**Accommodated**

Dear [carers name]

RE: Child’s Name

I write to confirm the arrangements made for you to care for [child’s name] on behalf of the child’s parent/s and Department of Health & Social Care.

[child’s name] parent/s has agreed that the Department should provide accommodation for them under section 25 of the Children & Young Person’s Act 2001 therefore they are considered to be ‘looked after’ by the Department. Under Section 25 arrangements a birth parent with parental responsibility could remove the child from the accommodation arrangements made should they wish to. If this occurs please notify us immediately if you have not received individual advice from the child’s social worker regarding what to do in these circumstances. This means that they have a social worker allocated to them who will develop a Care Plan which will be shared with you and the parent/s and will visit you weekly initially to ensure that their wellbeing is being safeguarded. You will be given their contact details so if you have any concerns or questions regarding [child’s name] please do not hesitate to contact them. You should receive a Placement Plan outlining the day to day arrangements for the child very shortly – if you do not, please contact the social worker to request it. This is an important document as it sets out things such as the contact arrangements agreed for the child.

This arrangement is designed to meet the immediate needs for care and accommodation for the child, if further assessment determines that permanent alternative living arrangements are required the options for how this can be achieved will be discussed with you, the child and parent/s.

A Looked After Child Review will be held within 4 weeks of the placement commencing to which you will be invited. The meeting will be chaired by an Independent Reviewing Officer – they will contact you and the child nearer the time of the meeting. The meeting with look at how things are going and what the future plans are for the child.

If the current arrangement is likely to last longer than 6 weeks you will be required to become a Family & Friends Foster Carer (leaflet enclosed). If this is required, Fostering First will visit with the child’s social worker shortly to discuss this with you and answer any questions you have.

Once we have received your completed BACS form you will receive a weekly allowance to care for the child paid directly to your bank account.

Thank you for your support in providing a home for [child’s name]. Please do not hesitate to contact me if you have any issues that cannot be resolved by the allocated social worker.

Yours sincerely

Team Manager

Care Management Team

Children & Families

**Order**

Dear [carers name]

RE: Child’s Name

I write to confirm the arrangements made for you to care for [child’s name] on behalf of the child’s parent/s and Department of Health & Social Care.

The Department obtained an [Type of Order] under section 31 of the Children & Young Person’s Act 2001 therefore [child’s name] is in the care of the Department. This means that they have a social worker allocated to them who will develop a Care Plan which will be shared with you and the parent/s and will visit you weekly initially to ensure that their wellbeing is being safeguarded. You will be given their contact details so if you have any concerns or questions regarding [child’s name] please do not hesitate to contact them. You should receive a Placement Plan outlining the day to day arrangements for the child very shortly – if you do not, please contact the social worker to request it. This is an important document as it sets out things such as the contact arrangements agreed for the child.

As the Department has a legal order in place a birth parent cannot remove the child from the accommodation arranged with you for the child. Should an attempt to do so be made, please contact the allocated Social Worker, or myself immediately or the Duty Social Worker via Police Headquarters if it is outside of normal office hours.

A Looked After Child Review will be held within 4 weeks of the placement commencing to which you will be invited. The meeting will be chaired by an Independent Reviewing Officer – they will contact you and the child nearer the time of the meeting. The meeting with look at how things are going and what the future plans are for the child.

If the current arrangement is likely to last longer than 6 weeks you will be required to become a Family & Friends Foster Carer (leaflet enclosed). If this is required, Fostering First will visit with the child’s social worker shortly to discuss this with you and answer any questions you have.

Once we have received your completed BACS form you will receive a weekly allowance to care for the child paid directly to your bank account.

Thank you for your support in providing a home for [child’s name]. Please do not hesitate to contact me if you have any issues that cannot be resolved by the allocated social worker.

Yours sincerely

Team Manager

Care Management

Children & Families