**Supporting Your Futures Transition Process 2023**

The aim of this process is to ensure all Children Who We Care For are allocated a Personal Advisor from the age of 16.

Upcoming allocations will be identified at the monthly allocations meeting between the Building Your Future and Supporting Your Future teams and locality team where relevant. The team leaders will give a verbal pen picture of the young person, their needs, like/dislikes and where they live/future living aspirations

Team Leaders will allocate a Personal Advisor based on best match to the information received in order to meet the young person's needs as best as possible, and also consideration will be given to the geographical location of the young person. The decision will be communicated to the relevant social worker and their Team Leader by the Supporting Your Future Team Leader of the allocated Personal Advisor, copying in the SYF Service Leader . Decisions will be recorded on the Allocations Spreadsheet . This will be within 5 working days of the allocation meeting

**Keeping in contact**

It is recommended that some visits are joint between the Social Worker, Personal Adviser and Young Person.

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| **Social Worker Responsibilities** | **PA Responsibilities** |
| SW will undertake statutory CLA visits and  record on Mosaic  SW will keep the Personal Advisor informed of any significant changes or issues in the young person life.  SW will invite the Personal Advisor and /or their Team Leader to any strategy discussions/meetings | Initial Meeting  Personal Advisor will contact the social worker to arrange a date to meet the young person. At the meeting the role of the Personal Advisor will be explained to the young person, and they will have the opportunity to ask questions of their Personal Advisor.  Agreement of how the Personal Advisor and the young person will keep in touch will be decided at the initial meeting. This will be led by the young persons' wishes but there should be at least one contact every 8 weeks as a minimum even if there is not a face to face contact. If this is not being taken up then a meeting to be convened to think about what more we can do.    Any contact with the young person by the Personal Advisor will be recorded in mosaic case notes and an alert sent to the SW. Oversight of these contacts will be provided by the Personal Advisor's Team Leader.  The Personal Advisor and /or their Team Leader will attend any significant review meetings. The PA will attend POPs |

**Pathway Planning & Needs Assessment**

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| **Social Worker Responsibilities** | **PA Responsibilities** |
| SW will complete needs assessment and  pathway plan by the Child’s 16th birthday and  will update every 6 months or at the point of any significant change in circumstances until young person reaches 18. | The Personal Advisor will participate in all Pathway Plan reviews with the Social Worker and the young person from 16. This is to enable the Personal Advisor to develop a relationship with the young person. |
| Pathway Plans should be prepared by the Social Worker, signed off by their Team Leader and presented and discussed at each CLA review. | The Personal Advisor must attend the final Pathway plan review at 18 and if they are unavailable their Team Leader should attend |

**Transition Planning**

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| **Social Worker Responsibilities** | **PA Responsibilities** |
| Social worker will consider the needs  assessment and identify if the young person will need post 18 support from adult services including the learning disability services or mental health services.  Any continuing health care needs will also need to be considered and planned for.  This must start at an early juncture for the child. | Personal Advisor to be fully aware of the transition plans and support the work of the Social Worker, ensuring close relationships are developed with post 18 providers. This could include visiting the young person at home if they are Staying Put to get to know the carer, or working with Staying Close staff |
| Social Worker to ensure by 16 years the young person has a:  • Bank / Savings account  • NI number  • Passport  • Birth Certificate  Team Lead will ensure this is completed as close to the young person16th birthday as .  possible | The Personal Advisor should be informed at the 17.5 years review of the total of savings a young person has so they can help the young person plan what they want to do with their savings.  The Personal Advisor can apply for NI number but can not do the passport |
| Social Worker will continue to provide life story work as appropriate. | The Personal Advisor will complete a PATH with the young person as appropriate |
| Social Worker will update Chronology every six months until the age of 18, ensuring it is up to date at the time of the Child’s 18th birthday. | The Personal Advisor will continue a Chronology post 18 for the duration the young person remains open to them. |
| Social Worker will agree and arrange payments  for pocket money, savings, transport, and clothing allowance whilst the Young person is under the age of 18 | The Personal Advisor will support young person to claim benefits (if applicable) in preparation for turning 18 years.  If the young person is NRPF, the Personal Advisor will take over payments from their 18th birthday. |
|  | The Personal Advisor will lead on allocation of the Setting Up Home Allowance (care leavers grant). This will be utilised post 18 when the young person moves to independent living. The Personal Advisor will ensure the SUHA tracking form is created and maintain this with each spend. |
| Social Worker will ensure Christmas and  birthday presents are provided up until and including 18th birthday | The Personal Advisor will provide an allowance for birthdays and a named festival from 19 years in line with the Care Experienced Young Peoples Offer |
| Any change of accommodation (planned or  unplanned) whilst under the age of 18 will be managed by the Social Worker. They will be responsible for completing the placement referral and managing any physical moves. Social Worker will discuss potential placements with the Personal Advisor so they are aware of  how any placement fits with the young person's preparation for independent living. |  |
| Social Worker & Personal Advisor will work  together on post 18 housing options. This should begin at age 16 via Pathway Planning. | The Personal Advisor can advise the young person on accommodation options post 18 years.  The Personal Advisor will support with a housing register application if appropriate.  In line with the joint working protocol with housing, all Children We Care For will have a meeting with a housing officer and their Personal Advisor at 17 to inform and explore their accommodation options post 18 |

**Preparation for Independent Living and Housing**

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| **Social Worker Responsibilities** | **PA Responsibilities** |
| Social Workers will attend placement reviews and ensure young people are being given opportunities by providers to develop their independent living skills | Personal Advisors will work with young people and providers to assess and encourage the development of key independence milestones. They will introduce the Independence Checklist at their first review at age 16. This will be used inform where the young person will live post 18 |

**Health**

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| **Social Worker Responsibilities** | **PA Responsibilities** |
| Social Worker will refer for health assessment and gain young person's consent for this. Social worker to ensure young person is registered with dentist and GP. Social Worker to ensure young person is provided with health summary by relevant Health Practitioner | At the transition meeting the Personal Advisor will be informed of any future appointments in order to support the young person |
| SW to lead on PEP/POP planning and reviews and ensure PEP/POP pre 18 years is completed and up to date. | The Personal Advisor will attend the transition and final POP meetings in conjunction with the Education Worker, Foster carer and social worker and advise and support with  • Education/training/employment  • University/college/training applications  • Support to attend open days/interviews  • Provide letter to college advising of care  leaver status  • Provide letter of support for 16-19 bursary application  Personal Advisor to advise on financial support in relation to education, training and employment.  Personal Advisor to make referral to progression advisor and support with progressions meetings |

**Unaccompanied Asylum Seekers additional responsibilities to above**

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| **Social Worker Responsibilities** | **PA Responsibilities** |
| Social Worker to ensure Personal Adviser is aware of current asylum status and future milestones post 18. Social Worker to ensure that Pathway Plan is triple planned for all possible asylum outcomes. | PA to ensure they are fully informed of any actions to be taken post 18. |

Prior to transition at 18 there will be a meeting with both Team Leaders, the Social Worker and Personal Advisor - Team Leaders to liaise to arrange this.

It is expected that the social worker ensures the Personal Advisor is made aware of any significant changes in the young persons life and they invite them to LAC reviews. The Personal Advisor can support with some activities as outlined above but the statutory responsibilities remain with the social worker until the young person is 18

Team Leaders in Building Your Future and localities will audit each case to ensure prior to transition of the case to Supporting Your Future that :-

* Pathway Plan is complete
* Actions set at the final LAC review are either complete or clearly handed over
* Chronology and SAF is up to date
* LAC medical has been completed
* Supervision is up to date
* Passport has been obtained

At the young person's 18th birthday, the Personal Advisor will then become the allocated worker on mosaic if all the above is completed they will end the LAC status and create care leaver tab

TO BE COMPLETED IN MOSAIC

* Looked After Tab - End LAC status
* Registrations - Add Care Leaver registration
* Develop Pathway Plan - Must be completed to enable Care Leaver Contact tab
* Address tab - End "Care" address and add "Care Leaver" address
* End Previous work flow tasks - i.e Lac Planning/LAC visits/ Residential notes/ LAC Reviews tabs
* 18th Birthday contact is completed