

FosterWiki



Intention to Transfer template

*A template framework to inform your fostering service
of your intention to transfer*

Introduction

When you transfer providers it is important that you follow the FosterWiki transfer guidance for a smooth, efficient, smart and secure transfer.

Maintaining good working relationships with your outgoing provider is essential and this 'intention to transfer' email/letter will be your first communication with them that you are moving to a new provider.

<https://fosterwiki.com/wiki/so-you-want-to-transfer-providers/>

<https://fosterwiki.com/wiki/top-10-tips-for-transferring-provider/>

This template is intended as a guide, you can copy and paste it then change any of it accordingly, replace 'xxx' with appropriate names and fostering services and whilst written in the plural this can be changed for single carers.

The Intention to Transfer template

Dear xxx

We are writing to inform you of our intention to transfer to another fostering service.

As we are sure you are aware there is a transfer protocol in place, this has been developed by The Fostering Network and the joint forum of Independent Fostering Providers and is issued with the support of ADCS. It takes account of legislative changes which came into force on 1st July 2013 and recommends the good practice guidelines to be followed when an approved foster carer wishes to transfer from one fostering service to another:

<https://www.thefosteringnetwork.org.uk/policy-practice/recruitment-and-retention/transfer-protocols>

We are being supported throughout by independent expert advisors and representatives who's teams will be working with us throughout the transfer process so it can be actioned within appropriate timelines, protocol and with minimum impact on our fostering family and children.

We have been asked by our independent advisors to add that whilst we are totally confident you will act with nothing but the utmost integrity and good practice in helping us with a smooth and quick transition, swift action will be taken should there be any unfounded unusual activity, or any actions to prevent or delay our move. As we are sure you can understand it is of paramount importance to ensure this move does not cause any stress on us as a fostering family and more importantly the children in our care.

We would appreciate it if you could provide the foster carers assessment (Form F) to the new agency 'xxx' as soon as possible and a copy to us as per the protocol below, we have copied in our new fostering service.

"6.9 It is recommended as good practice that the current agency provide a copy of a foster carer's assessment report to the recruiting service and for the foster carer to have a copy of their assessment report..."

The National Minimum Standards state:

26.9) When a foster carer seeks to move to a new provider, the new provider seeks information from the previous provider about the prospective foster carer, and the previous provider complies with such a request within one month of receipt of the written request.

We thank you in advance for a smooth, quick and seamless transition which is important for all concerned, and most importantly the children.

Kindest regards,