

## Children's Services

### Planning for Children and Young People looked after by Children's Services - A Guide for Parents



Children and young people may sometimes need to be cared for by Children's Services, perhaps at a time of family crisis.

Usually this is with the agreement of parents but some child's interests. A young person who is 16 years old can

This booklet explains what Children's Services must do when a young person is being looked after away from home, for whatever reason.

#### **Living away from home**

In most cases this will be only for a short time and will usually be with friends, relations or another family known as foster carers. Occasionally a young person will be looked after in a children's home when it is felt this can best meet their needs.

In all cases Children's Services will:

- involve you at every stage of the planning.
- discuss the care plan with you, and give you a written copy of it.
- discuss arrangements for contact with members of the family and friends.
- take account of your child's health, education, cultural, religious and social needs.
- arrange review meetings to which you and your child will be invited.
- listen to and respond to complaints quickly.

### **What the social worker needs to know**

To provide the best care for your child the social worker will need to know:

- your child's health history, such as any major illnesses, allergies, and whether immunisations have been carried out.
- about the school history and any special educational needs.
- about the young person's social networks, and who it is important for him or her to keep in touch with.
- about your child's religious and cultural requirements.

### **Care plans**

We will talk with you about the best way to provide care away from home, and you will be invited to any meetings that need to be held to discuss the arrangements. These may be either child protection or 'planning meetings'.

Whatever is agreed will be written down in the 'Care Plan' and you will receive a copy of this.

The care plan will set out:

- the type of care your child needs
- how your child's needs will be met
- arrangements for contact between you and your child
- when it is expected your child might return home
- any legal arrangements

### **Maintaining contact**

By contact we mean how often, when and how parents and a child looked after away from home will keep in touch.

We will try to help sort out any difficulties such as transport problems.

Often the arrangements can be left to parents and children to sort out in the way that suits them best

Sometimes there may be a need to supervise contact and, in very exceptional circumstances, Children's Services may ask the courts to set some conditions or prohibit contact altogether in the child's interests. In all such cases the courts would ask for the views of the parents and the child before making a decision.

### **Health assessment**

To ensure the child's health needs are properly met, Children's Services must arrange for an initial medical examination.

Your child's health needs will be regularly reviewed.

If old enough to understand, the young person must first be asked if they agree to this, and parents will also be consulted.

Parents will be encouraged to attend any medical examinations with the young person, and may request a copy of the doctor's report.

## **Reviews**

For a young person being looked after away from home there will be regular Reviews, chaired by a manager in Children's Services. These will provide an opportunity for everyone to discuss the care arrangements, to plan for the future and make decisions. The first meeting will be within the first four weeks.

The next will be at most three months after this, and then every six months.

Parents will normally be invited to attend. If you wish to bring someone with you to help you explain your point of view, you should discuss this with your social worker.

The child's views on who should attend will be taken into consideration.

Before each review meeting the parents and young person will be asked if they have any views which they would like to express, and will be offered a consultation leaflet to write these down if they wish.

Any decisions made at review meetings will be written into the care plan.

We will try to arrange the meeting at a time and place which is convenient for you.

## **Interpreting**

If you or your child need help with translation or interpreting, you should discuss this with your social worker, who can arrange for someone to help.

## **Complaints**

Children's Services have a formal procedure to ensure that complaints are taken seriously and properly investigated. We hope that most disagreements can be sorted out by talking things over with your social worker, or his or her manager.

But if you have not been able to sort the problem out in this way, then ask about making a formal complaint.

Ask for a copy of our leaflet, **Comments, Compliments and Complaints**, which will explain your rights and how to make a complaint.

**If you need help communicating in English, please contact:  
Ethnic Access Link: Tel: 01905 25121**

**Albanian**

Në qoftë se keni nevojë për të komunikuar në anglisht, kontaktoni:  
Ethnic Access Link: Tel: 01905 25121

**Arabic**

إذا أردت مساعدة للتخاطب باللغة الإنجليزية يرجى الاتصال بـ:  
Ethnic Access Link: Tel: 01905 25121

**Bengali**

যদি আপনার স্পঞ্জরাজি কথা বলতে/বুঝতে সাহায্যের প্রয়োজন হয় তবে কৃপা করে যোগাযোগ করুন। Ethnic Access Link: Tel: 01905 25121

**Chinese**

假如你需要別人幫助你用英語交流，請聯絡：  
Ethnic Access Link: Tel: 01905 25121

**Farsi**

اگر احتیاج به مترجم انگلیسی دارید لطفاً تماس بگیرید:  
Ethnic Access Link: Tel: 01905 25121

**Italian**

Se avete bisogno di aiuto per comunicare in inglese, rivolgetevi a:  
Ethnic Access Link: Tel: 01905 25121

**Japanese**

英語で助けがお入用の際には、こちらへご連絡ください。

Ethnic Access Link: Tel: 01905 25121

**Polish**

Jeśli potrzebujesz pomocy w zakresie porozumiewania się w języku angielskim, skontaktuj się z: Ethnic Access Link: Tel: 01905 25121

**Portuguese**

Se precisar de ajuda em comunicar em inglês, por favor contacte:  
Ethnic Access Link: Tel: 01905 25121

**Punjabi**

ਜੇ ਤੁਹਾਨੂੰ ਅੰਗਰੇਜ਼ੀ 'ਚ ਗੱਲਬਾਤ ਕਰਨ ਦੀ ਲੋੜ ਹੋਏ ਤਾਂ ਕਿਰਪਾ ਸੰਪਰਕ ਕਰੋ:  
Ethnic Access Link: Tel: 01905 25121

**Russian**

Если Вам необходима помощь, чтобы общаться на английском, пожалуйста, свяжитесь с: Ethnic Access Link: Tel: 01905 25121

**Turkish**

İngilizce iletişim kurmak için yardım isterseniz, lütfen bizimle temasa geçiniz: Ethnic Access Link: Tel: 01905 25121

**Ukrainian**

Якщо Вам необхідна допомога для спілкування англійською, будь ласка, зв'яжіться з: Ethnic Access Link: Tel: 01905 25121

**Urdu**

انگریزی میں تبادلہ خیال کرنے کے لیے اگر آپ کو مدد درکار ہو تو براہ کرم مندرجہ ذیل پتے پر رابطہ کریں۔  
Ethnic Access Link: Tel: 01905 25121