

## Useful Addresses and Telephone Numbers

### Duty Social Worker

Children's Services  
Education and Social Care Department

Fort Road

Lerwick

Shetland

ZE1 0LW

Tel: 01595 744400

Fax: 01595 744460

Email: [childrens.services@shetland.gov.uk](mailto:childrens.services@shetland.gov.uk)

### Out of Hours

Tel: 01595 695611

### Citizens Advice Bureau

Market House

14 Market Street

Lerwick

Shetland

ZE1 0JP

Tel: 01595 694696

Fax: 01595 696776

Email: [sicab@zetnet.co.uk](mailto:sicab@zetnet.co.uk)

**Your Child  
Looked After  
Away from Home**



While your child is looked after by us, either with foster carers or in residential care, we have a duty to give first consideration to his/her welfare and interests. The social worker is there to help you and your child and will find this easier if you help too. Here are some points to remember:

- ◇ Keep in touch with your child. Arrange with your social worker to visit, telephone or write to him/her regularly. This contact is very important to your child. If you have any difficulty, financial or otherwise, in keeping in touch with your child please discuss this with your social worker.
- ◇ If you move, you must tell us your new address. If your child is ill or upset you will want us to let you know quickly.
- ◇ If we do not know where you are for more than twelve months and cannot find you, we may assume that you have abandoned your child. This could lead us to ask a court to give us parental responsibilities for your child. This could take away your rights as a parent.
- ◇ If your child is in care for more than six months you must give us 14 days notice of your intention to remove him/her. Sudden change is not easy for children and it is better to plan any change carefully. If you have been visiting regularly, the 14 days will probably be reduced or waived altogether.
- ◇ While your child is looked after by us, you and he/she will be involved in all the planning and decisions about his/her care. These plans and decisions will be reviewed on a regular basis to make sure they are consistent with your child's needs and best interests. You and your child will be involved in all reviews.
- ◇ If you are receiving benefit from your local Social Security office you must advise them of your changed circumstances.

Your child was accommodated on .....

Your social worker is .....

Telephone number .....

If your social worker is not available, please ask for

.....

If you are not sure or do not understand any of the information in this leaflet, please contact:

- ◇ Your social worker
- ◇ A lawyer
- ◇ Citizens Advice Bureau

**Please keep this leaflet**

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**Shetland Islands Council - Children's Services**

**Your Child Looked After Away from Home**

I ..... (name of parent)  
confirm that I have received a copy of the leaflet, *Your Child Looked After Away from Home*.

Signature ..... Date .....