

## DT check list for pupils new into Care

If you are the Designated Teacher with a child or young person newly into care - here is a quick checklist of the things you should request access to immediately to ensure the continuity of teaching and learning for this child or young person.

**If a child or young person is expected to join your school soon you should:**

- Have had contact with their social worker, know their name and their contact details
- Have been provided with details and contact information about the child's current carers
- Have been given details of any specific safeguarding information eg. adults who should not have contact with the child.
- Contact the Hampshire and IOW Virtual School for advice
- Have been requested to set a date for an initial Personal Education Plan (PEP) meeting – this is essential where a child is newly into care and should be completed within 20 days of a child entering care.
- Have been supplied with a copy of the child's latest Personal Education Plan (PEP)

**You should request:**

- A date for a PEP meeting with the social worker
- Visit the Hampshire Virtual School website for a blank copy of the relevant PEP form (where necessary) <https://www.hants.gov.uk/educationandlearning/virtual-school/personal-education-plan>
- Where relevant, the child's latest IEP or EHCP
- The legal care status of the child – ICO (interim care order), FCO (full care order) or Accommodated (Section 20). This may need updating within a short period of time, dependent on the individual circumstances as an interim care order may be replaced with a full care order as a case proceeds through the courts.

**You should ensure:**

- School information management systems hold the correct data;
- Identifying the child as 'In Care', with the correct Caring Authority
- Recording accurately carer details, including any mobile numbers for school text messaging
- The vast majority of children – those fostered or resident in children's homes are **not eligible for Free School Meals (FSM)**. This status is not affected by the individual circumstances of the carer – they receive funding to supply all meals for children in their care. Therefore the child's record **should not** identify them as currently eligible for FSM.