

**INSTRUCTIONS ON HOW TO USE THE TEMPLATE**

1. You will be emailed the template, please make sure you have emailed tsd4fostercarers.co.uk with your preferred email address
2. You can edit the template using an IPAD or laptop. (Phone devices can be hard to navigate)
3. Open the attachment template in WORD (you will need a word subscription to edit or you can use the trial option) you might need to sign in to enable the editing on some devices.
4. Save the template in your name and don’t forget to keep saving your progress.
5. To edit the text boxes, click on the box and you should see option Edit text, you will need to do this for every box.
6. Green text – suggestions (you can keep these or add your own)
7. Red Text – Evidence you will need to supply
8. You can access the documents on our website to be used as evidence- safer carer, Whistleblowing, safeguarding, confidentiality, Children Act 2004.

Download these and save in a folder ready to send at the end with your template.

I hope you find the template useful, don’t forget to leave a review

We welcome your feedback!

***Tsd 4 foster Carers***