**No Recourse to Public Funds Workflow**

**New Referral to MASH for family with No Recourse to Public Funds**

MASH process followed

**MASH**

If it is identified in MASH enquiry that Family:

* **Are destitute**
* **Have a live application with the Home Office;**
* **Are residing in Newham**

If no safeguarding concerns are identified and above criteria is met, notification to be sent to NRPF for allocation.

**MASH**

If it is identified in MASH enquiry that Family:

* **Are destitute**
* **Have a live application with the Home Office;**
* **Are residing in Newham**

and children are identified as being ‘In Need’, notification sent RRT for s47/s17 Child and Family Assessment.

*Practice Lead allocates to Social Worker* ***within 24 hours of referral****. Open SA episode started on AzeusCare*

**Allocated Social Worker**

On conclusion of assessment and criteria is still met

provide further services to the family.

 Transfer to take place within NRPF to Project Worker **no later than 10 days from the end of the assessment.**

**NRPF Team**

Follow Child and Family Assessment Workflow

**In addition to Assessment Practice Standards:**

On day of allocation social worker to liaise with NRPF duty worker for accommodation list.

Social worker to arrange accommodation and subsistence payment.

Social worker to record service request on Azeus and notify line manager for authorisation within **8 hours of receipt referral.**

*To take place without delay and completed* ***no later than 10 days from the end of the assessment.***

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*To take place without delay and completed* ***no later than 10 days from the end of the assessment.***

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**NRPF Team**

NRPF Project Worker who will track progress of immigration status, provide information, advice and support family with accommodation and subsistence.

Visits to family to be undertaken every 6 weeks and children to be seen.

When status has been resolved family given 21 days notice to end involvement with NRPF Team.

Should family immigration status be refused, human rights assessment completed to inform outcome.

**Allocated Social Worker**

On conclusion of assessment and need for ongoing statutory services identified transfer to relevant statutory services.

NRPF to continue to broker and accommodation and subsistence.

**Allocated Social Worker**

On conclusion of assessment and no needs are identified as requiring statutory services, family to transfer to NRPF.

Transfer meeting on Friday 10 am -12 noon. Request made via email to NRPF business support 5 working days prior to transfer.

Practice Lead to QA before NRPF allocation meeting.

**Rapid Response Team**

Follow Child and Family Assessment/CP Workflow as appropriate.

**In addition to Assessment Practice Standards:**

On day of allocation social worker to liaise with NRPF duty worker for accommodation list.

Social worker to arrange accommodation and subsistence payment.

Social worker to record service request on Azeus and notify line manager for authorisation within **8 hours of receipt referral.**

*Ongoing visits* ***no less than every 10 days.***

*Practice Lead to discuss progress and review assessment* ***no later than 10 days from referral.***

*Social Worker to visit child as quickly as possible and* ***within 10 days of the referral*** *and recorded on Azeus Care within 3 working days.*

*Assessment completed and shared with the family and recorded on AzeusCare* ***no later than 45 days of receipt of referral.***

*Practice Lead to authorise extended assessments no later than 40 days.*

*If required, Practice Lead to authorise extension and review again* ***within 25 days from referral.***

*MASH decision within 24 hours of receipt. Contact Record is recorded on AzeusCare*