




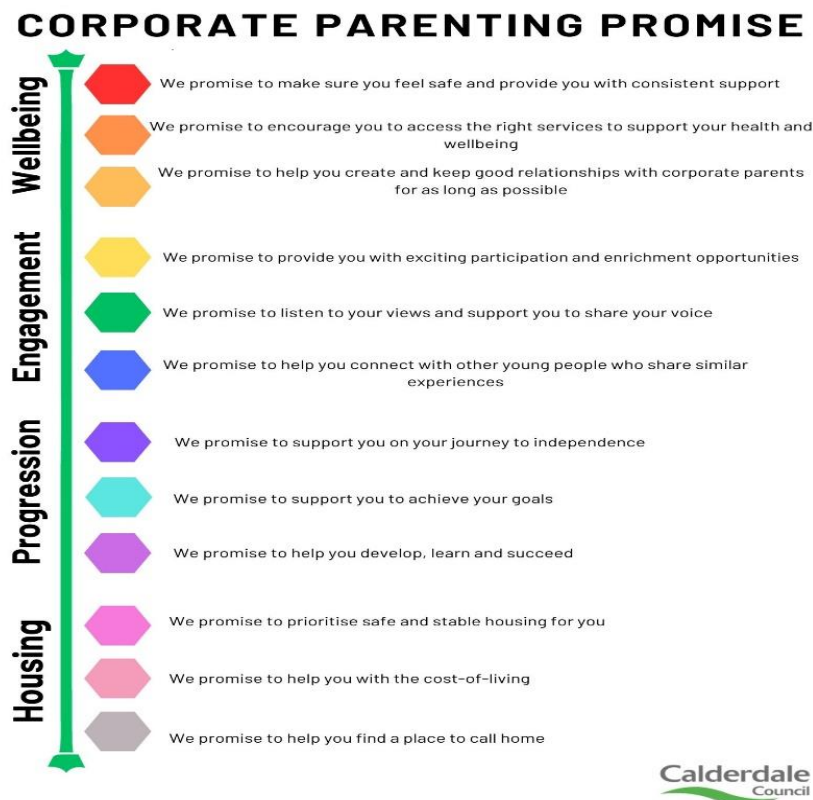
Calderdale Council Joint Housing Protocol for Care Leavers

Policy Name	Joint Housing Protocol for Care Leavers
Policy Description	The Protocol outlines how Calderdale Council, Housing Options and Children and Young People's Services, alongside key partner agencies will work together to support care leavers to successfully transition into independent living.
Key Contributors	Young People Pathway Service- Children and Young People's Directorate Calderdale Housing Options Team Integrated Commissioning Adult Services and Wellbeing
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Approved by	<p>Julie Jenkins - Director for Children and Young People's Services</p>  <p>Signed:</p> <p>Shelagh O'Neill - Director of Regeneration and Strategy</p> <p>Signed:</p> 
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1. Introduction

- 1.1 In Calderdale, we want the same things for the children and young people we look after as any good parent would want for their own children. We aim to achieve this by providing the highest quality of care through services for which we are both responsible and accountable.
- 1.2 We understand the journey through care and into adulthood is a significant milestone that requires our attention and support. While we celebrate the successes of our care leavers, we also recognise adulthood chronologically does not always equate to being ready for adult responsibilities.
- 1.3 We have listened to our young people, who have shared what matters most to them, and these insights will be central to the protocol and captured within our Corporate Parenting Promise.



- 1.4 [Our complete Local Offer for care leavers | Calderdale Council](#) explains what services and support are available to young people who are leaving care from both the local authority as well as partner agencies.
- 1.5 Alongside The Promise, we recognise and have regards to the seven Corporate Parenting Principles as set out within the Children and Social Work Act 2017;

- To act in the best interests and promote the physical and mental health and wellbeing of those children and young people.
- To encourage those children and young people to express their views, wishes and feelings.
- To consider the views, wishes and feelings of those children and young people.
- To help those children and young people gain access to and make the best use of services provided by the local authority and its relevant partners.
- To promote high aspirations, and seek to secure the best outcomes, for those children and young people.
- For those children and young people to be safe and for the stability in their home lives, relationships and education or work.
- To prepare those children and young people for adulthood and independent living.

1.6 In decisions regarding housing for care leavers, the authority is committed to asking the fundamental question:

Would this be good enough for my own child?

This approach ensures that the well-being, safety, and long-term stability of care leavers are at the forefront of all considerations, promoting outcomes that reflect the same level of care and thoughtfulness we would expect for our own families.

1.7 Furthermore, the council recognises care leavers as a protected characteristic, ensuring that their unique needs and vulnerabilities are prioritised. This means tailored support, fair access to appropriate accommodation, and ongoing efforts to safeguard their rights and future stability.

2 Aims of the Protocol

2.1 This protocol is a joint agreement between Children and Young People's Services and Housing Services to address the diverse accommodation needs of care leavers. It outlines clear roles, responsibilities, and the services young people can expect from Calderdale Council as their Corporate Parent.

2.2 The transition out of care is a critical and challenging time that can significantly impact outcomes in early adulthood and beyond. In Calderdale, as Corporate Parents, we are

committed to ensuring that care leavers are equipped with the skills, support, and understanding needed for a successful transition into independent living.

- 2.3 Through transition planning, care leavers should be made aware of all accommodation options available outlined within this protocol. The options will depend on a young person's wishes, readiness, and affordability. However, this is much more than just finding somewhere to stay and will focus equally on aspirations including if the young person wishes to become a homeowner themselves alongside stability in other areas of their lives including relationships, education/employment, physical and mental wellbeing, ensuring agencies work together to ensure safe, supportive pathways when leaving care and beyond.

3 Objectives

- 3.1 To jointly assess and meet the diverse housing and support needs of young people leaving care.
- 3.2 To work closely together to establish a common database of housing resources and service provision for young people.
- 3.3 To ensure care leavers achieve a successful transition into independent living through support, preparation, being 'tenancy ready' and provision of suitable accommodation.
- 3.4 To ensure young people who are leaving their local authority care placement are awarded priority banding (providing they are tenancy ready) to prevent the need to go through the homeless route. ***under Part 6 of the Housing Act (Housing Allocations) and not part 7 (homelessness – Priority Need)*
- 3.5 To identify gaps in service provision for young people and to work together with other agencies to address these gaps, feeding information into the relevant strategies.
- 3.6 To prevent Care Leavers becoming homeless, entering the homelessness system, and to avoid placements in temporary accommodation.

Where homelessness is unavoidable, bed and breakfast accommodation, including hotels and nightly let accommodation with shared facilities, is not considered suitable for care leavers aged under 25 and should only be used in exceptional circumstances and for short periods.

- 3.7 To jointly ensure that all staff are aware of the housing needs of young people leaving care and the obligations of each agency to work together to address these needs. Strategies include implementing joint training, including supporting induction into respective services, and shadowing.

- 3.8 To ensure that Together Housing Group and the housing associations we collaborate with, to maintain the Housing Register, fulfil their statutory duty to assist the local authority to provide suitable accommodation for care leavers via the fair allocation of properties using the KeyChoice's choice-based lettings scheme.
- 3.9 Through this protocol Children and Young People's Services and the Young People
- 3.10 Pathways and the Young Person's Housing Team will adopt a shared strategic approach to the provision of suitable accommodation for care leavers.
- 3.11 To ensure that the accommodation needs of young people entering and discharged from custody are robustly planned for.

4 Who does this protocol apply to?

- 4.1 The local authority is the Corporate Parent of our children in care and care leavers and therefore has a legal and moral duty to *'provide the kind of support that any good parent would provide to their own children'*.
- 4.2 This is a legal responsibility which extends to all departments within the council.
- 4.3 All local authorities have a statutory duty to ensure all young people with leaving care eligibility are placed in suitable accommodation.
- 4.4 This protocol applies to young people who have an eligibility for Leaving Care Support. Young people aged 16 and 17 years who are not care leavers but require support from the housing authority and children's service will be assisted in line with the [Children and Young People's Service - Housing Protocol For Homeless Young People Aged 16 and 17 - SEPTEMBER 2024.pdf - All Documents](#)
- 4.5 The different categories of eligibility are as follows;

Eligible Children: A young person aged 16 and 17 who have been looked after for at least 13 weeks since the age of 14 and who are still looked after.

The following also describe young people who would be deemed 'Eligible':

- Young people remanded into local authority care, even if they are not subsequently given a custodial sentence, and if the period of remand is for 13 weeks or more.
- Young people seeking asylum are covered by all the terms of The Children's Act 1989- eligibility commences from the time a young person was accommodated in a hotel by the Home Office opposed to the date in which the young person was received into the care of the Local Authority and will follow the same eligibility categories as our citizen children.

Relevant Children: A young person aged 16 and 17 who have been looked after for at least 13 weeks since the age of 14 and who have left care. This also includes young people who were detained (e.g., in a youth offending institution or hospital) when they turned 16 but immediately before that were looked after.

[Legal Aid, Sentencing and Punishment of Offenders Act 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

Former Relevant Children: A young person over 18 who was previously 'Eligible' or 'Relevant'. Local authorities support Former Relevant young people at least until age 21, or up to the age of 25 years if there are continued support needs.

When a child or young person qualifies for advice and guidance from their Leaving Care Service (Qualifying)

There are different routes a young person may qualify for advice and guidance, these are;

- A young person aged between 16 and up to their 21st birthday (up to 25 if in education) and was in care for less than 13 weeks on or after their 16th birthday and are no longer looked after.
- A young person who was looked after immediately prior to the making of a special guardianship order and are now 16-21 years old.
- A young person who was looked after in a Private Fostering arrangement and are now 16-21 years old.

There is a duty to advise and assist young people who qualify for a Leaving Care Service (Qualifying) and for the purposes of meeting housing needs their status is as that applied to any other young person seeking assistance. That said, individual needs and circumstances should be assessed by the Pathways Adviser and in working together with housing partners ensure that efforts are made to access suitable accommodation.

5 Legislative Framework

The Joint Protocol should be read in conjunction with:

- Housing Act 1996 - [Part 6 \(Allocations\)](#) and [Part 7 \(Homelessness\)](#), as amended by the Homelessness Reduction Act 2017
- [Homelessness Act 2002](#)
- [Children Act 1989](#)
- [Children \(Leaving Care\) Act 2000](#)
- [Children and Social Work Act 2017](#) - sections 1, 2 and 3

The following is a list of statutory guidance that the document refers to:

- [Homelessness code of guidance](#)

- [Applying corporate parenting principles to looked after children and care leavers](#)
- [Children Act 1989: care planning, placement and case review](#)
- [Children Act 1989: transition to adulthood for care leavers](#)
- [Extending Personal Adviser support for all care leavers to age 25](#)
- [Local offer guidance](#)

6 Transition planning for care leavers before they leave care

- 6.1 Children in our care can expect well planned moves prior to celebrating their 18th birthday and at least 28 days before each accommodation move. Planning should involve the young person, carers and any other services providing support, as part of the transition from a care placement to living independently.
- 6.2 We recognise that care leavers have varying needs and levels of maturity, not everyone will be prepared to live independently at the same age. Transitions to independence should consider each person's unique situation and the support they can access.
- 6.3 All young people aged 16 to 21, and up to 25 in some cases, who are Eligible, Relevant or Former Relevant will receive a personalised needs assessment and Pathway Plan, in Calderdale, we combine these into one comprehensive document. These legal documents serve as a guide to help identify and address each young person's unique needs. We review the Pathway Plan at least every six months which will outline accommodation needs and the type of housing support that can help a young person successfully maintain their tenancy. Every Pathway Plan will also include a contingency plan to ensure they feel supported every step of the way.
- 6.4 Building life skills begins well before the ages of 16 and 17. We believe in a natural process, supported by foster families and care homes, that encourages children to learn and take responsibilities.
- 6.5 Between the ages of 16 and 17 years, the progress of the Pathway Plan will be led by the social worker and overseen by the Independent Reviewing Officer. This crucial role ensures that children are making timely progress and are prepared for independence, allowing them to practice life skills and understand tenancy responsibilities in a safe environment where they can learn from their mistakes. From the age of 18 years, the Pathway's Adviser will be responsible for the timely review of the Pathway Plan, taking the lead in co-ordinating interventions that enable young people to meet their goals and potential.
- 6.6 In October 2024, the Calderdale Pre-Tenancy Booklet was launched to provide a valuable resource for young people preparing to move into supported accommodation or their own home. Chapters include guidance on managing finances, maintaining living space and handling repairs, along with advice on coping with isolation and

stress. Moving into your own place can be both exciting and overwhelming, and the booklet aims to help young people emotionally adapt to this new level of independence and responsibility. The resource is currently available via the Young People's Housing Team.

- 6.7 Young people are supported to ensure they have the right finances and eligible benefits are in place in preparation for moving on from care. An established partnership with the Department of Work and Pensions (DWP) means that young people can access in person support and guidance from a DWP practitioner who is based at the Pathway Service hub, Orange Box, every Tuesday afternoon. The drop-in also focuses on promoting opportunities for young people to move away from being benefit dependant exploring training and work options, (see appendix a. DWP Care Leaver Protocol).
- 6.8 Young people can be supported to access [Stepladder of Achievement — The Share Foundation](#) which 'provides both life skills and financial resources in order to enhance the capability and prospects of children and young people in care, who are likely to have experienced an unpredictable education.'

7 Joining the Housing Register

- 7.1 Before starting an application, the Social Worker or Pathway's Adviser must support the young person in making sure they have access to a personal email address and have the right identification documents in place. This includes;
- One passport size photograph
 - One form of photographic identification (Passport, Driving License, Identity Card, Biometric card)
 - One form of identification (Birth Certificate, National Insurance Number, Bank Statement)
 - Two proofs of address (letter from Local Authority on headed paper is accepted)
 - Proof of immigration eligibility (Biometric Card, Home Office Letter, Residency Card), if applicable;
 - Proof of leaving care status and eligibility

A missing or delayed National Insurance Number does not prevent an application being progressed, in these circumstances, a note should be added to 'Additional Information' recording when the date in which the application was made. Once received, the application should be updated.

- 7.2 At 17.5 years young people will be supported by their Social Worker or Pathways Adviser to make a KeyChoice application via [Login \(housingapplications.co.uk\)](http://housingapplications.co.uk). This allows for up to 6 months accrued waiting time on the housing register and therefore increasing chances of successfully being allocated a property when they are an adult

and when they are ready. This step does not mean that young people will be bidding on accommodation prior to adulthood. Once the KeyChoice application is submitted, the Social Worker or Pathways Adviser must check the information is complete, validated and authorised by the nominated housing representative emailing Lettings.Calderdale@togetherhousing.co.uk. The practitioner must record the reference number and application date on the young person's record within the Childrens Assessment and Safeguarding System (CASS).

- 7.3 Young people will be prioritised according to their circumstances and in line with the allocations policy, [Housing Allocation Policy | Calderdale Council](#). The Young Person's Housing Team will undertake tenancy ready assessments with the support of the Social Worker or Pathways Adviser. This is then evidenced within the KeyChoice Support Agreement (KSA). The KSA clearly sets out evidence for banding, readiness for independent living and any specific support needs. The KSA serves as an information sharing tool with our partner, Together Housing (see section 9).
- 7.4 If a young person or their Pathway's Adviser needs advice and guidance, the Young People's Housing Team officer co-locates with the Pathway's Service every Wednesday at the Orange Box [The Orange Box Young People's Centre | Visit Calderdale](#)
- 7.5 Change of Circumstances; once an application is live, if there is a change, for example an update of address or updating if there is a second bedroom need for expectant parents, this can be done by logging in to the KeyChoice account. The application will be on 'hold' until authorised, this will prevent bidding temporarily, however, will not affect waiting time on the register.
- 7.6 **If the young person is living outside of Calderdale** they may choose to continue to reside in the placed area, where they may have developed support networks and links to the area. The Social Worker and/or Pathways Adviser should assist in applying to the local housing register and liaise with the young person's housing team local to them to ensure their needs as a care leaver are met.
- 7.7 As of September 2024, the Ministry of Housing, Communities and Local Government issued an update on **Local Connection** requirements for Care Leavers up to the age of 25, deliver[ing] on the commitment in the response to the consultation on [social housing allocations](#), ...to support the most vulnerable to access social housing. '. More information can be found via [UK Armed Forces Veterans given social housing exemption - GOV.UK \(www.gov.uk\)](#)

8 Accommodation and Support Options for Care Leavers

- 8.1 Staying Put: is the preferred option for care leavers in foster care. Where the young person and the fostering household agree to continue to live together this is known as a Staying Put arrangement. The local authority is under a duty to support this arrangement, including financially. The arrangement can continue up to the young person's **21st birthday** or if in Higher Education, until the programme of study is completed. Staying Put needs to be explored routinely and from **the first Pathway Plan** to be satisfied that expectations are known, understood, and planned for. Young people living in a Staying Put arrangement should still be supported to register an application with KeyChoices (or their local housing authority) and supported to bid for properties in preparation for moving on to a home of their own. [Staying Put Policy.docx](#)
- 8.2 Supported Accommodation: services are delivered by Horton Housing via the Young Persons Prevention and Support Service (YPASS). Young people can be referred to the service when they may need additional **time to prepare for independence**, or if they have specific support needs for example if they are **struggling with substance misuse**. The scheme can also support young parents with the offer of self-contained flats. Referrals are made by the Young Persons Housing Access Team: **07766 465470**.
- 8.3 Living with Family: Some care leavers choose to return to live with immediate or extended family when they leave care. In these circumstances, the Social Worker and/or Pathway's Adviser will focus support on relationships and if necessary, informal mediation to ensure this is the best choice for the young person. Family members' views will be incorporated into the plan and 'Keeping in-touch' visits will continue, assessing the suitability of the living arrangement and changes that might occur in time.
- 8.4 Sharing a house with other people: young people may choose to live in shared accommodation, for example they may have their own bedroom but share communal spaces. This type of accommodation would be via the Private Rented Sector (see 9.3) or supported accommodation within the Foyer provision, suitability will be assessed jointly by the Young Person's Housing Team and the Pathways Service.
- 8.5 Support for young people attending university including holiday accommodation: the Pathways Service provides a '*Higher Education Term Time and Vacation Grant*' to students to assist with rent costs. The assistance varies depending on the type of accommodation (i.e. university halls of residence or alternative student accommodation). The social worker or Pathways Adviser should reflect the financial assistance, in line with the Care Leavers Finance Policy (at the time the course commences).

- 8.6 Support for young people requiring care and support in adulthood including those with a disability: A person is disabled under the Equality Act 2010 if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities. Where a young person's needs are as such that they may require continued care and support into adulthood, a referral should be made by the allocated social worker contacting [Gateway to Care | Calderdale Council](#) via [Adult Services and Wellbeing | Calderdale Council](#). An assessment will be carried out by the relevant team to determine what support the young person may be eligible for as an adult, if a plan is agreed this should dovetail with the young person's Pathway Plan. The assessment will always be through the lens of enabling a young person to live an independent life as possible, whilst in some situations, the provision of specialist supported accommodation may be necessary, the Pathway Plan should always include mainstream move on plans where the young person may receive community-based support as part of their adult care plan. This means, young people should still be supported to make an application via KeyChoice's. Young people who require an adapted property will be supported to complete a medical assessment form for consideration by the council's occupational therapist.

In Calderdale, referrals should be made to adult services from 17 years, or as soon as the need arises, sometimes this might be once a young person has left care, in this case, the referral will be led by the Pathways Adviser.

All referrals made to adult services on behalf of children in our care and care leavers are reviewed via the Transitions Panel (appendix g).

Further information can be accessed: Disability, Disparity and Demand [PowerPoint Presentation \(coramvoice.org.uk\)](#)

8.8 **Outreach and Tenancy Support:**

[YPASS - Young Persons' Prevention and Support Service - Horton Housing](#) deliver floating support to young people between the ages of 16 and 25 years who are living in their own homes and may need a little bit more support around day-to-day routines, emotional wellbeing or family difficulties.

[Intensive Housing Management – Calderdale - Horton Housing](#) provides supported accommodation to Calderdale residents who are at risk of homelessness or rough sleeping. Support is focused on sustaining a tenancy or in the event the young person is already experiencing homelessness, to access a tenancy again. Referrals should be made via the website.

8.9 **Emergency Accommodation for Care Leavers aged 18-20 years**

When young people present to Housing Options as homeless; this triggers an Interim Duty for accommodation under s188 Housing Act 1996. The following types of accommodation options are available dependant on the needs of the young person:

- **Bradford Night Stop** provides safe, secure emergency accommodation for young people aged 16-25 who are homeless or at risk of homelessness on a night-by-night basis, referrals should be made by emailing administrator@bradfordnightstop.org.uk
- **Ryburn House** is temporary accommodation managed by Calderdale Council providing both nightly (crash pad) stays and dispersed temporary accommodation.
- [YPASS - Young Persons' Prevention and Support Service - Horton Housing](#) is a scheme managed by Horton Housing providing nightly stays (crash pad). Referrals must be made via the portal system [Housing Assistance Referral Portal \(hpa2.org\)](#)

8.10 Automatic priority status under homelessness legislation, in respect of care leaver status ceases at 21 years. However, the Homelessness Service must consider whether a person is vulnerable because of having been looked after, accommodated, or fostered. This relates to all applicants of all age groups.

Care leavers aged 21-25 years will be assessed by the Young Persons Housing Team working alongside the Pathways adviser.

8.11 Suitability of Accommodation

The suitability of accommodation for care leavers is provided in the Children Act 1989: care planning guidance – volume 2 (pages 74 – 80) and volume 3 (7.12 – 7.18). Where a young person is homeless, a housing authority must have regard to suitability of accommodation provided for them as set out in the Homelessness code of guidance – chapter 17 and in sections 22.24 to 22.29.

The use of bed and breakfasts (B&Bs), which is privately owned accommodation in which residents share facilities with other individuals or households, is not suitable accommodation for care leavers. B&Bs should only be used in exceptional circumstances as a last resort for care leavers aged 18+. In the event B&B accommodation is accessed this should be for the minimum period necessary.

The following outlines the baseline steps that will be followed when young people are staying in B&B accommodation;

- A **joint safety plan** will be developed with the young person, housing officer, Pathway's Adviser, and anyone else in the young person's network.
- The safety plan will be **kept under review weekly** for the time in which the young person is staying in B&B accommodation.

- The Pathway's Adviser will **increase Keeping In-Touch** and visits to the accommodation will take place at least weekly unless determined differently within the safety plan.
- The Personal Housing Plan will be led by the Young Persons Housing Team Officer to ensure that pro-active and evidenced attempts are made to ensure alternative arrangements are progressed.
- Management oversight will be reflected on the young person's CASS record to ensure additional supervision and agreement with the plan.

Young people who are not satisfied that the Temporary Accommodation being provided under Homelessness Legislation is suitable may request a review or seek judicial review. They should liaise with their Housing Needs Officer and will be supported by their Pathways Adviser and the Practice Manager. The young person may also be supported to access independent advocacy via [Calderdale's Community Information Directory | Children's Rights and Advocacy Service \(Calderdale Council\) \(calderdalechildcare.org.uk\)](http://calderdalechildcare.org.uk)

9 Moving on Accommodation Options in Calderdale

9.1 Independent Options

There are a range of independent options available to young people. In all circumstances, planning should ensure young people fully understand what is required of them as a tenant, who is supporting them and what they should do in a crisis (this should be detailed within the Pathway Plan to serve as a guide to the young person).

9.2 Social Housing: Homes are let through Together Housing Group offering more choice over the type of home and areas someone might want to live. [Choice Based Letting \(CBL\) scheme | Calderdale Council](#)

9.3 Private Rented Sector (PRS): This may offer more flexibility in location and timescale. Accommodation can be found either through a letting agent, directly with a landlord or through arrangements put in place by the Young People's Housing Team.

In Calderdale, our housing services prioritise engaging with landlords including how they might offer accommodation to care leavers. When a care leaver plans to move within the PRS, the Young People's Housing worker will establish relationship with landlords to offer advice, guidance and assurances in respect of tenancy sustainment.

Enquiries should be made regarding the availability of rent in advance/deposit including access to the Discretionary Housing Payment (DHP) [Applying for a Discretionary Housing Payment - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

In the event DHP is not available; Children and Young Peoples Services will consider proving the deposit and rent in advance. For young people rising 18 years or who have already reached adulthood, with a plan for living in the PRS, a request should be presented at the External Placements Panel and ratified at the Pathways Finance Panel. Within the request, social workers or Pathways Advisers should confirm that the property will be affordable and sustainable and will need to check the local housing allowance for the area <https://lha-direct.voa.gov.uk/Search.aspx>. Appropriate property checks to confirm suitability by liaising with the Young Persons Housing Team should also take place to ensure relevant safety certificates are in place and up to date alongside a reputable landlord rent deposit scheme.

For properties that are Houses in Multiple Occupation (HMO), license checks and queries can be made via [Houses in Multiple Occupation \(HMO\) | Calderdale Council](#) or the Young Persons Housing Team.

Suitability of housing (including where young people reside in HMO) should be recorded by the Social Worker or Pathways Adviser on the young person's CASS record and refreshed at least every 3 months.

Young people residing within the PRS (whether sourced independently or with support from the Young People's Housing Team and Pathways), have the same eligibility in terms of accessing support to sustain their tenancy. This is delivered through YPASS (refer to 8.8).

Care leavers are eligible for the Local Housing Authority one bedroom rate until their 25th birthday. In addition, anyone who has spent 3 months in a homeless hostel from the age of 16 is also exempt from the Shared Accommodation Rate (SAR). For more information [Exemptions to the shared accommodation rate for care leavers and young people in homeless hostels | Centrepont](#)

Pathway's Advisers will seek written consent from a young person living in a private let arrangement to be a point of contact with landlords. This is to support young people in terms of negotiating any problems that might occur and in the worst-case scenario that a young person may be threatened with eviction to prevent escalation where possible.

The prompt sharing of information between agencies is essential to support young people and address tenancy issues. General Data Protection regulations (2018) requires that young people should give their written consent (see appendix b.) before any information about them can be shared.

All young people should be offered the option of independent advocacy via [Calderdale's Community Information Directory | Children's Rights and Advocacy Service \(Calderdale Council\) \(calderdalechildcare.org.uk\)](#) as part of their planning and preparation for adulthood.

9.4 **Home Ownership:** Young People may aspire to owning their own homes and may require advice and signposting to achieve this. Where this is a goal, advice and guidance should be referenced within the Pathway Plan. There are a range of resources including;

Financial management and understanding mortgages sessions [Care Leavers Money Zone Sessions- Care Leaver Covenant \(mycovenant.org.uk\)](#)

Buying your Council Property [Right to Buy: buying your council home: Overview - GOV.UK \(www.gov.uk\)](#)

Buying your Housing Association Property [Right to Acquire: buying your housing association home: Overview - GOV.UK \(www.gov.uk\)](#)

Opening a Lifetime Individual Savings Account (L-ISA) to buy a first home [Lifetime ISA - GOV.UK \(www.gov.uk\)](#)

Shared Ownership Schemes [Shared ownership homes: buying, improving and selling: How shared ownership works - GOV.UK \(www.gov.uk\)](#)

(See appendix c- Move on Pathways)

10 Joint Contingency Planning

10.1 Pathway's Advisers within the Pathway Teams will work closely alongside partners to minimise and manage crises including;

- Early identification of difficulties and working together to facilitate multi-agency support meetings to prevent eviction from accommodation
- Pre-eviction planning meetings
- Negotiating resolution with providers and landlords where young people have complex needs
- Support arrangements to minimise the disruption of unplanned moves and evictions.

10.2 Please refer to section 13 re: Support to Prevent and Relieve Homelessness

11 Care Leavers Leaving Custody

- 11.1 For all young people who are at a risk of custody, a Pathway Plan review should take place as soon as this risk becomes known to ensure impact on accommodation is accounted for, the Pathways Adviser should refer to [Benefits and prison: Housing Benefit - GOV.UK \(www.gov.uk\)](https://www.gov.uk/benefits-and-prison-housing-benefit) to determine whether the young person is able to sustain their tenancy whilst on remand or in custody (this will depend on the length of time in prison). Where this is not possible due to unexpected circumstances, the Pathway Plan should be reviewed **within 28 days** of a stay in custody as this would be considered a significant change to their circumstances. Pathways Advisers should visit young people **within 10 working days** of being remanded/sentenced and no less than every 8 weeks thereafter. If a young person declines visits, keeping in-touch should take the form of a letter every 8 weeks.
- 11.2 Regardless of the length of stay the Pathway Plan should clearly outline (as far as possible) the plan for where the young person will live on release. Efforts should be made from the offset to gather information alongside the young person's views to allow for sufficient time to plan and explore likelihood of the options, for example, friends and family, in addition to supported or social housing.
- 11.3 Social Workers and Youth Justice Case Managers are responsible for ensuring preparation for resettlement for young people aged 16 and 17 years is confirmed at least **one month in advance of their release date** and reflected in an updated Pathway Plan.
- 11.4 For young people aged 18-25 years, Pathways Advisers are responsible for the Pathway Plan and resettlement options. Pathways Advisers will be a key link for the young person when negotiating and exploring options. It is important that the proposals are assessed to be both suitable (refer to Suitable Accommodation) and deemed to be safe in terms of potential impact on other householders. The assessment should include input from a Young Persons Homelessness Prevention Officer. The Pathways Adviser will link with the Young Persons Homelessness Prevention Officer to ensure there is an active KeyChoice account and appropriate banding is assigned. Prisons, probation and the Corporate Parenting Service should refer to the [care-experience-matters.pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/care-experience-matters.pdf) to support how we effectively, consistently appropriately support our young people whilst in prison, upon release or under community supervision.
- 11.5 In all cases, young people leaving custody should have an up-to-date Pathway Plan at least **one month in advance of their release date** reflecting;
- Who will be collecting them
 - Where they will be living

- Any reporting requirements
- Sources of support including out of hours
- Arrangements for Education, Training and/or Employment
- Arrangements for health needs
- Arrangements for financial support
- When their Social Worker/Pathways Adviser will visit and how often including any increase in frequency when a young person is likely to be more vulnerable in the early weeks of release
- Clarity in roles of the Social Worker/ Pathways Adviser and Youth Justice/ Probation Officer

11.6 Where suitable accommodation is not in place 56 days prior to release there is a duty to refer to Housing Options. Inside the gate the young person will have access to Shelter for advice and guidance.

11.7 If a young person chooses to return home, or to a living arrangement that we have concerns about, the allocated Pathways Adviser will progress a safeguarding concern via [Report concerns – Safeguarding Calderdale](#), informing the young person.

11.8 Calderdale and Lancashire housing partners co-host the bi-weekly criminal convictions panel identified from the KeyChoice application (which asks if any member of the household has any unspent convictions). Young people will be required to complete a criminal convictions form (see appendix e) which is reviewed within the panel and a decision is made to activate the housing application or not. The Criminal Conviction Form may be supported with additional information from the probation worker, Pathways Adviser or other professional.

11.9 Decisions on applications will be made with consideration to;

- Ability to manage risk (to the applicant, existing tenants, community and staff).
- That the individual/household can manage a general needs tenancy, or sufficient support is in place to support them to do so.
- That the applicant/ young person is working well with the current support in place and recovery services if applicable.

12 Support to Prevent and Relieve Homelessness

12.1 One of the most common features of a poor transition to adulthood is housing instability, risk of homelessness and actual homelessness, we want to ensure we are working together, and much earlier to prevent this outcome.

12.2 The Pathways and Housing Partnership Meeting (see appendix d.) tracks and reviews care leavers who may be at high risk of eviction ensuring routine oversight and shared

responsibility to progress plans, this includes if a young person is known to be rough sleeping and ensuring robust safety planning is in place connecting with the Street Reach and Rough Sleeper navigator and ensuring that necessary steps are taken to support them into suitable and sustainable accommodation with the right level of support.

- 12.3 Sometimes, managing finances is the root cause of the issue. An [Alternative Payment Arrangements \(APAs\) - GOV.UK](#) can enable the housing costs component of Universal Credit to be paid direct to the landlord. The young person can be assisted to set this up by anyone in their network. The Young People's Housing Team will assist in negotiating with the landlord which may allow time for arrears to be addressed. The Pathways Adviser will revisit the young person's budget plan to better understand where a young person is struggling to manage rent or other costs.
- 12.4 In the event a young person has accessed support but continues to have significant struggles, they may decide to relinquish their independent tenancy. In these rare circumstances the Young People's Housing Team should be alerted at the earliest opportunity (usually via the Partnership Meeting having escalated), to allow for referrals to be made to the relevant Horton Housing Scheme (refer to section 8).
- 12.2 At the time a Pathway's Adviser is made aware that a Young Person may either face homelessness or is already homeless, they will seek consent from them to make a referral to the housing options team the [Duty to Refer](#) process (section 213B). The Young People's Housing Team (or relevant housing authority) should respond to this referral within one working day.
- 12.3 The following services are among those subject to the duty to refer:
- a. social service authorities; and,
 - b. custodial institutions, youth offending teams and probation services.
- 12.4 There is a duty to **assess** a young person's housing and other support needs and develop a personalised housing plan. Arrangements should be in place to enable the Pathway's Adviser to be involved in the assessment process, again with the Young Person's consent.
- 12.5 Following the referral a joint planning meeting will take place within 10 working days. The meeting should include the young person, Young Persons Team Housing Officer and the Pathways Adviser to look at how homelessness can be prevented or relieved.
- 12.6 A Personalised Housing Plan (PHP) will be completed with all young people where a duty to refer, and (with consent) shared with the Pathways Adviser. The PHP should outline the reasonable steps that the local authority and young person will take to prevent or relieve homelessness. The PHP should be informed by the young person's Pathway Plan.

- 12.7 Where homelessness ***cannot be prevented*** and interim accommodation is required, the Young Persons Housing Team will work with the Pathway's Adviser to secure suitable temporary accommodation within Calderdale Council before anything is considered further afield.
- 12.8 All parties are committed to minimising the use of Bed and Breakfast accommodation for young people and undertake to always look at alternatives with a view to in future, not using it at all. If it is used, it must be for brief periods, more usually as a bridge to more suitable accommodation. Should homelessness not be prevented, or relieved young people will be supported by the Pathways Adviser to ensure the Young People's Housing Team has all relevant information required to consider whether the young person is owed a full homelessness duty under the 1996 Act (S.184 decision).

13 Intentionality Decisions for Care Leavers

- 13.1 The Secretary of State for Levelling Up, Housing and Communities considers that all attempts should be made by housing authorities to ***avoid the impact of intentionally homeless decisions in relation to care leavers aged 18 – 25.***
- 13.2 It will be a matter for the housing authority to determine whether a care leaver has become homeless intentionally, taking into account all relevant facts. To inform this assessment, the Young Persons Housing Team should consult with the Pathways Team and obtain advice and information as to the young person's emotional and mental well-being, maturity, and general ability to understand the impact of their actions.
- 13.3 Due to the impact a negative decision can have on a young person, if it is likely an 'intentional' decision is to be made, the Young People's Housing Team will write a 'Minded To' notification to the young person and provide a copy to the Pathways Team to enable further time and opportunity to mitigate and resolve matters that could prevent an intentional decision. A meeting will be offered between the young person, their Pathways Adviser and the Young Persons Housing Team to review the supporting evidence and inform a decision. Any negative decision will to be jointly agreed by the director of both Children's and Housing services and recorded on the [Intentional Homelessness Joint Sign Off template.odt \(live.com\)](#), a copy should be placed on both the young person's CASS record on housing record,
- 13.4 Where an Intentionally Homeless decision is reached, services will continue to work together as corporate parents and ensure a jointly agreed plan is in place to explore suitable accommodation options for the young person in order to minimise repeated homelessness or rough sleeping.
- 13.5 Where a decision is reached due to the young person's deliberate and unreasonable refusal to co-operate with the steps taken to prevent or relieve homelessness, efforts

will continue to be made by the Pathways and Young People's Housing Team to ensure they remain informed of provision and support in their reach through routine, and if necessary, increased in-touch contact. Support may include exploring the young person's personal network and/or affordability to identify accommodation in the PRS in their own right.

14 Support for Care Leavers from other Local Authorities living in Calderdale

14.1 If a care leaver's parent authority is not Calderdale, they may still choose to register for housing and move to Calderdale. At this time, they will not be eligible for Gold (priority) banding, but the parent authority can still contact the Young People's Housing Team or Pathways Service to share any relevant information and seek advice and guidance as to local support services.

14.2 The steps we will jointly take to reconnect a care leaver with their parent authority are:

- With consent, the Young People's Housing Team will connect with the Pathways Service and share information including the young person's name, date of birth (if under 25) and their parent/home authority.
- The Pathways duty worker will make enquiries with the parent authority and seek to reunite which may include providing interim assistance on behalf of the parent authority where this is proportionate and time sensitive.

14.3 The parent authority will maintain statutory responsibilities and will lead the Pathway Plan.

15 Resolving Practitioner Differences

On occasion, there will be a difference in professional opinion regarding the implementation of the protocol. Such differences should, where possible, be resolved through further discussion between those practitioners directly involved. However, if a resolution cannot be agreed within two days, the reason for the disagreement should be put in writing and follow the escalation process as outline below. Details of contacts for escalation can be found at appendix f.

Stage 1:

- Pathway Adviser, the care leaver and the housing worker will hold initial meeting to discuss issues.
- Issue resolved and dispute resolved.
- Dispute not resolved move to stage 2

Stage 2:

- Team Leader (Young Persons Housing Team) and Practice Manager (Pathways Team). If necessary, then the issue will be discussed at the monthly Housing meeting with Together Housing.

- Issue explored and dispute resolved.
- Dispute not resolved move to stage 3

Stage 3:

- Housing Operations Team Manager and Team Manager Pathways Service to arrange a meeting.
- Issue explored, and dispute resolved.
- If this does not result in any form of resolution, then it will be escalated to

Stage 4:

- The young person should be offered the option to discuss the issue or complaint with the advocacy service, [Calderdale's Community Information Directory | Children's Rights and Advocacy Service \(Calderdale Council\) \(calderdalechildcare.org.uk\)](http://calderdalechildcare.org.uk)
- This matter will then go through the formal complaints process.

Right to Review

All care leavers will have the Right to Review the suitability of an offer of accommodation. The process and timescales will be explained within the 'Final Offer Letter'.

16 Training and Development

16.1 Training and development of practitioners across all services within Calderdale Council is a priority to ensure both consistency and depth of knowledge and understanding amongst the workforce. The beneficiaries being our care leavers. This protocol and any future amendments will be accessed via Calderdale intranet and tri-x, and embedded in learning across services through;

- Induction
- Briefings
- Team Meetings
- Service Days
- Newsletters
- Supervision and appraisals/ Personal Development Reviews

16.2 The protocol is a live document with an associated Partnership Meeting where the Pathways Service and the Young Persons Housing Team will have continued responsibilities in ensuring we work together in meeting the needs of our young people. Partnership Meetings will take place on a quarterly basis and the protocol amendments on an annual basis.

17 Equality and Diversity

- 17.1 This Protocol will be subject to the equality and diversity policies adopted by Calderdale Council which are reviewed regularly.
- 17.2 All relevant partners value diversity and are committed to equality of opportunity and access to suitable accommodation for all young people, regardless of care experience, age, gender identity, marital status, pregnancy or maternity, sexual orientation, race, religious belief or disability.
- 17.3 All relevant partners seek to promote the participation of young people in the decision-making process. This should be evidenced in the individual Pathway Plan.

Appendix

a. DWP Care Leaver Protocol



20240503 UPDATED
DWP Care Leaver Pro

b. Information Sharing

Description of objectives and purpose underlying information sharing activity:

Calderdale Council has the responsibility for the welfare of certain vulnerable children and young people and for certain vulnerable adults; the partners to this Agreement are housing authorities or registered supported and general needs housing providers all of whom have responsibilities in respect of the provision of housing and/or the prevention of homelessness. Their work is guided by the Children Act 1989, the Homelessness Reduction Act 2017 and the Homelessness Code of Guidance 2018 as well as other relevant legislation.

The Calderdale Joint Care leaver Housing Protocol provides a partnership approach to meeting the housing, homelessness and the related support needs of Care Leavers enables a Duty to Refer and homelessness application to be made to the relevant Housing Authority.

Lawful basis for processing:

- For Personal Data the lawful basis for processing is GDPR article 6 (1)(e) Task in the public Interest and in line with official authority.
- For Special Category Data the lawful basis for processing is GDPR article 9(2)(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law...

The relevant member state law is:

- The Children Act 1989;
- The Housing Act 1996;
- The Homeless Act 2002;
- The Homelessness Reduction Act 2017;
- The Homelessness Code of Guidance 2018.

Description of Information to be shared Relevant data which may include:

- Full name;
- Contact details: address; phone; email;
- Looked after child and leaving care status;
- Local connection;
- Date of birth;
- National Insurance Number;

- Named Registered Social Landlord
- Young Persons Homeless case information.

Agreement

A1 This agreement recognises that the duty to share information can be as important as the duty to protect confidentiality.

A2 This agreement evidences the commitment of the named agencies to share information and personal data in a responsible, fair and lawful manner where it can be evidenced that there is a legitimate safeguarding, or service need which is in the interest of children and young people or in the public interest.

A3 This agreement sets out the core requirements which each agency agrees to comply with whenever the sharing of personal data between the agencies is proposed, considered or undertaken.

A4 This agreement does not constitute an overarching permission for the broad, comprehensive or unchallenged sharing of personal data. It provides a framework for the sharing of data which aligns with the objectives and lawful basis for processing set out above. When disclosing personal identifiable information, the agency sharing that information is responsible for ensuring that there is a secure basis in law for the disclosure and that the question of consent has been considered.

Principles

P1 Personal data will only be shared to meet the stated objectives of the specific partnership outlined in this agreement.

P2 The sharing and use of any personal data will comply fully with the requirements of data protection legislation and will follow best practice guidance issued by the Information Commissioner's Office.

P3 Where data to be shared constitutes Sensitive Personal Data/Special Category data obtained under a duty of confidentiality, the sharing and use of any personal data will always be subject to a Data Protection Impact Assessment (DPIA), undertaken by the Data Controller of the information. DPIAs will be filed as appendices to this agreement.

P4 Each agency will be responsible for its own compliance with data protection legislation and all relevant associated legislation, including ensuring that it has appropriate local policy and process frameworks in place to underpin best practice, safeguard personal data and protect the legal rights of Data Subjects.

Requirements

Each agency party to this agreement shall:

R1 Have appropriate organisational, procedural, physical and technical safeguards in place to ensure its full compliance with the requirements of data protection legislation in relation to the processing of any and all personal data shared through this agreement.

R2 Not knowingly or negligently process personal data shared through this agreement in such a way that it places any party in breach, or potential breach, of data protection legislation.

R3 Only use the information shared with it through this agreement for the purpose(s) agreed with the Data Controller(s) for that information.

R4 Comply with any specific requirements specified by the Data Controller(s) regarding the processing of personal information which the Data Controller(s) share(s) through this agreement.

R5 Ensure data subjects are informed about data sharing through each organisation's privacy notices, and that the sharing is identified within each organisation's Register of Processing Activity.

R6 Only disclose personal information shared with it through this agreement where permission for that disclosure has first been agreed by the Data Controller which provided the information (except where the agency considers that there is a clear legal or regulatory obligation for disclosure without the Data Controller's consent).

R7 Agree transfer / exchange, access, storage, retention and disposal arrangements which are appropriate to the dataset being shared.

R8 Immediately inform the Data Controller(s) of any breach (or potential breach) of data protection legislation, in relation to its processing of the information provided by the Data Controller(s).

R9 Indemnify the Data Controller(s) against any costs incurred as a result of the agency's failure to comply with the requirements of data protection legislation.

R10 Ensure that it processes the Shared Personal Data fairly and lawfully in accordance with the Data Protection Legislation during the Term of this Agreement

R11 Not disclose or transfer Shared Personal Data to a third party located outside the EEA except in compliance with the provisions of Articles 45 to 49 of the GDPR

R12 Provide reasonable assistance to each other to facilitate the handling of any data loss or other data protection legislation breach event including liaison with the ICO and / or notifying the Data Subjects as required.

Agreement On behalf of the agencies they represent, the parties named below consent to the sharing of personal data between their agencies only where the requirements of this Information Sharing Agreement and Protocol are fully met.

Agency / department	Representative name	Position / job title	Signature	Date
Pathways				
Children Social Care				
Local Housing Authority				
Youth Justice Service				
Probation				
Adult Social Care				
Health/ Mental Health Services				

c. Move on Flowchart [moveonflowmaster.docx](#)

d. Partnership Meeting ToR



ToR JHP Partnership
Meeting Oct 24.docx

e. Criminal Convictions Form



Blank CC form.docx

f. Key Contacts

Department	Phone Number	Email Address
Young Person's Housing Team	01422 264300	housingoptions@calderdale.gov.uk
Pathway Service	07774123270	PathwaysService@calderdale.gov.uk
Escalations Housing	01422 392406	Danielle.Wilson@calderdale.gov.uk Temporary Accommodation Support Services Team Manager
Escalations Pathways Service	07774123270	louisa.kay@calderdale.gov.uk Team Manager Pathways

g. Transition Panel Terms of Reference



ToR- Adults
transsition meeting_ (