

Checklist for Social Workers

supporting children and young people coming into care

This checklist has been created to support all children and young people who are coming into care to ensure they feel supported and have their needs met at a really significant time in their lives.

It is much better for children and young people to come into our care in a planned way. As much of this checklist as possible should be completed prior to children and young people coming into our care.

It will be a record on their file to support the child/young person's understanding of what happened and their story. This list assumes that the type of care has been identified and the agreement for the child or young person to come into care has been followed.

Remember: you may have supported children coming into care lots of times but for this child it is very likely to be their first time.

Action	Timescale	Completed
Explain to me why I am coming into care, answer my questions if you can but if you don't know, tell me you will find out if you don't know. Please tell me the truth and do not lie. Help me to understand how long I might be in care and who is going to make these decisions with me/for me. I need you to show me the foster carer's profile. I need to be involved in choosing my carers if this is possible.	In advance or same day if entry to care cannot be planned	<input type="checkbox"/>
I might not use English as my first language or I might use other types of methods to communicate so you might need to ask someone else to help me understand such as a translator or someone from my school who has developed a communication passport.		
I need you to make sure that I have my 'Welcome to our Home' guide from Foster Carers and safe care policy whoever is looking after me or supporting me.	Same day	<input type="checkbox"/>
If I have just been born, please take photographs of me with my mum and dad if you can and if they will let you. Take two sets of photo's one for me and one for Mum and Dad. Please save any small memories of me, if you can, such as a baby grow, identity band for example but my mum might want to keep them. Photos of the hospital or place where I was born would also be useful. Please make sure you ask my mum and dad why they gave me the name they did and make sure you know the details of my birth including time and weight.	Same day	<input type="checkbox"/>



Checklist for Children coming into Care

Action	Timescale	Completed
I need you to take me to my carers and introduce me to my foster carers/carers who will support me in my new foster home/residential home or supported living. If you don't know me then it might help if I had someone who did know me come with me and you.	In advance or same day if entry to care cannot be planned	<input type="checkbox"/>
I need you to give as much up to date information about me to the foster carers/residential worker/supported living staff, this will help me to settle. I need to be asked, when possible what information I would like to be shared about me, and if I need help to do this.	In advance or same day if entry to care cannot be planned	<input type="checkbox"/>
I need to know who I can talk to/call/text if I have any questions or worries.	Same day	<input type="checkbox"/>
I need you to introduce me and my carers to the Mind of My Own App and tell me that I can contact my Social Worker if I want to sort out a problem, give my views or communicate with you.	Same day	<input type="checkbox"/>
I need you to let me know about Voice Gloucestershire and the website details so that I can look at this in my own time and when I am ready as it might help me answer some questions about coming into care. I need you to let my new carers know about the importance of this. To do this you will need to check that I have age appropriate access to the internet.		
If no suitable bag is available for my belongings then your team should provide me with a suitcase for my belongings. The suitcase then belongs to me.	Same day	<input type="checkbox"/>
I need you to ask me what I want to take with me and ask my parents what they think I might want and need to take with me.		
I need you to help my parents understand that having things that I like and are familiar to me will help me settle with my new carers.		
I need you to make a list of the things I have brought from home so they can go with me if I have to move, or to help me to do this.		
I need you to ask me if there are any photographs of my family/important people and/or pets that I might want to take with me.		
If I am coming into care under a s20 agreement, I need you to talk to my parents about what they are agreeing to and my parents will need to sign the s20 document.	Same day	<input type="checkbox"/>
If I am over the age of 16 years old then I can make my own decision to come into care and can sign the s20 document.		
Your Team will have a pack of papers with this document in that your admin team can help you find. This is called the Entry to Care pack.		
I need you to put this on my file and write a note on my file about the conversation you had with my parents and where to find the signed document.		
I need you to discuss with me and my parent/s why I will need to be seen for an Initial Health Assessment (IHA) urgently and regular health assessments with a health visitor or nurse after this. I also need to you help me and my carers understand this and to help me to access health support and assessment.		
If I have come into care because the court has granted an Order then I need you to place a copy of this Order on my file so everyone knows who has parental responsibility for me.		





Action	Timescale	Completed
I need you to complete the Delegation of Authority with me and my parent/s. If both my parents have Parental Responsibility then they will both need to sign it. If I am over the age of 16 years old, I can sign this myself. Please give my foster carer/keyworker a copy of this and please put a copy on my file.	Same day	<input type="checkbox"/>
I need you to update my file to show I am a child in care; admin can help with and will follow the entry to care checklist in the Tri-x resource library. I need you to update my case summary and chronology to tell everyone who reads my file that I have come into care and why, where I am staying and what my safety plan and contingency plan are.	Same day	<input type="checkbox"/>
I need you to inform my foster carer/keyworker of any relevant health information ie allergies, medications, current treatment or health appointments I may have a particular diet through choice, culture, religion, allergies, intolerances etc so ensure you ask me or my family about any additional needs I may have.	Same day	<input type="checkbox"/>
I need you to complete my IHA paperwork (Coram BAAF consent form on the Commissioning Hub website on Staffnet) with my parents and to talk my parent/s and ask them to sign this. If I am over the age of 16 years old I can sign this myself. I need you to give this paperwork to admin and send to the Hadwen Clinic or CiC Health Team if out of area. The recommendations from my IHA should inform my health plan within the care plan and should be completed and available by the time of the first review.	Same day	<input type="checkbox"/>
I need you to arrange the level of family time I will have with my parent/s and brothers and sisters or anyone else important to me and agreed as suitable for me to spend time with. I need you to involve me in this decision but also agree a level of family time that is right for me. You will need to do a referral to the Contact Team so they can help me with this.	Within 24 hours	<input type="checkbox"/>
I need you to tell me, my parent/s and foster carer about the family time I am having, where it will be and when it will happen, for how long etc.	Within 24 hours	<input type="checkbox"/>
Please make sure that I know when I will be seeing and speaking to my parent/s next and/or agree how this will be explained to me if that can't happen.	Within 24 hours	<input type="checkbox"/>
I need you to tell my school, nursery, college that I have come into care and that they know who to talk to about where I am staying and invite them to my Placement Planning meeting.	Within 24 hours	<input type="checkbox"/>
I need you to set up transport arrangements for me to get to school and to see my family. Your business support can support you with this.	Within 24 hours	<input type="checkbox"/>
I need you to come and see me where I am living the day after I arrived. I need to know how often you will visit me.	Within 24 hours	<input type="checkbox"/>
I need you to ask me how I would like to refer to where I am living now and so everyone uses this language when talking about my care.		
I need you to make sure the IRO team knows I have become looked after so that they can let me know who my IRO is and how I can contact them. My IRO can then contact you and arrange my first child in care review to look at my care plan.	Within 24 hours	<input type="checkbox"/>



Action	Timescale	Completed
I need you to ask admin to complete my Placement Notification Letter (PNL) and send it to specific people.	Within 48 hours	<input type="checkbox"/>
I need you to arrange a Placement Planning meeting which will discuss and agree the day to day arrangements for me whilst I am in care.	In advance or within 72 hours	<input type="checkbox"/>
I need to be involved in this if I am old enough to do so and supported to give my views. My parent/s also need to be involved if it is safe for me and other people working with me and involved with my plan.		
The types of things you will need to discuss and think about are: reason for me coming into care, my story and how my story will continue to be captured, the arrangements to see my parents/s, brother, sisters or others important to me, my education and arranging my PEP if I am old enough, my health assessment, registering me with a dentist and when I will need a dental check and who will arrange it, any other medical needs/appoints I have, how much pocket money I will need and when I will get it, house rules, my mobile phone, my personal hygiene, my friends and contact with them, activities that I already attend.		
I need you to arrange any financial contribution to support my time with my family if needed.		
I need you to write my Care Plan and give me, my parent/s, my foster carer and other people working with me a copy. Please explain to me what my care plan means. Please involve me in my care plan and support me to give my views.	I need you to talk my school about arranging a meeting to develop my Personal Education Plan (PEP). Timescale: 72 hrs	<input type="checkbox"/>
I need you to ask my parents for my red book. If my red book cannot be located or will not be given to you and I am under 5 contact the Children in Care (CiC) nurses for a replacement blue book.	72 hours	<input type="checkbox"/>
I need you to give my red/blue book to my foster carer/key worker at the placement.	72 hours	<input type="checkbox"/>
I need you to talk about my culture, religion, sexuality, gender and identity and whether there are particular needs that I have about this.	72 hours	<input type="checkbox"/>
I need you to ask me what this means for me. If I am an Unaccompanied Asylum Seeker or English is not my first language I need you to ensure I have access to interpreters as necessary to ensure I understand what is happening, and that my needs are known and understood by other people.		
If I have a disability, I need you to talk about what else I might need and what my carer might need to know about me. I need you to ask me what this means for me.	72 hours	<input type="checkbox"/>
I need you to remind my foster carer/keyworker that they will need to register me with a GP urgently. If they don't register me permanently, my records will not go with me.	72 hours	<input type="checkbox"/>
I need you to remind my foster carer/key worker that they will need to arrange a dental and vision check for me as soon as possible and ask them to inform me and my Social Worker of the dates of the appointments.	72 hours	<input type="checkbox"/>

V2 February 2021



Prepared by Children's Safeguarding & Care
Gloucestershire County Council, Shire Hall, Westgate Street, Gloucester GL1 2TG

