

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Foster Policy		April 2025
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	4	April 2028

OWNER	Director of People & Development		
GROUP EXECUTIVE LEAD	Executive Principal (People & Culture)		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/> Group Procedure <input type="checkbox"/> Local Procedure <input type="checkbox"/>		
PURPOSE	The purpose of this policy is to provide colleagues with an understanding of their entitlement and eligibility for foster leave.		
APPLICABLE TO	All NCG employees.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	<ol style="list-style-type: none"> 1. 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. 2. Approved foster carers, they are allowed a maximum of two days' unpaid leave following a formal fostering arrangement (long-term fostering only). 3. Colleagues must have 26 weeks' continuous service to qualify for foster leave. 		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on foster leave, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> • Flexible Working Policy • Authorised Absence Policy • Flexible Working Policy
KEYWORDS	<ul style="list-style-type: none"> • Foster

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	Checked as part of the policy review process.		

1. POLICY SCOPE

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. REFERRAL TO AN ALTERNATIVE POLICY / PROCEDURE

- Where absence is due to 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 paternity, adoption, 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 Authorised Absence Policy.
- Where there is a request to amend a colleague's working week, then the matter should be managed in line with the NCG Flexible Working Policy.

3. 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 dependants under the NCG Authorised Absence policy.

4. 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.

5. 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 & Pensions Team.

6. 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.

7. VARIATIONS TO THIS POLICY / PROCEDURE

This policy 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.

8. STATEMENT ON IMPLEMENTATION

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

9. STATEMENT ON EQUALITY AND DIVERSITY

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

10. STATEMENT ON FREEDOM OF SPEECH

NCG is committed to upholding the principles of freedom of speech as enshrined in UK law. This policy is designed to ensure that all members of our college community, including students, staff, and visitors, can express their views and ideas freely and without fear of censorship or reprisal, provided that such expressions are within the law.

We affirm that this policy does not, in any way, diminish or undermine the rights of individuals under existing Freedom of Speech legislation.

11. STATEMENT ON CONSULTATION

This policy / procedure has been reviewed in consultation with HR colleagues and the Policy Review Council.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1		New NCG policy		Jan 2021
2		N/A		Feb 2023
3		No changes made.	Director of People & Development	Mar 2025

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 & Pensions 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	