**UASC Checklist Part 1 (Assessment)**:

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| **Child’s Name** | **ICS Number** | **Social Worker** | **Manager’s Name** | **Date Authorised** |
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| **Is there evidence in the assessment that the following have been adequately addressed?** | | **Yes** | **No** |
| 1. | **Child’s full name and date of birth, country of origin, ethnicity, religion and language, including local dialect; whether they have already made a claim, whether and where they have been in the UK prior to this period of assessment, and that they are definitely ‘unaccompanied’.** |  |  |
| 2. | **Welfare issues –have they had opportunity to use bathroom, eaten, slept, clothing change** |  |  |
| 3. | **Any relevant documentation, passport, visa, birth certificate, ID Card** |  |  |
| 4. | **Is Age of YP disputed? If not, no requirement for Age assessment** |  |  |
| 5. | **Arrange suitable language facilitation –initial interview may only have language line available, face-to-face interpreter would be preferable.** |  |  |
| 6. | **Mobile phone –gain permission to go through mobile phone with the young person and note numbers and relationships.** |  |  |
| 7. | **Contact family/friends in UK (if appropriate) and gain details/information to complete emergency risk assessment for placement (including consent for police and LA checks).** |  |  |
| 8. | **Contact any family outside of UK to gain understating of their views, wishes and feelings and their perspective on YP’s journey and background (if appropriate).** |  |  |
| 9. | **Analyse information available at this point to determine if YP is significantly over 18 or the age stated by YP** |  |  |
| 10. | **If documentation or analysis determines that the YP is the age they are stating, or that they could be over 18/under 18 and age is disputed, (and therefore require age assessment), make arrangements for accommodation of YP. Request for accommodation to be made to SM/Operations Director and inform brokerage.** |  |  |
| 11. | **Assess risk of trafficking and consider placement options; temporary removal of mobile phone and other safety measures** |  |  |

**UASC Checklist Part 2 (Care Planning)**:

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| **Child’s Name** | **ICS Number** | **Social Worker** | **Manager’s Name** | **Date Authorised** |
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| **Is there evidence in the case file that the following have been adequately addressed?** | | **Yes** | **No** |
| 1. | **Brokerage alerted; Placement information form should include projected age of the young person, and likely accommodation requirements (e.g. supported semi independent accommodation or foster care). Ensure PRF is filled out in as much detail as possible.** |  |  |
| 2. | **Whenever the UASC is placed or moved, ensure a 72 hour placement planning meeting is held, including UASC, Foster Carer or support worker, interpreter (if required), Social Worker and Foster Carer’s Supervising Social Worker.** |  |  |
| 3. | **Case summary should be updated with dates of entry to UK, age assessment date and outcome, if supported accommodation maintenance reminder amounts and dates, risk assessment regarding trafficking and runaway/going missing. Ensure chronology is also up to date.** |  |  |
| 4. | **Additional tab should be updated on ICS with Home Office details, ID card details, port reference and any other relevant numbers (NHS, education) as and when they are obtained.**  **Date of substantive interview recorded on ICS.** |  |  |
| 5. | **Identity tab should be updated on ICS with language details, Ethnicity, country of origin and religion. State if they require an interpreter.** |  |  |
| 6. | **Make referral to Refugee Council and ensure an appointment with them is made within 7 days of placement or for them to Age Assessment if required.** |  |  |
| 7. | **CLA Care Plan filled out** |  |  |
| 8. | **Legal Advice in respect of registering Asylum Claim arranged.** |  |  |
| 9. | **Age Assessment completed and sent to Brokerage; consent to be signed and sent to Home Office** |  |  |
| 10. | **HARP referral made within 5 days of placement, or 5 days of Age Assessment if required. Attend panel meeting in person or via video link.** |  |  |
| 11. | **Health Assessment arranged within 5 days of placement** |  |  |
| 12. | **Contact made re CLA review and invite list filled out and sent** |  |  |
| 13. | **Provided Foster Carer with any relevant paperwork** |  |  |
| 14. | **Early Warning Alert completed and emailed over to CLA Team Manager** |  |  |
| 15. | **Name of solicitor and outcome of meeting with solicitor recorded on ICS** |  |  |
| 16. | **Letter from Home Office/Solicitor regarding claim recorded on ICS and sent to brokerage** |  |  |
| 17. | **Any appeal against decision or any changes in immigration status recorded on ICS and sent to brokerage** |  |  |
| 18. | **YP is missing; recorded and procedure followed** |  |  |
| 19. | **Education plan arranged and education provision identified** |  |  |