

## **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 have their contact details
- Have been provided with details and contact information about the child's current carers (whether this a temporary or long term placement)
- Have been given details of any specific safeguarding information e.g. adults who should not have contact with the child.
- Have been requested to set a date for an initial **PEP** meeting – this is essential where a child is new to care and needs to be completed within 20 days of a child entering care.
- Have been supplied with a copy of the child's latest PEP (if they are already in the care of a local authority)
- Have read the Hampshire Best Provision Protocol to familiarise yourself with the role of different professionals (see Hampshire Guidance tile, Virtual School website)

## **You should request:**

- A date for a PEP meeting with the social worker, if this has not been requested of you.
- Where relevant, the child's Health and Care plan (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 (SIM) 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.