

Addressee name  
Position/Job Title  
Company Name  
Street Name  
Town  
POSTCODE

**XXXXXX Group**

Sender Name  
WCC Business Unit  
Address  
Town  
Post code  
Tel: xxxxx xxxxxx  
Fax: xxxxx xxxxxx  
Sender email  
[www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)

Date

Dear

**Confidential**  
**Children Act 1989 – Private Fostering**  
**Request for Initial Health Reference for private foster carers.**

I am writing to notify you that the following person is presently privately fostering a child/young person.

**Name of carer:**  
**Address:**

The Regulations underpinning the assessment of private foster carers requires a health reference to be undertaken as part of the assessment. Caring for a child can be both physically and emotionally demanding and the health reference is required in order that the Private Fostering Service can take any health needs into consideration in the assessment.

Enclosed is the Health Reference Report for completion in addition to the applicant's Consent Form to you sharing this information with Warwickshire County Council – Private Fostering Services.

In completing the Health Reference Report you are required to share information about the applicant's health history where it is relevant to their ability to safeguard the welfare of vulnerable children. This could include an episode of historical depression or a physical condition. It would be appreciated if you could discuss these concerns with the applicant.

In some circumstances it may be necessary for a member of staff from the Private Fostering Service to contact you to for clarification about the reference and/or any other health related matters that the private foster carers or prospective foster carer has raised.

Enclosed is a Claims Form. For your information, since 1 April 2013 the average cost claimed by GPs for this service has been £25. Please note that if you are VAT registered and wish to charge VAT, Warwickshire County Council can only accept VAT invoices with the VAT number clearly stated.

Should you have any queries regarding this reference request or payment arrangements please do not hesitate to contact me on 01926 418673 or email [josmith@warwickshire.gov.uk](mailto:josmith@warwickshire.gov.uk)

Thanking you in anticipation.

Yours sincerely

# REPLY SLIP

## Confidential Children Act 1989 – Private Fostering

FROM (name of GP)

.....

RE (name of carers)

.....

\*\* There is no information in my possession which would indicate that it might be undesirable for the above named person(s) to provide private foster care.

\*\* A personal discussion with you is desirable.  
(please give details of where and when best to be contacted)

\*\* Please delete as appropriate.

Any other comments:

Signed .....

Dated .....