

user guide



Step 1

Login to the Vacancy Hub at www.PolarisVacancyHub.co.uk using your email and password. If you have any difficulty logging in please email VacancyHub@polariscommunity.co.uk.

A screenshot of the login page for the Foster Family Vacancy Hub. The page has a dark blue header with the 'polaris' logo. Below the header, the title 'Foster Family Vacancy Hub' is centered. There are two input fields: 'Email Address' and 'Password'. Below the password field is a red 'LOGIN' button and a link for 'Reset password'.

Information within the Vacancy Hub and family profiles is highly confidential. Please ensure information within the profiles is not shared outside of the relevant matching process. Avoid printing where possible. Information should be deleted/destroyed once no longer required. Please logout the Vacancy Hub when not in use and do not share your login details with anyone.

Step 2

Once logged in, you will see all current available families across our community. Use the search box to find a specific family or apply criteria to the filter options on the left depending on your requirements.

A screenshot of the main dashboard of the Foster Family Vacancy Hub. The top navigation bar includes 'Available Foster Parents', 'Bookmarked', and a 'LOGOUT' button. The main header features the 'Foster Family Vacancy Hub' title, a search box labeled 'Search for family', and a 'LOGOUT' button. Below the header, there is a section for '2 foster families matching your criteria'. The first family profile is for 'Sarah & Mark' from Milton Keynes, with a 'MEET FAMILY' button. The second family profile is for 'Jane & David' from Edinburgh, also with a 'MEET FAMILY' button. On the left side, there are filter options for Agencies, Location, Ethnic Origin, Languages Spoken, Religion, Placement Type, and Additional Requirements.

Logout of the system with this button.

View your bookmarked families.

Return to the full list of families.

Search box.

Click 'Meet Family' to view the family profile.

Step 3

The online profile is one page of information, including the family's details and description, home and location, experience, training and skills.

The screenshot shows the online profile for Sarah & Mark. At the top, there's a navigation bar with 'Available Foster Parents', 'Bookmarked', and 'Logout'. The profile header includes a photo of Sarah and Mark, their names, and a 'Return to listings' link. Below the photo is a 'Watch video' button. A 'Bookmark Sarah & Mark' button is present, along with a 'Download PDF' button. Contact information for the Referrals Team is provided, including phone numbers and an email address. A 'Register Interest' form is also visible. The main content area features a 'Placement with Fosterplus' section with a description of the family, their location in Milton Keynes, and details about their home and location. A map shows the location in Milton Keynes. The 'House & Location' section lists 'Detached' house type, '2' bedrooms available, and 'Milton Keynes' location. A table lists family members: Main Foster Parent Sarah, Foster Parent Mark, and Daughter Beth. The 'Experience & Skills' section describes Sarah's background as a counsellor and Mark's work at a residential unit. The 'Training' section lists 'Skills to Foster', 'First Aid', and 'Safeguarding'. A 'Testimonials' section includes a quote from an assessing Social Worker.

Click here to bookmark the family for quick reference later.

Contact details for the relevant Referrals team can be found on the left.

The contact form can be used to register your interest with the team, who will get in touch with you.

Step 4

A full PDF of the profile can be downloaded by clicking on the 'Download PDF' button.

The screenshot shows the downloaded PDF profile for Sarah & Mark. It features the Fosterplus logo and the title 'Foster Family Profile'. The profile includes a photo of Sarah and Mark, their names, and a 'Placement with Fosterplus' section. The main content area contains a description of the family, their location in Milton Keynes, and details about their home and location. A table lists family members: Main Foster Parent Sarah, Foster Parent Mark, and Daughter Beth. The 'Experience & Skills' section describes Sarah's background as a counsellor and Mark's work at a residential unit. The 'Training' section lists 'Skills to Foster', 'First Aid', and 'Safeguarding'. A 'Testimonials' section includes a quote from an assessing Social Worker.

This block provides a detailed view of the 'Amenities Near to Family', 'The Family', and 'Experience & Skills' sections of the profile. The 'Amenities Near to Family' section lists 'Local schools', 'Doctors & Dental Surgery', and 'Leisure & Fitness Complex'. The 'The Family' section lists 'Main Foster Parent Sarah', 'Foster Parent Mark', and 'Daughter Beth'. The 'Experience & Skills' section describes Sarah's background as a counsellor and Mark's work at a residential unit. The 'Training' section lists 'Skills to Foster', 'First Aid', and 'Safeguarding'. A 'Testimonials' section includes a quote from an assessing Social Worker.

If you have any suggestions or feedback regarding the Vacancy Hub, please let us know:
VacancyHub@polariscommunity.co.uk