

## LEEDS FOSTERING SERVICE

Foster Carers  
Personal Development Plan  
Short Breaks



# **LEEDS FOSTERING SERVICE**

## **FOSTER CARE PERSONAL DEVELOPMENT PLAN SHORT BREAKS**

### **GUIDANCE NOTE:**

As a foster carer for Leeds CYPSC you provide a vital service to the children, young people and families in our community.

We value your role as a short breaks foster carer and we are committed to making sure that you have the right support and the right opportunities to help you in your role and to develop your skills and knowledge.

We ask you to work with us to identify your support and development needs and to make a commitment to your own personal development and learning.

This is your Foster Carers Personal Development Plan. Your plan will help you and your supervisory fostering officer identify and keep track of your development and identify the help you need to improve and update your knowledge and skills for fostering.

Your plan is reviewed every year jointly by your self and your supervising social worker and at this time you can look at what has gone well and the support and development you need for the following year.

**In the Person Development Plan interview you must:**

Review the carer in the fostering role against key tasks identified.

Identify training and development needs

Discuss standards of care and levels of competence required in the short breaks role. (Link to CWDC standards).

Discuss any suggestions for improvement by the carer about the work of the Service. Come to an overall assessment of the carer's fostering, which is shared with the carer.

If the carer is unhappy with the Personal Development Plan they may appeal to the Team Manager in the first instance.

Personal Development Plans should be reviewed after 12 months.

A copy of the plan should be sent to Organisational Development Unit, a copy should be kept with the carer in their Personal Development Portfolio and a copy should be kept on their fostering file.

**REMEMBER**

- The meeting to agree the Personal Development Plan should be participatory – a two-way process between the supervising fostering officer and the short breaks foster carer.
- Nothing in the interview should come as a surprise to the foster carer – it is a supplement to, not a replacement for, the normal supervisory process.
- A copy of the Tasks Skills and Competency Framework for short breaks and the CWDC standards for short breaks should be used when completing a PDP.