



# **Children's Information Guide For Under 7s**

*This little bird keeps  
hiding! See if you can spot  
him on every page, look  
carefully.*

# Contents



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Pages for you to make Notes

Pages for you to do some drawing

*Welcome!*



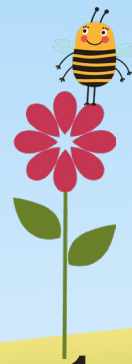


# All About You

My name is:	
I like to be called:	
The colour of my hair is:	
The colour of my eyes are:	
My birthday is on:	

*You are amazing,  
so we have included  
some space for you  
to write down things  
all about yourself!*

Draw yourself in the space below:





# My Favourite Things



My favourite meal is:	
My favourite food is:	
My favourite drink is:	
My favourite toy is:	
My favourite colour is:	

*Fill in these two  
pages with all of  
your favourite  
things!*





Z

Z

Z



My favourite TV show is:



My favourite film is:

My favourite book is:

My favourite singer or band is:

My favourite song is:



Their name:	What are they like, why are they important:

*Use this table to fill in information about people who are important to you.*



# Special Dates

*Use the grid to  
write down dates  
of special occasions,  
such as birthdays and  
anniversaries.  
When is your birthday?*



January	February	March
April	May	June
July	August	September
October	November	December



# Important Contacts



*If you need to talk to  
someone you can trust,  
you can contact...*

## Your Social Worker:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

## Your Foster Carers:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

## Your Carer's Supervising Social Worker:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

## Your Independent Reviewing Officer:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_





# About us



*We are what's called a Fostering Agency. Our job is to provide Foster Carers for children who are not able to live with their family. Here are just a few things about the people who work for us:*

*There is a Manager who runs our office. They might come to see you sometimes.*

*There are also Social Workers. Your foster family will have one who will visit them regularly and will also spend some time with you.*

*We also have admin workers in the office who answer the telephone, do lots of typing and all sorts of other important things to help the team.*

## The people you will see most are:

Your Social Worker

Name: \_\_\_\_\_

Your Foster Carer's Social Worker

Name: \_\_\_\_\_

You can write their names here if you know them, or you can ask your Foster Carer to help you.



## What Do We Want for You?

*We want you to be well cared for during the time that you live with your Foster Carers. Not all children like or want the same things so we have chosen a family we think you will feel most comfortable with.*

*During the time that you live with your Foster Carers you will:*



- Be listened to if you are worried, upset or sad.

- Be treated the right way by people who care about you and how you feel about things.

- Have someone to listen to your wishes and feelings and care about them too.

- Be kept safe to stop you from being hurt.



- Be helped to stay fit and healthy and taken to the doctors, dentist and opticians or other health appointments when you need to go.

- Go to school or nursery, make new friends, learn lots of things and get help if you need it.

- Be encouraged to join clubs and activities that you might enjoy. What's your favourite activity?



- Be able to see, talk to or write to family/special people. If you can't, you will be given a good reason why not.

- Be with people who will think you are important and to not treat you differently from anyone else in the family.

- Have the chance to tell people how you feel about what is happening to you.

*You will also...*

- Be able to talk about your family and other special people in your life.

- Be able to find new fun things to do and get better at the things you are already good at.

- Be told what you can and cannot do, along with why.

- Be able to ask for someone to help you if things go wrong and to know that they will do their best to make things better.



*During your stay, our Foster Carers, Social Workers, teachers and other adults will all work with together to make sure that you are well looked after.*

*We believe that by helping you to get even better at the things you can do, and better at the things you find tricky, we can help you to grow up to be the person you want to be.*

# A list of words people use and what they mean

A to Z!

*You might sometimes hear adults use words that you're not sure about. We have tried to include as many of those words here. If there is anything missing, you can ask your Social Worker or Foster Carer to explain these.*

**Advocate** - a person who helps children by putting forward their views or making a case on their behalf.

**Care Plan** - an agreement made by a Judge which is checked at each of your LAC Reviews. It is all about you, your needs, now and in the future, and how other people can support you.

**Children's Guide** - this booklet is a children's guide about fostering!

**Complaints Officer** - someone who deals with any complaints that are made, in a fair way.

**Children's Social Care** - the people in the area you used to live in that your Social Worker works for. Every area has its own department.

**Foster Carer** - a who will look after children who are not able to live with their birth family.

**Foster Family** - a family, like the one that has been especially chosen for you, to live with when you are not able to live with your birth family.



**Independent Reviewing Officer** – they they are in charge at your LAC Review meeting and check that everyone is sticking to your care plan to get the best results for you!

**Review** – these are meetings where the adults in your life talk with you about how things are going with you and your foster family and your plans for the future.

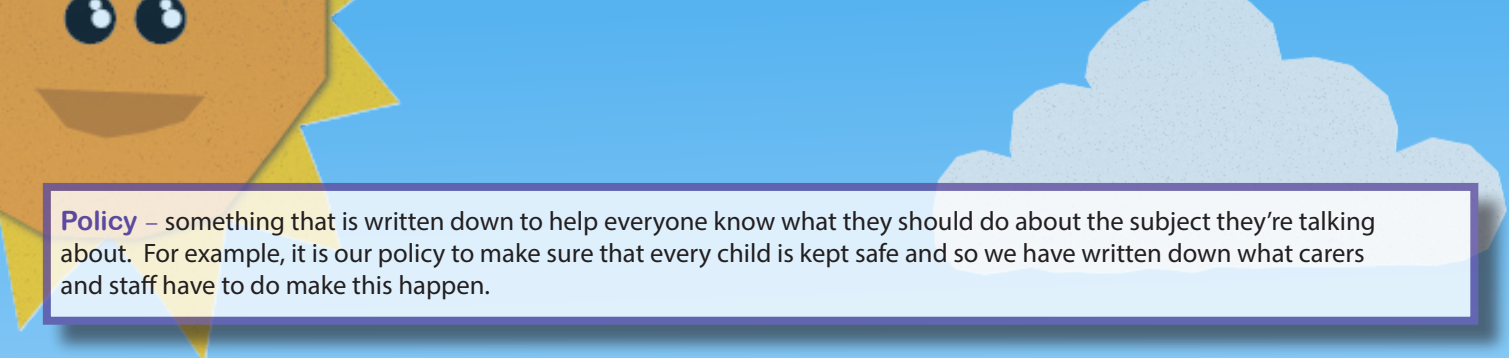
**Local Authority** – every Children's Social Care Department is part of something called a Local Authority, or sometimes it's called the local council. They are in charge of running services in their area. This includes Children's Social Care or Children's Social Services.

**Procedures** – these are steps people have to follow in order to make sure they're meeting a policy.

**Placement Plan** – when you first arrive at your foster family, decisions will be made about all sorts of things like when you should go to bed, pocket money and what school you are going to go to. These things are all written down to make a Placement Plan.



**Registered Person** – someone in a fostering agency who is either the owner or a manager of the office.



**Policy** – something that is written down to help everyone know what they should do about the subject they're talking about. For example, it is our policy to make sure that every child is kept safe and so we have written down what carers and staff have to do make this happen.



**Social Worker** – the person who has been given the job by your Local Authority to act on your behalf.

**Staff** – all the people who are paid to work for a company, like us.

**Statement of Purpose** – something that we have to write to meet the Law. This tells you what we do, who does what and how it is done. If you would like a copy of this you can have one sent to you.

**Supervising Social Worker** – someone who talks with your carer to make sure everything is going OK.



**Welfare** – people use this word when they're talking about what is best for someone. Like, "We're only thinking of your best welfare", could mean they are worried about whether you are being kept safe. It can also mean other things to do with your health, your feelings and your general well-being.

# About Living with a Foster Family

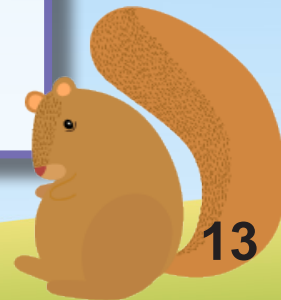


*You will probably have lots of questions about living with a foster family so we have tried to answer some of these questions below. The important thing to remember is that if you have any questions then please ask your Foster Carer or Social Worker. There is no such thing as a silly question!*

## Why am I living with a Foster family?

Children and Young People might live with a foster family when they can't live with their own family and the Children's Social Care Team have to take care of you. Your Social Worker will have spoken with us and asked us to find a foster family for you to live with.

There are many reasons why children live with a foster family. If you are not sure why you are, then your Social Worker will help you understand why.





## Will you get to meet your foster family before you move in?

If there is enough time, everything possible will be done to let you meet your foster family before you move in. If you have not met them already, then we will always try to make sure that you are given some information about them as soon as possible. All our Foster Carers have a booklet called 'Meet The Family' which includes photographs and a description of who is in the family, where they live and things they like to do.

## Who will you live with?

A foster family might have one or two Carers, they may have children of their own or even pets. All our Foster Carers are different.

The foster family may eat the same kind of food as you and celebrate the same special days like Christmas, Eid-Al-Addha or Passover. Even when your Carers do not share the same tastes, or perhaps the same religion, it is important you know they will do all they can to meet your needs, beliefs and wishes.

Your Foster Carer will also do lots of things, like cooking, washing, taking you to school (if you cannot go by yourself) and helping you with homework. They will also make sure you stay healthy, take you on outings and give you help you to take part in any hobbies or interests you might have.





### **What training do Foster Carers have to do?**

To help Foster Carers look after you it is our job to make sure that they have regular training and support, a bit like going to school. This training starts before they become Foster Carers and never really stops. All Foster Carers throughout the country have to complete a workbook and some special tests within a year of becoming Foster Carers. If you ask your Foster Carer they will tell you about all the courses they have attended and how much they enjoy them.

### **How long will you stay?**

The families with us provide homes for children for all different lengths of time. Shortly after you arrive with your foster family, there will be a meeting called a Placement Planning Meeting. This is where people like your Social Worker or your Foster Carer will talk with you about how long your stay will be. We'll talk about this on the next page.

### **What about keeping in touch with your friends and family?**

We believe it is very important for you to keep in touch with all the people who are important to you. Whenever possible we will always try our hardest to make sure this happens. When you see your family, who you see, depends on what is thought 'best for you' by the adults. There are lots of things that your Social Worker and other grown-ups will have to think about, like whether you will be safe and happy. These things will be talked about at your review meeting and before they make a decision they will always ask what your feelings are. If you feel worried about seeing anyone in your family alone, or if your social worker thinks it is best to keep you safe, then it is possible another adult will be with you when you meet.

### **Will I have my own bedroom?**

Unless you are going to be sharing with your brother or sister, you will have your own bedroom. This is your private space where you can keep all your special things such as toys, books, games, photographs and clothes.

No one will enter your room without knocking and asking to come in. And you should knock before you go into someone else's room too.





# What Happens Next?

*Before you move in with your Foster Carers, or within five days of you moving in, there will be a meeting called a Placement Planning Meeting. It is important that you attend this meeting or at least let someone know if there is anything you want to say.*

*The Placement Planning meeting covers the following areas;  
Do you know what they all mean?*

4 Your personal and cultural history.

3 Goals and plans while you live with your foster family.

2 Your education, including the name and address of your school/other educational provider and designated teacher.

1 Your likes/dislikes.

5 What hobbies or activities you are currently doing and any new activities you are interested in doing.

6 Whether you have your own bedroom or whether it has been agreed that you can share with your brother or sister. If you do share, how will the Foster Carers ensure you have privacy when you need or want it?

7 How much pocket money you will be given and when.

8 What happens when your Foster Carers go on holiday. Would you want to go too?





9 Arrangements for your health (physical, emotional and mental), including the name and address of registered Doctors and Dentists; plus arrangements for who is able to decide when you can have medical treatment.

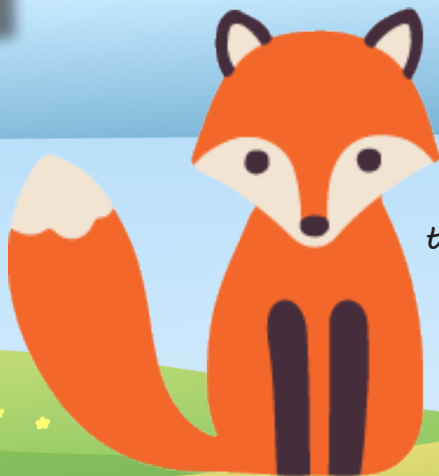
10 How often your Social Worker will visit you.

11 Delegated Authority. This identifies who can give permission for things like overnight stays or haircuts.

12 Agreements for contact between you and your family and friends.

13 The rules of the placement, including how you should behave. Your ideas really help with this!

14 If it is decided that you will have an Independent Visitor, then the adults in the meeting will make arrangements for when that person visits you.



*The Placement Planning Meeting is the first meeting. The next meeting, which looks at how you are getting on is called your Review.*

## What is your Review?

The point of your Review is so that all the adults can talk about what is best for you and make plans for your future. You may be invited to go or you will be asked to let someone know what you want and how you feel. You could either write this down, record a message or perhaps do a drawing.

## How often are these meetings?

The first review meeting should happen in the first month after you arrive at your foster home.

If, after three months, you are still living away from home, the next meeting will take place. After that the meetings are held every six months, although they can be more often if people think there is a need for this.

## What about school?

We believe that learning is very important and if it is at all possible you will carry on going to your same school. If this cannot happen, perhaps because you will be too far away from it, then we will try to arrange a new school or the best type of education for you.



# What if you are sad or unhappy?

*Most things can be sorted out by talking.*

*If you are not happy, the first person to talk to is your Foster Carer. They will try to help you. They might ask you if it is OK for them to tell your Social Worker or someone here.*

*They might need your Social Worker's help so that they can sort out the problem for you and keep you safe.*

*What to do if you are sad or unhappy:*

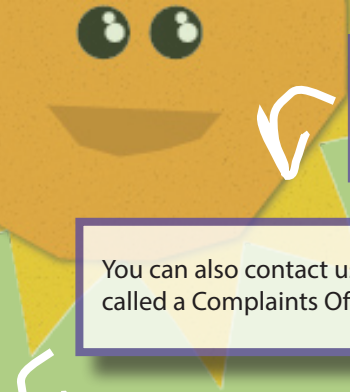
A complaint is when you let someone know that you are not happy.

If you don't feel that you can tell your Carer, it is important that you still to talk to someone.

You can talk to your Social Worker. If you don't know how to contact them, then ask your Carer to phone them and ask that they speak to you or come to visit you.

If there is a grown up at school that you can talk to – like a teacher or classroom assistant – you should speak to them.





If there isn't anyone at school, go to a grown-up who you feel you can talk to and who you trust.  
They will need to tell someone if it is a serious problem.

You can also contact us. We will help you. We might pass your problem on to a person called a Complaints Officer. It is this person's job to help children with their problems.



There are also other people you can speak to about your problems, all of the telephone numbers are on the next few pages.

## Will you get into trouble for grumbling?

*No! Never be afraid to let someone know if you are unhappy or if you need help.*

*It helps everyone if you tell us your problems and how we can help you.*

*You might like to make your own plan about what you would like to happen and who could help you with your problems. You can draw or write in the box on this page.*






*Ask your Foster Carer to help if you want:*

# Bullying

*If you are being bullied or someone is being nasty to you, here is what you can do to make things better.*

*Or if there is someone that you know is being bullied, this might help you.*

*Bullying is when one person does something to another person that makes them...*

-  Embarrassed
-  Feel pain or be hurt
-  Feel afraid, upset or sad
-  Feel worried
-  Feel small



## Examples of bullying are if someone:

- Hits someone, pushes them or spits on them,
- Steals, hides or breaks someone's things (like their toys),
- Calls someone nasty names,
- Teases someone over and over again,
- Tells stories about someone or their family that are not true,
- Says nasty things about people to make them feel bad,
- Makes fun of someone about how they look or act,
- Makes someone do things that they don't want to do,
- Tells someone else to do any of these things.



## What can you do about bullying?

If you are being bullied, tell an adult like your Carer, your teacher or Social Worker. If you know that someone else is being bullied:

- 1 Try to be a friend to the person being bullied
- 2 Talk to them and tell them that they need to tell an adult.
- 3 You could even go with them to talk to a teacher or another adult
- 4 DON'T try to take the bullies on yourself or get angry at them. It might make things worse or someone could think that you are bullying them.



### *Remember:*

*ALWAYS tell an adult about bullying.*

*If you ignore it, it's like telling the bullies it's OK for them to be nasty.*







## Places you can contact for help

### Kidscape

They will give you advice on bullying and keeping safe.

Ask your Carer if you can have a look on the computer at their website at:

[www.kidscape.org.uk](http://www.kidscape.org.uk)

### Care Advice Line

They have been working to improve the every-day lives and future lives of Children in Care.

You can speak to them in confidence online or on the phone.

Their website is: [www.becomecharity.org.uk](http://www.becomecharity.org.uk)

Telephone Number: 0800 023 2033

### Childline

Telephone Number: 0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

You can phone Childline to talk about anything at anytime.

The person you speak to will try to help you sort things out. They won't tell anyone what you say to them unless you want them to or if you are in danger.

### Futures Group

We have a person who will help you called a Complaints Officer. They will listen to you about what you are not happy about and do their best to sort this out.

Telephone Number: 01622 760600

Website: [www.futures-for-children.org](http://www.futures-for-children.org)

Here are some useful contact numbers and addresses of people you can ask for help.



### Coram Voice

They work with and for Children in Care. Their staff will speak for you if are unhappy about how you are being treated by your Carer or Social Worker. Coram Voice have an Advocacy Helpline to help you.

Telephone Number: 0808 800 5792

WhatsApp: +44 (0)7758 670369

Email: [help@coramvoice.org.uk](mailto:help@coramvoice.org.uk)

Website: [coramvoice.org.uk/get-help/alwaysheard/](https://www.coramvoice.org.uk/get-help/alwaysheard/)

### NSPCC

The NSPCC is a big company that is all bout looking after children and making sure that people treat them properly.

Telephone: 0808 800 5000

Website: [www.nspcc.org.uk/services-and-resources/childrens-services/](https://www.nspcc.org.uk/services-and-resources/childrens-services/)

### Childline Helpline

Is run by NSPCC, its free to contact on 0800 1111. Childline counsellors are here to take calls 24 hours a day, 7 days a week from children and young people under 19.

### Children's Commissioner for England

The Children's Commissioner for England listens to what children and young people who live away from home have to say about how they are looked after.

If you live away from home you can find out about your rights and it is a way for you to be heard. You can go onto their website:

[www.childrenscommissioner.gov.uk](https://www.childrenscommissioner.gov.uk)

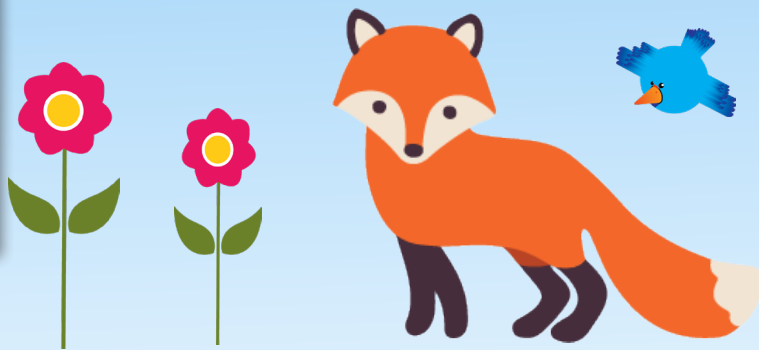
You can e-mail them at:

[advice.team@childrenscommissioner.gsi.gov.uk](mailto:advice.team@childrenscommissioner.gsi.gov.uk)

Or call their free number: 0800 528 0731

Or you can write to them at:

The Office of the Children's Commissioner  
Sanctuary Buildings, 20 Great Smith Street, London,  
SW1P 3BT



## Ofsted

Ofsted visit fostering agencies like ours every three years to make sure that all the places where Children are living in Foster Families are safe and that they are being well cared for. If you are worried about your care, something that we are or are not doing and you have already talked to your Social Worker or Foster Carer and they have not helped you, you can contact Ofsted for help at: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Telephone Number: 0300 123 1231

[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## National Youth Advocacy Service (NYAS)

If you think your wishes are not being listened to by your Social Worker, Foster Carer, or anyone else involved in your welfare, a NYAS advocate will listen to and support you. They can also come and visit you at, or away from, your home to do fun activities.

Telephone Number: 0808 808 1001

Website: <https://youngpeople.nyas.net/>

Email: [help@nyas.net](mailto:help@nyas.net)



# Get Involved!



We run groups for children and young people who are living with Foster Carers, just like you. At these groups we look at the issues which are important when you are in foster care as well as asking for ideas on how we can make our service work better - things like 'what do you think of this guide?'. We also arrange some fun activities. If you attend, you can give us some ideas of what activities you would like to do.

When people apply to be Foster Carers we run a course which explains what fostering is all about. It is called Skills to Foster. We think it is important that they meet with some young people who are fostered, so that they can ask questions which help them to understand what is important. We also ask the young people their views on the people who are applying.

From time to time we also ask young people to come along to interview days when we are recruiting new members of staff. This can be fun and involves lunch!

*If you would like to know more about any of these opportunities, please let your Foster Carer or the Supervising Social Worker know and we will arrange a time to come and talk to you about it further.*



*We hope this guide has all the information in it that you need, but if you have any more questions, or are worried about anything, please speak to your Foster Carer, Social Worker, or another adult that you trust. You also can let us know if you think there are things to add!*



**You can use this page to make notes:**

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