



## **Practice standards – Pathway Advisors (PA)**

The purpose of these standards is to set out expectations and requirements of the role of Pathway Advisors (PA) for the children we care for aged 16/17 and for care experienced young people (CEYP) aged 18+.

### **Eligible young people who we care for aged 16/17 )**

At point of allocation:

- Young person who is cared for to be allocated to PA at age 16.
- PA to arrange case discussion with Social worker and request all relevant meeting invites to attend. (Personal education planning (PEP) meetings/children we care for(CWCF) reviews/keep in touch meetings/Education health care planning (EHCP) annual reviews etc.)
- Social worker to share PA's one page profiles with young people at point of allocation
- PA to arrange initial visit to young person within 6 weeks
- Initial leaving care contact to be recorded by 6 weeks of allocation and recorded bi-monthly (minimum) thereafter. This enables all recording to follow.
- PA visits/contact to be a minimum of monthly contact and bi-monthly visits (Contact to be recorded in case notes as 'Contact with Pathway Adviser'. Visits recorded under visit tabs as 'Care Leavers' and signed off for managers completion.) This should be **recorded on file within 72 hours**
- Contribute to pathway planning alongside social worker and add views to all pathway plans.
- Joint supervision between SW/PA to be held every 3 months. This is to ensure good collaboration and joint decision making.
- Support young person to apply for Home bid (Swindon Housing register) and explore post 18 Housing options. This should include visiting accommodation options wherever possible.
- Ensure young people are aware of their entitlements as CEYP- Share Regional offer app and Local offer pages.
- Share independent living skills programme with young person/carers/placement and continue to have overview of progress/completion or work through with young person if appropriate- Ensure evidence of this is added to their case files.
- If appropriate and required complete return home interviews (RHI's) with young people after missing episodes
- Work with the Social worker to ensure young person has ID (provisional licence/birth certificate/passport) and bank account
- Set young person up with BACS so that direct payments can be made.
- PA's to attend Rising 18 meetings alongside SW to update on progress and plan.

- Ensure staying put planning meeting has taken place and agreement is completed alongside social worker by the time the young person is 17 years and 9 months.
- Work alongside the social worker to complete any referrals i.e. Transitions/CERAF.
- Children we care for case discussions to take place with Line Manager bi-monthly.

## **2 months prior to 18<sup>th</sup> Birthday**

- Confirm plans for young person post 18 this should include CRP funding agreement and dates for any post 18 accommodation.
- Support young person to apply for Universal Credit (If eligible) and ensure subs allowance RFF is completed. This will be for 6 weeks subs in lieu of benefits post 18
- Ensure young person applies for Housing element as part of their UC claim if eligible.
- Complete young person supported accommodation referral (YPSA) and support with housing assessment
- Notify council tax (Swindon) if young person is liable for exemption from paying council tax until age 21.
- If applicable, draft university package in preparation for the start of the course.
- Pathway Plan to be updated 2 months prior to young person turning 18.

## **Relevant (16-18 years) & Former Relevant Young people (18+)**

### **PA becomes responsible for completing statutory paperwork:**

- Change young person's status to Relevant or Former-Relevant on case management system.
- Begin pathway plan review at 5 months, **to be finalised and sent for Manager sign off a week before the 6-month deadline** (This will be reviewed earlier if a significant event occurs- within 28 days of event such as moving house).
- Specific pathway plan can be completed if a young person is 21+ or Qualifying- this is dependent on need.
- For Separated Migrant Young People- pathway plans should include triple planning where the young person does not currently have status.
- Pathway plan to be shared with young person once signed off by manager and recorded as such on file.
- Case summaries to be updated every 3 months or if there is a significant change in the young person's life (refer to case summary proforma)- **To be completed a week prior to end date.**
- Chronology is updated at least once every 3 months and following significant events/changes **To be completed a week prior to end date**
- Update genogram when appropriate- This will be reviewed within supervision.
- Complete consent form with young person (Review yearly)
- Minimum of bi-monthly visits however this can vary depending on their circumstances and needs. Record under visits tab and sign off. (agreement for arrangements outside of this needs to be made following discussion with manager and clear managers oversights/decisions needs to be recorded on file.) **To be recorded on file within 72 hours**
- Contact with young person to be recorded as a case note 'Care Leaver contact' **To be recorded on file within 72 hours**

- Up to date supervision notes to be completed for case discussions **and submitted to Manager 2 days prior to discussions.**
- 

## **Finances**

- Ensure young person submits universal credit claim (including Housing Element where appropriate) and support them to attend initial appointment- complete consent to share if young person agrees.
- Subs in lieu of benefits to be paused/ceased if a young person does not engage with universal credit processes to ensure they receive ongoing payments.
- Ensure that young people are aware of their entitlements as a care experienced young person and support them to access these (Regional offer App/Local Offer). This includes entitlements that will cease at 21, such as the changes to council tax.
- Refer to the finance policy going forward and include in any finance requests.

## **Accommodation**

- Ensure young people have and maintain suitable accommodation. Complete YPSA referral where appropriate. Any planned moves should not take place on a Friday.
- Continue to support young people to build on their independence skills utilising the Independent Living Skills workbook, both directly and with their accommodation providers where relevant
- Support young person with progression on Home bid by completing the Tenancy Academy and nominating young person for Band A when they are ready.
- If young person remains in staying put arrangement, Staying Put reviews to be held 6 monthly, this should be used to inform the Pathway plan review. Refer to the staying put policy for payments to the carer and ensure RFF's are completed/updated yearly with new amounts.
- Notify the Homefinding Team and Positive Futures Admin of any placement end dates and cease payments.

## **Education Employment and Training (EET)**

- Referral to be made to EET services, adult learning courses, colleges/education providers. PA should work alongside colleagues within DWP. PA should share any relevant opportunities with young people and support them to attend appointments/events.
- Refer to finance policy for any EET entitlements young people can access that will support them into EET.
- Ensure any Qualifications gained are included within Pathway Plans.
- **University-** Support young person with accessing University open days, applying for student finances and accommodation (Including during holidays). Ensure young people are receiving all of their financial entitlements whilst at University as per finance policies.
- Maintain contact with the University for updates and ongoing support throughout the duration of the young person's course.

## **Health-**

- Ensure young person has a Health passport at 18 and that relevant information is included within pathway plan.

- Young people are registered with local health services and are able to make their own appointments/access services when needed.
- Support young people with accessing specific health services i.e. mental health support/pathways, substance misuse services
- Support separated migrant young people with no status to apply for HC1 certificate for exemption from paying health care costs.
- Ensure young people are accessing sexual health support and are aware of local clinics/services

### **20years & 6 months (before 21)**

- Specific Pathway Plan review should be completed 1 month before turning 21.
- Ensure young people are aware and are prepared for changes in their entitlements i.e. council tax exemption, ending of leisure grant/ birthday/festival allowances.
- Ending of staying put agreement- ensure appropriate move on plans are in place, complete YPSA etc- notify PF admin team and Home finding team of end date

### **Qualifying Young People**

- Specific Pathway Plans can be completed if appropriate
- Access to advice/guidance, a named PA and Pathway Plan
- Access to vacation allowance if at University
- Not usually eligible for financial support, however considerations can be given and need to be discussed with manager.

### **Applicable to all Eligible/Relevant/Former Relevant young people**

- Share Regional offer app and Local offer page
- Birthday and Christmas/Eid/Festival entitlements and cards to be applied for (RFF) **before** the date the event occurs.
- Any finance requests outside of the finance policy to be discussed with manager (at the earliest opportunity) and progressed through CRP if agreed as appropriate.
- RFF's to be updated for each financial year end- PF Admin to provide submission date requirements.
- Signpost young people to relevant services for support within the community so that they are prepared for independence
- Access to financial entitlements in line with the policy and clearly evidence finance policy eligibility within RFF.
- Ensure young people are aware of all opportunities available to them and invited i.e. EET events, participation events, Christmas or EID or other religious festival meal etc. Young people should be supported to attend.

