

<u>Policy Title</u>	NCG Foster Policy
<u>Policy Category</u>	Compliant
<u>Owner</u>	People and Development Director
<u>Group Executive Lead</u>	Chief Executive Officer
<u>Date Written</u>	December 2020
<u>Considered By</u>	N/A
<u>Approved By</u>	Executive Board
<u>Date Approved</u>	February 2023
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics and an assessment was carried out on December 2020 This policy is available in alternative formats, if required
<u>Freedom of Information</u>	This document will be publically available through the Groups Publication Scheme.
<u>Review Date</u>	December 2024
<u>Policy Summary</u>	The purpose of this policy is to provide colleagues with an understanding of their entitlement and eligibility for Foster leave.

<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Carlisle College	Yes	Yes
Group Services	Yes	Yes
Kidderminster College	Yes	Yes
Lewisham College	Yes	Yes
Newcastle College	Yes	Yes
Newcastle Sixth Form College	Yes	Yes
Southwark College	Yes	Yes
West Lancashire College	Yes	Yes

<u>Changes to Earlier Versions</u>	
<u>Previous Approval Date</u>	<u>Summarise Changes Made Here</u>
N/A - 1st Edition of Document	
December 2022	N/A

<u>Linked Documents</u>	
<u>Document Title</u>	<u>Relevance</u>
NCG Flexible working Policy	
NCG Sickness Absence Policy	
NCG Non Sickness Absence Policy	

NCG Foster Policy

1. Scope and Purpose of Policy

This policy does not form part of colleague's contract of employment and does not confer any contractual rights. It applies to all NCG colleagues who are employed either on a permanent or temporary basis.

2. Introduction

The purpose of this policy is to provide colleagues with an understanding of their entitlement and eligibility for foster leave.

3. Referral to an alternative policy / procedure

Where absence is due to long term absence or an underlying health condition, then the matter will be managed in line with the NCG Sickness Absence Policy.

Where absence is due to leave including adoption, maternity, paternity, shared parental and parental leave, then the matter will be managed in line with the relevant NCG policy.

Where absence is due to non-sickness absence, then the matter will be managed in line with the NCG Non Sickness Absence Policy.

Where there is a request to amend a colleagues working week, then the matter should be managed in line with the NCG Flexible working policy.

4. Foster leave

Colleagues are allowed up to five days' unpaid leave, in a twelve-month period, to apply to become a foster carer or attend foster care related meetings or training.

If a colleague is an approved foster carer, they are allowed a maximum of two days' unpaid leave following a formal fostering arrangement. This arrangement is only applicable to long term fostering, which would not normally be less than 6 months and only one request can be made in a 12-month period.

Foster leave can be taken in pre-agreed half days and will be on a pro-rata basis if a colleague is part time.

NCG recognises fostered children as dependents under the NCG Non Sickness Absence Policy.

5. Foster leave eligibility

To qualify for foster leave colleagues must:

- Have 26 weeks' continuous service.
- Have or expect to have responsibility for a child and the leave must be for the purpose of being able to care for that child.

The fostering must be through a Local Authority or other recognised agencies and does not apply to the short or long-term care of children who are family members.

6. Notification

Colleagues will need to inform their manager with as much notice as possible, that they intend to take foster leave and provide the following written evidence:

- That the colleague is an approved carer.
- That they are actively applying to become a foster parent.
- Proof of appointment(s).
- Proof of placement.

The manager will, where possible try to be flexible and accommodate requests, however this will be in line with business needs.

Colleagues will need to complete the foster leave request form (appendix A) and submit it to their manager along with the information outlined above. The manager should submit this information to the NCG Payroll team.

7. Foster to adopt

If a colleague is applying to adopt a child through the foster to adopt scheme, please refer to the NCG Adoption Policy.

8. Variations to this policy / procedure

This procedure is intended as an overview of how foster leave is managed, however, it may need to be adapted to suit the needs of each situation.



Appendix A Foster Leave Request Form

Guidelines for completion

Please read the NCG Foster Leave Policy before completing this form. This form should be completed by colleagues and submitted to their manager.

Managers should send this form alongside a copy of the written evidence as outlined in the policy to the NCG payroll team at payroll@ncgrp.co.uk.

Section A: Colleague Details

Surname		Forename	
Payroll ID number		Department	

Section B: Foster Leave Information

Start Date	End Date	No. of days requested

Section C: Declaration

I confirm that the purpose of this leave is to undertake my responsibilities as a foster carer and that I have submitted relevant documentation outlined in the policy.			
Colleague signature		Date	