



# YOUNG PERSON'S HANDBOOK AGE 11-18 YEARS



# WELCOME !

Dear: .....

Welcome to your new foster home. We will try to make sure that your stay with your foster carer(s) will be a happy one. We will help you and your foster carers while you are staying with them to make sure they can do everything they can to make you feel relaxed and as comfortable as they can in their home.

We know that moving into a new home can be a difficult time for you. We hope that you can share information and your worries with your foster carer(s). It might help you to settle in if they know if you have any problems, questions or if you just want to have someone to talk to.

This booklet tells you what you can expect in your foster placement and what Family Works Fostering can do for you. Please make sure that you read it. It is especially important that you read the page about how to make complaints carefully.

Your foster carer will read this booklet with you and explain anything you are not sure of. You will be asked to sign to say that the booklet has been explained to you and that you understood it all. You will be given a copy of this handbook and your foster carer will have a copy too.

Yours sincerely

Tafa Dzinoruma  
**Manager**

## What Family Works Fostering does?

Family Works Fostering offers a nurturing environment where young people from different backgrounds are welcome, accepted for who they are and given the opportunity to express themselves and reach their full potential.



### **How do we do this?**

1. By allowing young people to live in safe and caring foster homes where they can get the help they need to deal with the problems in their lives while they are staying with people who they can relate to.
2. Our foster carers help young people to grow as individuals and support them in their education and in their personal life.
3. By making sure that young people learn independent living skills and look after themselves when they are ready to live on their own.
4. By helping foster carers to care for young people and making sure that young people can stay in contact with their families and learn more about their family situation.
5. By helping children and young people to find ways of being included and accepted by others and to participate in their community as an adult when the time comes.

Family Works Fostering works with Children's Social Care Services to make sure that all of these things happen.

## Bullying:



Bullying can happen anywhere and it can happen to someone who is in a foster placement.

Family Works Fostering will not stand for bullying in any forms. We know that bullying can be very upsetting.

Bullying will be dealt with quickly and well. The first thing we do is to protect the person who is being bullied and make sure that your social worker is informed and can help you to deal with this too.

## What Is Abuse?

**PHYSICAL** - this includes being kicked, beaten or punched.

**EMOTIONAL** - this includes constant name-calling, being threatened, being made fun of or made to feel small, and often seeing violence between the people who care for you.

**SEXUAL** - this includes being touched in a way you don't like, being forced to have sex, made to look at sexual pictures or videos, or anything else that makes you feel uncomfortable.

**NEGLECT** - when you don't have somewhere to stay, enough food to eat, clothes to keep you warm, or if you are not looked after properly.

If any of these are happening to you remember it is **never your choice** and it is **never your fault**. You must report it to an adult you trust. This may be:

- A foster carer
- A family member
- A teacher
- A social worker
- A doctor or nurse

## Your Health

Your foster carer will make sure that you are registered with the local doctor, dentist and optician and make sure that you have regular check-ups.



If you don't feel well or have any questions about your health please speak to your foster carer and ask him/her to make an appointment for you to have a check-up.

## Equal Opportunities:



Family Works Fostering makes sure that no young person is treated differently because of their sex, race, colour, nationality, ethnic or national origins, sexuality, age, religious beliefs, physical or mental disability.

We make sure that your needs are looked at often so that we can provide anything you need and that we are fair to everybody.

## School/Career

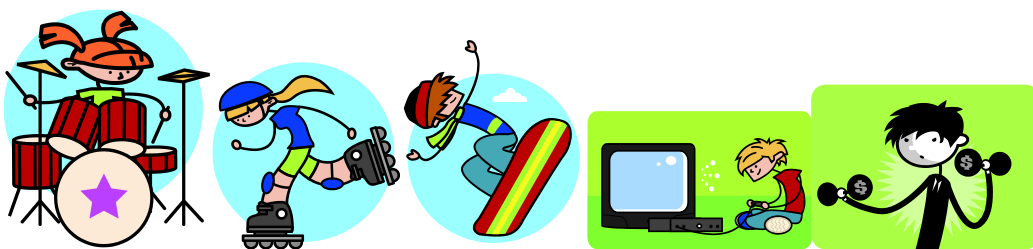
Your foster carer will help with your education and learning this can include attending meetings, choosing subjects and help with your homework.

We will help you think about the sort of career that suits you and find out what you will need to do to follow this path. If you are worried about your education speak to your foster carer.



## Activities / Entertainment

Your foster carers will make sure you do some of the activities you want each week and will help you to pursue your interests and talents.



## What happens if you don't come home?

When you go out you should always tell your foster carer:

- where you are going
- who you are going to see
- what time you will be home



If you can't get home on time, please phone your foster carer and tell him/her:

- why you will be late
- what time you will be back.

If you don't do this, it might mean that your foster carer will have to report you as missing to the police and Children's Social Care.

Even as you are older you have to go to bed at an agreed time, this will be arranged and agreed with you.

## Family Contact



All young people have the right to have contact with their family or other people who are important to them. The arrangements for this will be made and written down in your Placement Plan. Your foster carer will help to make sure your contact happens. Family Works Fostering will help your foster carer with these arrangements.

You can also make telephone calls to your social worker, or family. Please make sure that you ask your foster carer before you make any phone calls using their telephone.

If you want to call your friends and they have mobile phones you will be given a telephone allowance to do this.

If you want to have visitors at your foster placement, please check that it is OK with your foster carer first. Make sure that you tell them:

- ✚ who wants to visit
- ✚ when they want to visit
- ✚ how long they might visit for
- ✚ why they want to visit.

Your privacy will always be respected and we ask you to respect other people's privacy too.



## Respect

Your foster carers will always speak to you with respect and it is important that you speak to your foster carer in the same way.

## Pocket Money

Everyone is entitled to pocket money.

Age	Pocket Money	Saving	Clothing	Personal needs / recreation	Birthday	Festivals/Christmas
<u>0-4</u>	<u>£3.50</u>	<u>£10</u>	<u>£12.90</u>	<u>£10.00</u>	<u>£65</u>	<u>£70</u>
<u>5-10</u>	<u>£5.00</u>	<u>£10</u>	<u>£12.90</u>	<u>£10.00</u>	<u>£65</u>	<u>£70</u>
<u>11-14</u>	<u>£8.50</u>	<u>£10</u>	<u>£15.50</u>	<u>£10.00</u>	<u>£65</u>	<u>£70</u>
<u>15-18</u>	<u>£14</u>	<u>£10</u>	<u>£18.00</u>	<u>£13.00</u>	<u>£65</u>	<u>£70</u>



Your foster carer will help you to save money so that when you move on, you have something to get you started.

## Independence Skills Training

Your foster carer will help you to learn about budgeting, cooking, washing and ironing your clothes and other skills that will help you to live independently in the future.

## **What if you are not happy about something?**

If there is a problem or something you are not happy about, you can make a complaint by writing a letter or by telling someone about it.

### **Things you might complain about**

- A disagreement - if someone thinks someone has said something about them that is not right.
- If you are afraid of someone or if something someone has done made you angry.
- If somebody has hurt you and caused an injury.
- If you have had an argument with someone that made you feel very uncomfortable and bad about yourself.
- If you think you have not been treated fairly.

Everyone has a right to complain. It doesn't matter what the complaint is about. You have a right to ask your social worker to help you or make the complaint for you. All complaints will be treated thoughtfully and confidentially.

## **Who you can complain to?**

1. Your Foster Carers
2. Your Foster Carer's Supervising Social Worker: 01702597797
3. Your Social Worker, family member or your Social Worker's Manager.
4. Complaints officer for Family Works Fostering:

**Write to:**

The Complaints Officer  
Family Works Fostering  
Suite 18, Business Centre  
8 Madeira Avenue  
Leigh-on-Sea  
Essex  
SS9 3EB  
Telephone: 01702597797

5. The Voice of the Child in Care' (VCC) /Independent Advocate:  
0808 800 5792

6. Independent Review Officer: .....

7. Children's Commissioner for England  
Sanctuary Buildings  
20 Great Smith Street  
London  
SW1P 3BT  
Telephone: 020 7783 8330  
Website: [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

8. Ofsted:  
By post: Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
By Telephone: 0300 123 1231  
By email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

**Now we are going to ask you and your foster carer to sign.**

When you sign this page, it means that you have read this booklet and that you understand it.

It also means you are saying that you have been given a copy of this booklet to keep so you can read it again when you want to.

Foster Carer name and signature: \_\_\_\_\_

Young person's signature: \_\_\_\_\_

Date: \_\_\_\_\_