Short Breaks Foster Care Overnight Respite
Monitoring and Review Report (Quarterly)

Provider	
Report Prepared by	
Monitoring Period	

1. Progress report from the Provider for above period:

Include:
- *What has gone well*
- *What is not going so well*
- *What work is being undertaken to increase service uptake*
- *Highlighting of Cases where enhanced outcomes have been achieved or where things have not gone as well and what lessons have been learnt*
- *Service developments implemented*
- *Partnerships and collaborative working opportunities*

2. Report on Service User involvement and feedback:

Include:
- *Service user feedback received and provider response*
- *Numbers and details of compliments/complaints*
- *Details of how have involved service users in the service*
- *Action Plans to respond to any negative feedback or areas highlighted for improvement*
- *Details of activities which have enabled service users to help shape the service provided.*
- *Case studies*

3. Report on Quality Assurance:

Include:
- *What quality assurance systems in place*
- *How ensuring quality assurance*
- *Any audits undertaken and findings i.e. participation in Ofsted/CQC inspections*
- *Summary of any workforce training being undertaken*
- *Adherence to any legislation/standards that are relevant to the service*

4. Safeguarding

Include:
- *Details of any safeguarding activity being undertaken*
- *Training undertaken*
- *Any Safeguarding concerns identified and how dealing with them*
- *Details of any serious incidents and near misses*
- *Action taken to ensure no re-occurrence*

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5. Staff Update:

Include:
- *Any staffing issue affecting service delivery*
- *Any recruitment or changes to staffing delivering service*
- *Any proposed restructures, staffing concerns or vacancies*
- *Action plans to resolve any staffing issues or concerns*

6. Financial Reports:

Include:
- *Details of any Finance issues and concerns*

7. Documentary Evidence attached to support the above reports:

Attach:
- *Any reports or documents to support evidence or information included in the above sections*

8. Key Performance Indicators

Monitoring Area	Performance Indicator	KPI Ref	Statutory Reference	Target	Evidence Required	Frequency
Service Access and Delivery	Of those receiving the service, percentage of parents/carers and children satisfied or very satisfied with fostering short breaks service.	FSB01	Children Act 1989, Short Breaks Duty (Regulations 2011)	85% satisfaction rate	Quarterly satisfaction survey results, QA Policies and audits	Quarterly
Service Access and Delivery	Number of approved foster carers available to provide short breaks, matched to children's assessed needs.	FSB02	Fostering Services: National Minimum Standards (2011), Standard 17	[X] carers, [Y]% matched to needs Target 500 nights minimum placement over year	Monthly carer availability and matching reports, Recruitment drives, Retentions and turnover reports, Placement reports	Quarterly
Service Access and Delivery	Percentage of eligible referrals actioned	FSB03	Working Together to Safeguard Children (2018) – Sharing information about children – Child	100%	Referral logs and audit reports, Planning calendars, Case studies, Family feedback	Quarterly

			centered practices			
Service Access and Delivery	Percentage of identified young people age 16 and over with a transition plan including introductory sessions for Shared Lives.	FSB04	Care Act 2014 – Transition from Children's to Adult Services	100% of identified children	Case files / case studies with documented transition plans and session records	Quarterly

9. Service Delivery

Nights Delivered	• Total no. of children open to the service • No. of children that have accessed overnights • No. of nights delivered, and break down in gender, age range, disability and ethnicity
Service Requests	• No. of service requests during the period • No. of service requests accepted
Nights not delivered	• No. of service requests declined • No. of packages ended • No. and reasons why services were not delivered
Foster Carer Capacity	• Total no. of foster carers employed • Capacity/No. of nights available • Occupancy/No. of nights delivered • No. of foster carers recruited, retained or left the service • Location of foster carers in/out of LA area