as the child remains in placement
9. assist the foster parent with the procedure for addressing grievances in relation to the placement;

10. contact the child and foster parent at least once a month;
11. inform the foster parent of the support policy and facilitate provision of support consistent with those policies;
12. make arrangements for travel to the child's community of origin, as appropriate.
13. provide the foster parent with assistance in attending to emergencies. Phone number for after hours or weekends is: _____

>>.....	
FOSTER PARENT'S NAME	SIGNATURE	PHONE ()	DATE
FOSTER PARENT'S NAME (if joint application)	SIGNATURE	PHONE ()	DATE
CONSENTING SPOUSE'S NAME (application with consent)	SIGNATURE	PHONE ()	DATE
DEPARTMENT/ ACCREDITED AGENCY REPRESENTATIVE'S	SIGNATURE:	PHONE ()	DATE

Form 10
(Regulation 28)
CONSENT OF A CHILD TO FOSTER-CARE

This form is to be filled by a child aged 14 years or above.

Read the following statements carefully before completing them. Sign below only when you fully understand each statement. You have the right to receive any counseling or information you may want to have about the effects of your consent. You have the right, to receive a copy of this document.

You should not have received any payment or compensation of any kind made or offered to obtain your consent to be fostered.

I,

Family Name:

First name(s):

Date of birth: Day..... Month Year.....

Place of birth:

Habitual residence:

Sex: [] Male Female []

Declare as follows:

1. I freely consent, without threat or coercion, to be fostered by

A. Family name:

First name(s):

Sex: Male [] Female []

Date of birth: Day..... Month.....Year.....

Place of birth:

Habitual residence:

Nationality:

(for joint applicants only)

B. Family name:

First name(s):

Sex: male [] female []

Date of birth: Day..... Month.....Year.....

Place of birth:

Habitual residence:

Nationality:

2. I understand that my foster parent has the responsibility to provide care for me and ensure my general welfare and best interest.
3. I understand that my foster parent will only care for me temporarily and that the Department may return me to my biological family when it becomes possible to do so.
4. I also understand that my foster parent cannot prevent me from returning to my biological family when the need arises.
5. I understand that although this arrangement is temporary, my foster parent may with the consent of the Department adopt me if the Department considers an adoption to be in my best interest.
6. I understand that if at any time, I do not wish to continue living with my foster parent, I can inform the Department/ accredited agency and I will be removed from the foster home.

I declare that I have read and fully understood the statements of this declaration with the assistance of

Dated thisday of at

.....

Signature or Mark

DECLARATION (where required by law or by the circumstances, e.g. in the case of illiterate or handicapped persons).

I of the Department of Social Welfare have read and explained the contents of this document to the above named child and the child appeared to have understood the contents before signing or making the Mark

.....

Signature of the declarant

CERTIFICATION OF THE AUTHORITY AUTHORISED TO ATTEST THE CONSENT

Name:

Title:

I hereby certify that the person (and the witness (es) named or identified above appeared before me this date and signed this document in my presence.

Dated this day of, 201..... at

Signature /Seal

Form 11
(Regulation 30(a))
FOSTER-CARE PLACEMENT AUTHORISATION

The Foster-Care Placement Committee of the Region in pursuance of sections 86G and 86W(1)(e) of the Children's Act, and in accordance with Regulation, at its meeting of 20 approved the placement of the child with Foster Parent

The Regional Director of the Department of Social Welfare is authorised to entrust

Name of Child
Date of Birth
Address

to

Name of Foster Parent
National Identification Number and type of identification
Citizen of
Address:
.....

District Director / Foster - Care Agency shall submit quarterly reports on the placement in accordance with section 86(G)(5) of the Children's Act, and Regulations informing the Foster-Care Services Unit of the performance on the placement of the child with the foster parent.

.....
Signature (Director)
Department of Social Welfare

Form 12
(Regulation 72(1))

AUTHORISATION TO TRAVEL WITH CHILD IN FOSTER-CARE

Pursuant to sections 86H(2) and 86N(3) of the Children’s Act, 1998 (Act 560), the Department of Social Welfare has authorised temporal travel of

1. Name of the child Sex
- Passport Number Nationality of child
- Date of Birth
- Destination Address

2. Name of Foster Parent
- Passport Number Nationality
- Destination Address

- i. Purpose of travel
- ii. Date of Departure from Ghana
- iii. Date of return to Ghana

This Certification is based on favourable evaluation of the purpose of the child’s travel abroad and the commitment of the foster parent to bring the child back to Ghana as scheduled.

The child is hereby permitted to travel alone or under the care of an authorised traveling companion referred to below.

- Child is travelling alone
- Child is travelling with a companion
- Name of travelling companion / parent
- Passport Number Nationality
- Destination Address
- | | | |
|-------------|-----------|--------|
| Destination | Telephone | Number |
| | | |

The traveling companion shall contact the Officer in Charge of Ghanaian Foreign Affairs in the Destination State

Inform the Department in writing with evidence that the child has arrived at the Destination stated.

Date of Issue.....

Expiry Date

Traveling Clearance Certificate Number.....

.....

Signature (Director)
Department of Social Welfare

SECOND SCHEDULE

FEES

(Regulations 7 (2) and 11(2))

Description of fees	Currency (₺)
<p style="text-align: center;">Accreditation Fees (Initial)</p> <p style="text-align: center;">National Regional</p>	<p style="text-align: center;">1,000.00 500.00</p>
<p style="text-align: center;">Renewal of accreditation</p> <p style="text-align: center;">National Regional</p>	<p style="text-align: center;">500.00 300.00</p>
<p>Site Visit Fee (per reviewer / day) + transportation and out of station expenses</p>	<p style="text-align: center;">500.00</p>
<p>Contribution to Foster care fund</p> <p style="text-align: center;">National Regional</p>	<p style="text-align: center;">2,000.00 1,000.00</p>

.....
MS. OTIKO AFISA DJABA
Minister responsible for Social Welfare