

CWDC Induction Standards: Training Format for Standard 4

Standard 4: Know how to communicate effectively

1. Encourage communication
 - a) Demonstrate how you listen to and understand the wishes and feelings of children and young people. Look at your log book –can you identify when you have listened to and responded to a child/young persons feelings? What did you do?
 - b) Understand the need to use appropriate means of communication with children and young people –examples. Complete the spider diagram listing different ways you can communicate.
 - c) Demonstrate that you respond appropriately to children and young people in clear language without being patronising. Make a note of how you feel you respond to children and the language you use –then ask your social worker or partner write some feedback too.
 - d) Show how you help children and young people to make their own decisions: Complete decisions worksheet and store ‘thoughts’ sheet in file.

2. Knowing about communication
 - a) Describe effective ways of communicating with children: Cross referenced to 4.1, b.
 - b) Understand some of the common difficulties in communicating with children and young people and how you can overcome them: Q in workbook or difficulties in communicating worksheet.
 - c) Know how to use different communications media: include a copy of an email/log book extract/any other example.

3. Communication with parents, families and friends
 - a) Show you are aware of the procedures for arranging contact and understand your role as a foster carer: Cross reference to Tasks I do worksheet, 2.1, b/HHR if applicable or 2.3, b.
 - b) Understand when and how to raise concerns with families and friends in an appropriate way: Ideas for raising a sensitive subject worksheet
 - c) Demonstrate that you understand children and young people’s confidentiality when communicating with others: When to pass on information

4. Communication with organisations

- a) Understand the importance of effective communications with other organisations who are in contact with children and young people: working with others worksheet.
- b) As above

5. Principles of keeping good records

- a) Understand the importance of keeping accurate records: Complete keeping accurate records worksheet.
- b) Know the record keeping policy of your fostering agency and how information is shared with others: Read through copy of record keeping policy and highlight things you feel are relevant to you as a foster carer. Answer the question 'What should you record?' in the workbook.
- c) Know how to record understandable, relevant clear and concise, factual information, which can be checked: Complete recording practice worksheet.
- d) Know how to enable children and young people to participate in record keeping and keep their own records and memorabilia: Complete life story worksheet.