***Appendix 1.5***

**Crashpad / Planned Move on Accommodation – Agency Responsibilities**

Crashpad is a very short term solution for ‘street homeless’ young people whilst all relevant agencies work together to assist to prevent homelessness / look at alternative options / support needed.

**Joint Agency Responsibilities**

* It is the repsonsibility of all agencies involved to ensure that the young person and any relevant family members understand the rules of Crashpad and the importance of adhering to these.
* Ensure all relveant information is shared. This includes any information relating to possible risks / vulnerabilities either to the young person or others in the hostel.
* All agencies will escalate any safegaurding concerns to childrens servcies and share infromation as required.
* All agenices need to ensure that they keep all relevant parties updated regarding the case / actions / tasks etc.
* All agencies are responsible for working together to reach the best outcome for the young person/family
* Promote positive working - Discuss cases / joint working etc. as needed at the liaison meetings to ensure that any issues can be resolved / improved in the future

**The Homeless Hub**

* Complete / liaise with all relevant parties to complete and send the Crashpad referrals as needed
* Confirm how the YP will get to Crashpad and liaise with relevant parties as needed
* Co-ordinate the JHSM’s
* Co-ordinate the prevention plan and acsoociated actions
* Liaise with ‘COOSH’ regarding spaces in Crashpad
* Arrange and chair the housing liaison meetings

Where a planned move on has been agreed the Homeless Hub will:

* Liaise with supported accommodation provision and LHA’s to source the next available bed space and co-ordinate the move on plans, highlighting any agreed move on arrangements with the LHA
* Ensure CIN plan is shared with the supported accommodation provider and link SASH to ensure the placement is successful.
* Where a planned move on cannot be accessed before Crashpad ends the Homeless Hub will work with all relevant agencies / family members etc. to try and ensure that an interim plan is in place (thus avoiding street homelessness)
* Will ensure that all the supported accommodation providers are aware of the eviction process for 16/17yr olds in their provision for those who may be at risk of being evicted.

**Crashpad**

Will provide either:

* Bedding
* Toiletries
* Cutlery / Crockery pots etc. as needed
* Tea / Coffee / Sugar
* Basic food items e.g. pasta / baked beans / washing powder etc.

**Or**

* A food voucher
* Will liaise with all parties if the placement is at risk of breaking down

**Supported Accommodation Providers**

* Will refer any 16/17yr old who is at risk of being evicted to SASH and liaise with the Homeless Hub as needed

**SASH**

* Assist a young person to get to Crashpad if they have no other means of getting there
* Provide all the necessary information regarding offending / possible risks etc. to Crashpad and other parties within 48hrs
* Support with food vouchers as needed if no housing benefit / other benfits are in place
* Provide travel; warrants / bus passes etc. as needed to ensure the young person can still access college / appointments etc.
* Once received, complete the ‘further information request’ and email to the HUB on the day of move in to Crashpad
* Once received, complete the Childrens Services Info gathering form and return to the A&I worker within 48 hours
* Where a planned move into supported accommodation has been agreed, SASH will assist with the move as required.
* Where additional support needs have been identified prior to move on, SASH will liaise and work with the hostel to ensure the appropriate support is maintained
* Will work with 16/17yr olds referred due to being at risk of eviction

**Childrens Services**

* Once the referral is received, it is the responsibility of Childrens Services to ensure that a young person has a safe place to stay. If the young person refuses to stay at the agreed ‘safe’ place’, staff need to ensure that by doing so, they are not going to be of risk to themselves or others e.g. sexual expolitation / domestic violence etc (where a young person refusses to stay at the designated accommodation, this should be notified to Children’s Services).

NOTE: There may be times when an extension is needed to assist with a planned move on / 30% bed space. Any extension can only be organised by the Homeless Hub, who will liaise with HCC commissioners as needed.