



**TUTIS Foster Care**  
Protected. Safe. Secure.

# A Guide to Foster Care for Children

## Tutis Foster Care

Ages 5 - 10 years



Hi, My name is Puggly!  
You will see me on each  
page of this guide, and  
I am here to help guide  
you through it. Look  
out for the fun things  
to do!

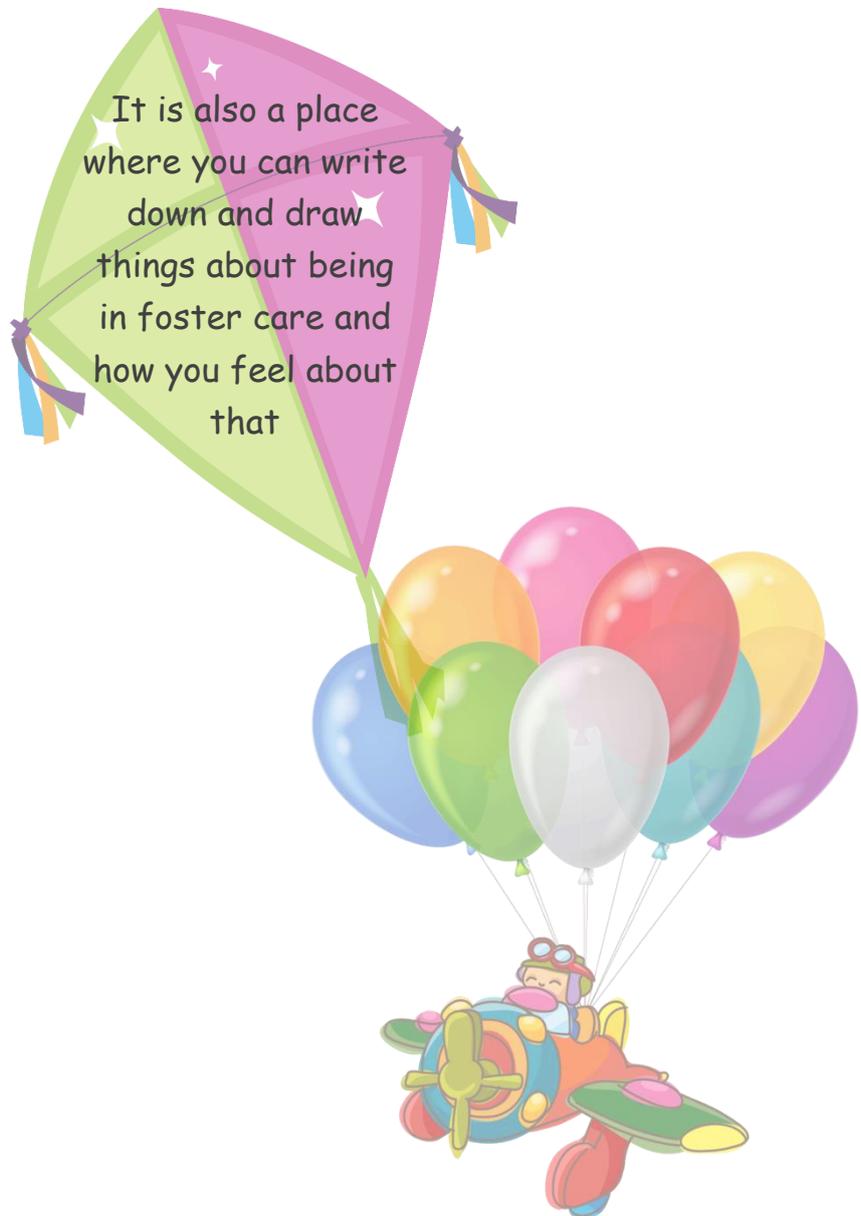




Dear .....

This handbook is to provide you with some important information about being in foster care with Tutis Foster Care.

Everyone at Tutis Foster Care is here to help you. We will do our very best to support you and listen to your views whilst you are in our care. We hope that this booklet provides you with the necessary information about being looked after by our Foster Carers.





Hi .....

This booklet is to tell you about **TUTIS FOSTER CARE**.

This is a place where adults are asked to help look after children if their mum's and dads aren't able to look after them.

There are lots of reasons why children are looked after by someone else. It could be that their mum or dad is ill. People called **SOCIAL WORKERS** make sure that children are safe and cared for when this happens. The **SOCIAL WORKER** will look for someone to look after children during this time.

What is the name of your Social Worker?.....

What is your Social Worker's phone number?.....

**CAN YOU DRAW A PICTURE OF YOUR  
SOCIAL WORKER?**



A large white rectangular area with rounded corners, framed by a blue border, intended for drawing a picture of the social worker.



Your **FOSTER CARER'S** are called: .....

At **TUTIS FOSTER CARE** there are people called **FOSTER CARERS** who look after children when their mum and dad aren't able to. The **FOSTER CARERS** want to make sure that children are safe and well. There might be other children and pets living with the **FOSTER CARERS**. If you are frightened of animals, just tell the adults.

**FOSTER CARERS** really enjoy looking after children. They are friendly people who are there to take care of you.

**Q: What do I call my FOSTER CARER'S?**

You should ask them; they won't expect you to call them 'Mum' and 'Dad'. If you talk about it then you can find out what everyone is happy with.

**Q: What about my bedroom?**

You will have your own bedroom, or you may share with your brother or sister. Your bedroom is your own space. You should try to keep it tidy. Your bedroom is your place to keep your personal belongings and anything that is important to you.

If you don't like to sleep with the light off, your **FOSTER CARERS** can get a night light for you.

You will be given nice food and clothes while you stay with your **FOSTER CARERS**, but this cannot always be chips and burger..... Its good fun to try food that that you might not have eaten before.....

If you have a special diet, this means you might not be able to eat certain foods. Your **FOSTER CARERS** will make sure that they don't give you what you are not allowed to eat.

All **TUTIS FOSTER CARE's FOSTER CARERS** have a **SUPERVISING SOCIAL WORKER** who works for Tutis Foster Care. They are there to make sure your foster carers are getting the help they need and that they are looking after you well.

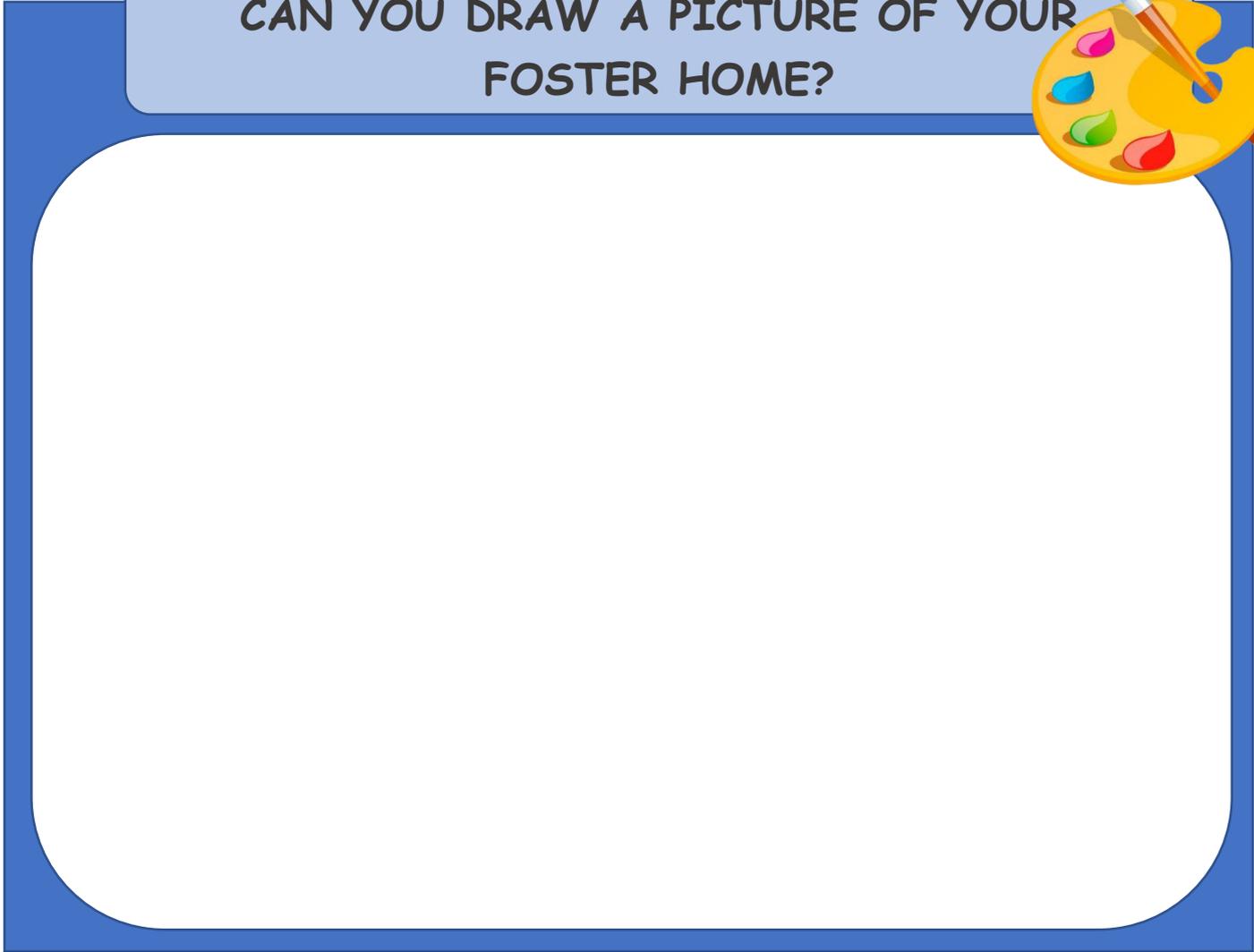
Do you know the name of your Foster Carers' Social Worker?

.....



Your **FOSTER CARERS** should do their best to protect you and help you feel safe and happy in their home.

**CAN YOU DRAW A PICTURE OF YOUR FOSTER HOME?**





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CAN YOU DRAW A PICTURE OF YOUR FOSTER FAMILY? DON'T FORGET TO PUT YOURSELF IN THE PICTURE TOO...





To make life easy for everyone, your **FOSTER CARERS** will have house rules which they would like you to follow. These will be things like: Saying please and thank you, to knock on bedroom doors before going into the room and what time you should go to bed.

Have you been told some house rules?

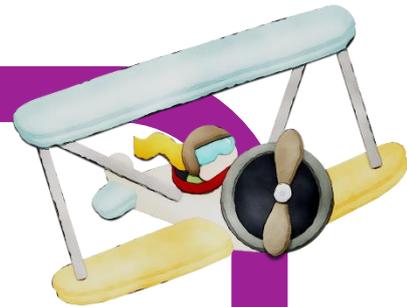
Write them, down here to help you remember them:

1: .....

2: .....

3: .....

4: .....





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Every week you will be given some pocket money. You can buy your own favourite things with it. You can also have a piggy bank or bank account to save some of your pocket money.

**FOSTER CARERS** also have to follow some rules about how they look after you. There are certain things that **FOSTER CARERS** are not allowed to do:



They cannot hit or smack you



They cannot stop you from speaking to your **SOCIAL WORKER** or making a complaint if you are unhappy about something



They cannot stop your meals



They cannot take away your pocket money. However, if you cause any damage on purpose, they can take some of your pocket money to pay for the damage



They cannot stop you having contact with your family unless your **SOCIAL WORKER** has agreed it





There are other things that you can let your **FOSTER CARERS** know. You can tell them what food and drink you like and what you don't like.



Stuff I like to eat and drink

.....  
.....  
.....  
.....  
.....  
.....



Stuff I don't really like to eat and drink

.....  
.....  
.....  
.....  
.....  
.....



Quiz.....

Can you list five foods that are good for you?

1: .....

2: .....

3: .....

4: .....

5: .....



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Here you can tell us a bit about you.....

What is your name?.....

How old are you?.....

Who do you live with?.....

Have they got any pets? .....

What School do you go to?.....

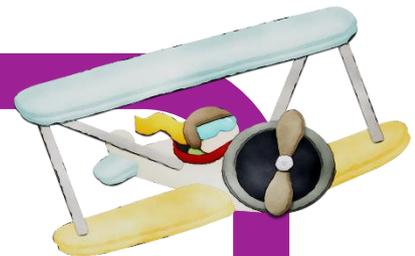
Your Family will be told by your **SOCIAL WORKER** about your **FOSTER CARERS**. How you are doing in their care and how you are feeling.

You can talk to your family about your **FOSTER CARERS**.

Is there anything you are missing most? .....

.....

Why not write down the names of the people who are important to you:



.....

.....

.....

.....

.....



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**CAN YOU DRAW A PICTURE OF YOUR FAMILY?**





We know there will be times when you feel sad and maybe a little angry, so **FOSTER CARERS** and **TUTIS FOSTER CARE WORKERS** will work hard to try and make you happy again.

 **Puggly sometimes feels sad.**

We know that you will maybe worry about your own family and feel homesick..... This is when you feel very upset about being away from your family, this feeling is horrible, and it happens to lots of children who have to stay away from home.

You can write down or ask an adult to write it for you, who would you like to see .....

Who in your family would you like to see and talk to?

.....  
.....

When would you like to see your family?

.....  
.....

Where would you like to be able to see them?

.....  
.....

How does seeing your family make you feel?

.....  
.....

Sometimes it is not always possible for parents to see their children the amount of times that the children would like. Or, at the place they would like to see them. **BUT** we can tell your **SOCIAL WORKER** your wishes and they will make a plan and let you know what will happen next.

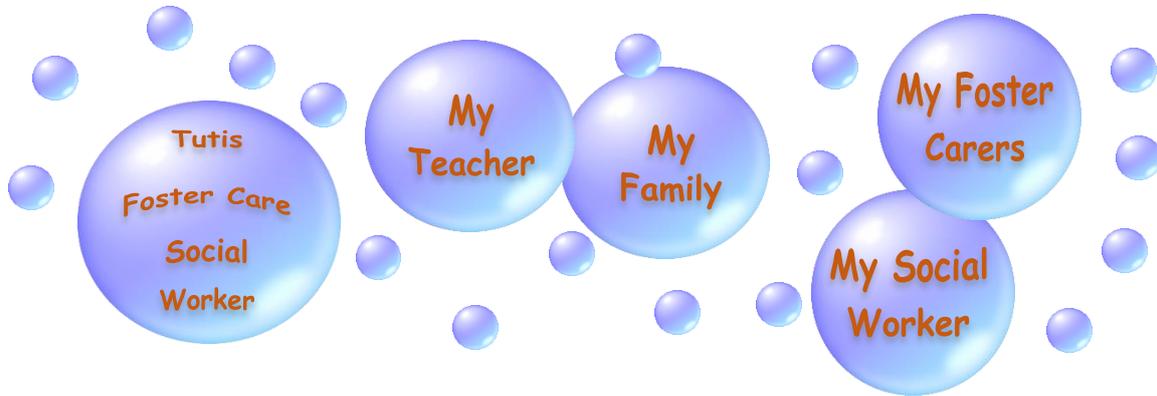




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There are lots of people you can talk to if you are felling unhappy. If you need help or want to make a complaint, here are some of the people that can help you:



You can tell your teachers what you like and what you don't like about staying with **FOSTER CARERS**. You can also tell your **SOCIAL WORKER** what you do at the **FOSTER CARERS** house. Your **SOCIAL WORKER** will check if you are happy while you are staying with **FOSTER CARERS** and you are allowed to say if you are not happy.

None of the adults who help look after you want you to worry, and if there is something that you are scared about, you can tell them. If you don't want to do this, then you can draw a picture of what makes you sad, or write some words that will tell adults how you feel.

Another person who is there to listen to you and ensure that everyone meets your needs is your Independent Reviewing Officer. They will visit you while you are with your **FOSTER CARERS** and they will attend meetings.

Name of your Independent Reviewing Officer: .....

Telephone of your Independent Reviewing Officer: .....

### Important things to know about your Independent reviewing Officers

- If you are looked after by **FOSTER CARERS** the Local Authority must appoint an Independent Reviewing Officer for you.
- Your Independent Reviewing Officer is in charge of your Case Reviews.
- Your Reviewing Officer will ask you what you want to happen to you, in an age appropriate way  
If you have any brothers or sisters in **FOSTER CARE** they will have the same Reviewing Officer as you do.
- You should know who your Reviewing Officer is and how to make contact with them
- You should keep the same Reviewing Officer for the whole time you are with **FOSTER CARERS**
- You should be given written information explaining the role of the Reviewing Officer.
- If your Reviewing Officer leaves, they must introduce you to your new one.
- You should not be without a Reviewing Officer for any longer than the 1<sup>st</sup> week you are with **FOSTER CARERS**
- Your Reviewing Officer should meet with you in person before your first Review.



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Your **SOCIAL WORKER** will let you know when you can see your friends....

Who are your friends, can you draw a picture of them and what you like to do when you're with them?

Why not write their names here?

.....

.....



**CAN YOU DRAW A PICTURE OF YOUR FRIENDS AND WHAT YOU LIKE TO DO TOGETHER?**

Puggly loves to meet up with her friends and play games together.....





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ALL children you are looked after by foster carers have what are called 'Rights', these are things that you are entitled to, they are:

You should tell your foster carer about yourself, what your favourite foods are and what you like to do



When you want to find out about something or want some advice then your foster carers will help you. You can also speak to your Social Worker or the Tutis Social Worker



You have the right to be kept safe at all times



All adults should listen to you and treat you fairly all the time, even when you have done something they are not happy with



You should get a healthy and balanced diet and plenty of exercise



You have the right to an education and to be in school



When you are 18 you will have the right to read your file



You have the right to know why you are being looked after by Foster Carers



You will receive pocket money, and your carers will save money for you in your bank account





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If you are already in school, then everything will be done to make sure you can stay there. Although, sometimes, it is better for you to change school because of how long it takes to get there.

Only your teacher will know that you are living with **FOSTER CARERS**. Your teacher is there to help and if you have any problems in school then you can talk to them. Schools are great places to learn new things and have fun with friends.

Which school do you go to? .....

What do you like about school? .....

What is your teachers name? .....

Who are your school friends? .....



**CAN YOU COLOUR THE PICTURE BELOW**





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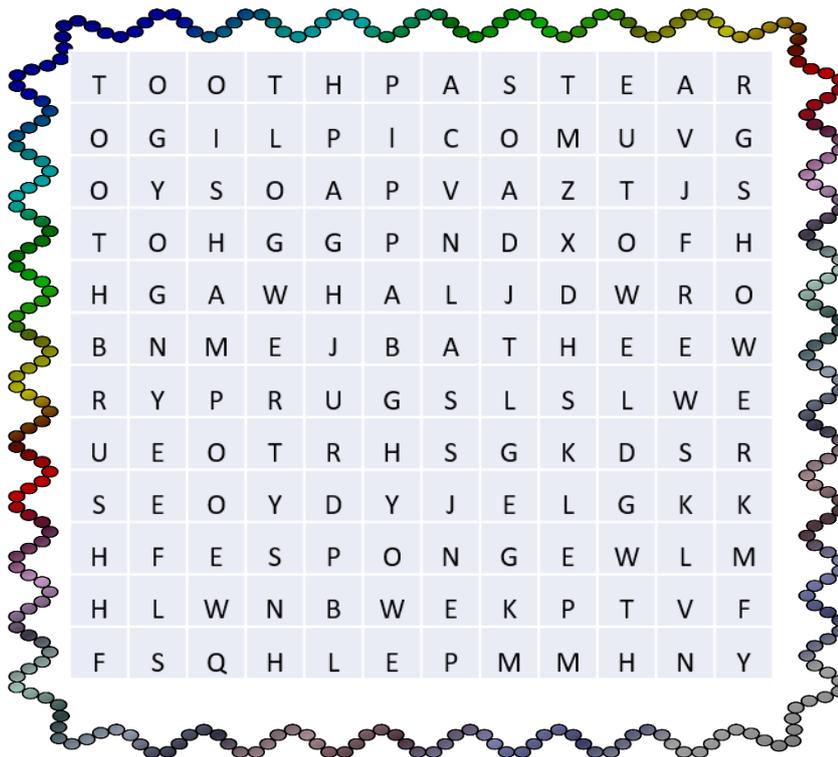


If you go to church or other places of worship, your **FOSTER CARER** will take you.

You may already be in clubs like Brownies, Scouts, Drama Club or learning to play a musical instrument.... that's fine, you can still go to these clubs if your **FOSTER CARERS** live close by. If they don't, we can look at new clubs for you.

**TUTIS FOSTER CARE WORKERS** will tell your **FOSTER CARERS** what activities you are allowed to do. If you stay safe when you are doing activities, you will be able to try lots of fun things.

Other things that keep you healthy are things like keeping clean. Your **SOCIAL WORKER** will tell your **FOSTER CARERS** if you need help to get a bath or shower, sometime its hard for young children to wash their own hair. Your **FOSTER CARERS** will make sure you have everything you need to make sure you can stay clean and healthy. Can you find the things in the grid below, they all help to keep you clean and healthy....



Puggly wants to remind you to wash your hands as well, especially before you eat and when you have been to the toilet...

Even though it is nice to me clean and tidy - this wouldn't be great all of the time.

**SOMETIMES IT'S GOOD FUN TO BE MESSY AND HAVE.....FUN, FUN, FUN, FUN.**



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Lots of children like to play outdoors and this means getting 'mucky'. If you are staying with your **FOSTER CARERS** for a while, they will get you some wellies. You can then go on outdoor adventures.....

How many **BLUE** birds can you see in the picture below? .....

Can you draw a circle round the following things in the picture?

**RED** ball

Football

**RED** bird

**RED** shirt

Rabbit

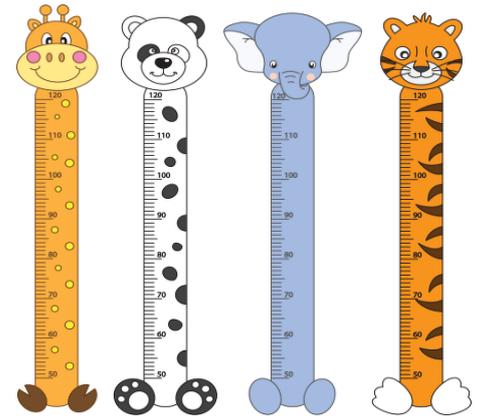
Sun



Even Puggly and his friends enjoy a little adventure.... it would be really boring if little people didn't explore the great outdoors!.....



When you first go to live with your **FOSTER CARERS** your **SOCIAL WORKER** may ask them to take you to see the Doctor for a health check, this is nothing to worry about. You may also be visited by a friendly nurse.

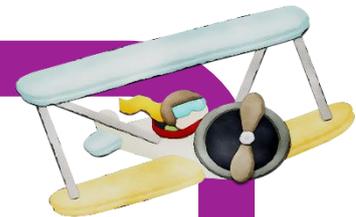


This is just to make sure that you are well and to see how tall you are and how much you weigh. You will also have to visit the Dentist and they may give you a sticker for being brave...

If you wear glasses, your **FOSTER CARER** will make sure your eyes are okay. If you have any hospital appointments, your **FOSTER CARER** will take you. Your parents will be told if you have to go to places like this.

All children have to visit places when they are growing up, it is to make sure that they are fit and well. You **MUST** tell your **FOSTER CARER** if you feel unwell - maybe a tummy or toothache....

Another way to make sure you stay fit and well is to have exercise, can you write or draw pictures of exercises you like to do?





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After a long day, you will be very tired, and it is important that children get plenty of sleep. You may get a little grumpy if you do not sleep well, then you will not be able to learn new things at school the following day.

If you have trouble sleeping, tell your **FOSTER CARERS** - stories before bedtime can often help you settle at night.

Some children don't wake up if they need the toilet at night. If this happens. Your **FOSTER CARERS** will not tell you off. They will wash the bed sheets and your PJ's and help you to get to the toilet during the night.

NEVER be afraid to tell your **FOSTER CARERS** if you have a little accident in bed - when Puggly was a puppy he used to have little accidents in the house .... Now he can control this and can wait until he is outside.

#### REMEMBER:

Everyone at Tutis Foster Care is here to help you and we all look forward to meeting you and getting to know you!





### Useful Numbers

**Tutis Helpline: Call Louise or Jenny on 01946 65686**

**Louise: 07923 266700**

**Jenny: 07415 198734**

**Other useful numbers and people who can help:**

Childline	0800 1111
Advisory Centre for Education (ACE)	0300 0115 142
Kidscape - Help & Advice for young people who are being bullied	020 7730 3300
NSPCC	0808 800 5000
Children's Legal Centre	0300 330 5480
Parentline Plus	0808 800 2222
Youth Access	0208 772 9900
Ofsted Children's Complaints Line	0300 123 4666
Children's Rights Director	0207 783 8330
National Youth Advisory Service (NYAS)	0808 808 1001
Childhood Bereavement Network	0808 802 0021
Young Minds	0207 089 5050

**Your Social Worker Telephone Number: .....**

**Your Foster Carer Telephone Number: .....**





## Complaints

We know that sometimes, there might be things about your care that you are not happy with. Usually this can be sorted out by having a chat with your foster carer. In some instances, though, you might want to make a complaint.

At Tutis Foster Care we take complaints seriously and will look into any concerns you have.

If you have a complaint, either phone us or fill in the back sheet of this booklet. Your complaint should be sent to our 'Registered Manager', who will write to you to say your complaint has been received and who is to deal with the matter. You will receive this response within five working days. Then a person will arrange to see you and discuss your complaint within five working days.

Your complaint will be recorded on your file, you ask to see this.

If you are not happy with what we have done, let us know and the Responsible Individual will get involved and get an independent person to investigate. This is someone who does not work for Tutis Foster Care.

Once these people have finished talking to everyone, they will make recommendations on how your complaint can be resolved. You will be kept updated.

If your complaint is about the Manger you can contact the Responsible Individual or Ofsted - **0300 123 1231**.

**Ofsted are there to make sure children are being properly cared for.**

**If you want to speak to Tutis Foster Care staff, the number is: 01946 65686  
The Responsible Individual can be contacted on 01900 825644**



**For children who live away from home, who need advice or assistance, you can call the Children's Commissioner's Team on the free phone number 0800 528 0731**

**or email - [advice.team@childrenscommissioner.gsi.gov.uk](mailto:advice.team@childrenscommissioner.gsi.gov.uk)**



I wish to make a (please circle)

**Comment**

**Compliment**

**Complaint**

**My name is:** .....

**I live at:** .....

**You can contact me by:** .....

**My comment/compliment or complaint is:**

.....  
.....  
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**You can email this to [louise.devlin@tutisfostercare.com](mailto:louise.devlin@tutisfostercare.com) (Manager) or [responsibleindividual@tutisfostercare.com](mailto:responsibleindividual@tutisfostercare.com) or give it to your foster carers' social worker, or put it in an envelope and post it to:**

Tutis Foster Care,  
13 Duke Street  
Whitehaven  
CA28 7ER