

Homeless Young People (16- and 17-year olds) – Practice Guidance

This is a joint working protocol between the Seven District and Borough Councils and West Sussex County Council's Children & Families Directorate responding to 16/17year olds who are homeless or threatened with homelessness.

The protocol will be framed around the Young Peoples Pathway key functions of homeless prevention, Children and Families assessment and emergency accommodation.

The protocol will set out the requisite action to be taken where a young person approaches either District & Borough Housing services or Children and Families Services for assistance.

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1. Introduction

This protocol aims to ensure that by working together agencies will prevent youth homelessness and/or young people entering care wherever possible and safe to do so. The protocol outlines the joint vision and agreed roles and responsibilities for all parties involved in assessing and supporting homeless 16/17 year olds.

This protocol sets out the agreed working relationship between the seven District & Borough Housing Authorities in West Sussex and the County Council to provide effective joined up services to young people to prevent them being passed from one service to another and ensure that legal duties are fulfilled to this vulnerable client group.

2. Legislation and Statutory Guidance

Where a young person approaches housing services for accommodation, or help with obtaining accommodation, housing services should treat this as an application for assistance under Part 7 of the 1996 Act. Under s184, if housing services have reason to believe the young person may be homeless, or threatened with homelessness, they must make inquiries to determine what duties, if any, are owed to them.

If the young person is eligible and is (or may be) homeless and, by virtue of being 16-17 years old may have a priority need, the housing authority will have an immediate duty to secure interim accommodation (s188(1) of the 1996 Act). In considering the suitability of accommodation authorities should bear in mind that 16- and 17-year olds who are homeless and estranged from their family will be particularly vulnerable and in need of support.

Young people who are eligible for homelessness services should also be referred to children's services during the prevention and/or relief stages as set out below.

There will also be circumstances in which a further referral is needed, including for young people who have declined to become looked after, but subsequently lose accommodation or are no longer owed a duty by housing services.

If the outcome of the initial housing authority assessment is a finding that a young person is homeless but not eligible for housing assistance, or is a 'relevant child' owed an accommodation duty under the 1989 Act, immediate arrangements must be made for them to receive assistance from children's services.

In any case, where a housing authority provides accommodation for a child in need, including where the young person has declined to be accommodated under s20, children's services will need to consider the provision of services under s17 of the 1989 Act, set out in a Child in Need Plan, and continue to work with housing services to ensure the young person's needs are met.

Where children's services have decided that a s20 duty is not owed, or the young person does not wish to be accommodated, housing services duties under Part 7 of the 1996 Act will continue.

As both children's services and housing authorities have duties towards this group it is essential that services are underpinned by written joint protocols which set out clear, practical arrangements for providing services that are centered on young people and their families and prevent young people from being passed over and back between housing and children's services authorities.

The protocol is concerned with the legal duties set out in the 1989 Children Act relating to children in need who require accommodation and Part 7 of the 1996 Housing Act, as amended, relating to people who are homeless or threatened with homelessness who approach either authority requesting housing assistance and reflects the judgement made by the House of Lords in (G) v Southwark and the statutory guidance updated April 2018 issued by the Department for Education and the Ministry of Housing, Communities and Local Government, 'Prevention of homelessness and provision of accommodation for 16 and 17 year old young people who may be homeless and/or require accommodation'.

Legislation and statutory guidance are clear that:

- The primary responsibility for a child in need who requires accommodation, including a 16 and 17 year old who is homeless lies with the relevant children's services authority. The duty under S20 of the 1989 Children Act takes precedence over duties in the 1996 Housing Act in providing for children in need who require accommodation
- S20 of the 1989 Children Act takes precedence over the general duty owed under S17 of the same Act to children in need and their families where a young person needs to be accommodated
- Local children's services duties for accommodating young people under this s20 are not simply a matter for local policy. The duty is engaged whenever a child in need in their local area requires accommodation as a result of one of the factors set out in s20(1)(a) to (c) or in s20(3) and 20(4): - S20(1) requires that:
 - a. every local authority shall provide accommodation for any child in need within their area who appears to them to require accommodation as a result of:
 - b. there being no person who has parental responsibility for them;
 - c. their being lost or having been abandoned; or
 - d. the person who has been caring for them is prevented (whether or not permanently, and for whatever reason) from providing them with suitable accommodation or care
- In addition, even if the criteria in s20(1) do not apply, s20(3) requires that: Every local authority shall provide accommodation for any child in need within their area who has reached the age of sixteen and whose welfare the authority consider is likely to be seriously prejudiced if they do not provide them with accommodation
- In addition, s20 (4), provides that: a. A local authority may provide accommodation for any child within their area (even though a person who has parental responsibility for them is able to provide them with accommodation) if they consider that to do so would safeguard or promote the child's welfare
- If a young person in need requires accommodation as a result of one of the factors set out in s20(1) (a) to (c) or s20(3) and 20(4) then that young person must be provided with accommodation. - As a result of being accommodated by children's services for a continuous period of more than 24 hours the young person will become looked after if they consent. - Whilst accommodated under s20 the young person is not eligible for welfare benefits, including housing benefits or housing costs under universal credit
- Provision of 'accommodation' means that which is provided by Children's Social Care or the Housing Authority or a jointly commissioned supported accommodation offer

The lead agency is Children's Social Care however housing services also have duties towards young people who are homeless or threatened with homelessness. Duties owed by both services will depend on a range of factors requiring them to work together to plan and provide a service centred on young people and their families.

3. Homeless Prevention

West Sussex County Council (WSCC) and the District and Borough Housing Authorities believe that, in most circumstances, the interests of young people are best served by living with their parents and that they should move to independent living in a planned way. The initial priority for both WSCC and the District and Borough Housing Authorities will be to identify whether a young person, who approaches an authority for assistance because they are homeless or threatened with homelessness, can safely return to their parental home.

If a young person approaches WSCC the Youth Homelessness Prevention Team's role is to support a young person to reconcile the differences with their parents/guardians so that they can return home on an indefinite basis or return to their parental home for a period sufficient to enable them to make a planned move into appropriate supported or independent accommodation.

If a young person approaches a District or Borough Housing Authority, the role of the Housing Options Services is the same; to support the young person to reconcile their differences to return home and make a planned move into appropriate supported or independent accommodation. However, where this is not possible, they will ensure that the young person understands that a referral will be made to WSCC, how the two authorities will work collaboratively and to ensure the young person understands the help available to them under the different statutory duties.

It is important that whomever the young person presents to holds the initial duty to provide accommodation to the young person as set out in the *G v's Southwark* judgement and that the 16/17-year-old is not be bounced between services.

4. Timescales

On Day One

1. District & Borough Housing Service refers young person to the MASH with consent, clearly stating they are homeless or have additional needs. The 'Information on Support for 16- & 17-year olds' leaflet is to be used by Housing Services to explain the services the young person may be entitled to receive from Children's Social Care and the District/Borough Housing Authority.
2. If the young person is immediately homeless Children's Social Care contact the Youth Homelessness Prevention Team, Young Person and parents/carers to start the joint assessment and the housing element must be completed within 24 hours, with the Social Worker explaining the services the young person may be entitled to receive from Children's Social Care. The Youth Homeless Prevention team will contact the relevant District & Borough Housing service to arrange for them to undertake their role in the joint assessment. If the young person has presented to the District/Borough Housing Authority, it will be their duty to provide interim emergency accommodation. If the young person has presented to Children Services, it would be Children services that offer the interim emergency accommodation.
3. The Social Worker and Team Manager / Service Lead agree an interim decision on any statutory duty owed to the young person and communicate this to the referring agency and young person in writing stating the reasons for the decision. If a young person is accommodated for a continuous period of 24 hours, they become looked after under s20, if

they consent. If they do not consent but agree to being supported by Children's Social Care they can be supported and potentially accommodated under s17 until they reach the age of 18 years.

4. If emergency accommodation is required, the Youth Homelessness Prevention Team will assist Children's Social Care by referring to a Temporary Access Bed (TAB). Alternative provision but not B&B, may be offered by the local housing authority or Children's Social Care following agreement of what is most suitable or available. (See s13 Suitability of Temporary Accommodation)

Days 2 – 5 (working days)

1. Following point 1 above and if the young person is not immediately homeless or has additional needs, Children's Social Care contact the Youth Homelessness Prevention Team to start a Joint Assessment, with the Social Worker and the relevant District & Borough housing service explaining the services the young person may be entitled to receive from Children's Social Care.
2. The Social Worker communicates the outcome of the initial assessment in writing to the referring agency and the young person stating the reason for the decision.
3. Communications between the two agencies will continue on the next course of action if a duty is owed under the 1989 Children's Act with Children's Social Care leading the planning.
 - **DAY 1:** Agency refers to MASH
 - **DAY1:** CSC start Assessment if homeless
 - **DAY 1:** Interim decision made, and reason communicated
 - **DAY 1:** Emergency Accommodation arranged if required
 - **DAY 2:** CSC start the assessment of need if not Homeless
 - **DAY2 - 5:** CSC Communicate assessment outcome to Housing services and YP

5. Approach to District/Borough Council Housing Services

Information - Young people must be given realistic and full information about the support that they could receive at the start to help them make a fully informed decision. This must include information on S20, S17, Leaving Care and assistance under Part 7 of the 1996 Housing Act, as amended. Staff will be trained to understand the different legislation and how it affects young people.

Referral to Children & Families Service - Where a 16 or 17 year old has additional needs, is homeless or is threatened with homelessness within 56 days the Housing Service will obtain consent and refer on day one to the Multi Agency Safeguarding Hub (MASH). The referral should make it clear they are making a request for a Children & Families Assessment or for Early Help support, to assist with the assessment process.

Reconnection – Contact and ideally a home visit must take place as soon as practicable after a young person presents to a service to progress reconnection with immediate or extended family. If the Homelessness Prevention Worker has reason to believe there are safeguarding issues they should determine if further support from Children & Families Service is required.

Emergency Accommodation – If the young person is homeless the Housing Options Service will assist Children's Social Care by sourcing appropriate temporary Accommodation. Where temporary accommodation is used as an option 16 & 17 year olds must be supported as a minimum under s17 while accommodated if they decide that they do not want to be accommodated under s20.

It is essential for the Housing Options Service and Children's Social Care to communicate on planning and support to continue to reconnect the young person with family or other networks for longer term accommodation to minimise time needed in emergency accommodation.

6. Approach to Children & Families Service

The Duty to Refer, Regulation 10 of The Homelessness (Review Procedure etc.) Regulations 2018 under the Homelessness Reduction Act 2017 (HRA) specifies:

If a public authority considers that a young person user may be homeless or threatened with becoming homeless within 56 days, or if a service user positively discloses this information, the public authority is legally required to ask the young person if they would like to be referred to a local Housing Authority of their choice. If the young person consents, the public authority will be required to make the referral, notifying the identified local Housing Authority of the reason for the referral and how the individual may be contacted.

New enquires to Children's Social Care

Information - Young people must be given realistic and full information about the support that they could receive at the start of to help them make a fully informed decision. This must include information on S20, S17, Leaving Care and assistance under Part 7 of the 1996 Housing Act. Staff will be trained to understand the different legislation and how it affects young people.

If they are homeless Children's Social Care will start a Children's and Families assessment on day one, contacting the local Youth Homelessness Prevention Team for assistance. If they are threatened with homelessness, the Youth Homelessness Prevention Team will make a referral to the local housing options service for housing advice and commence prevention support jointly.

Open to Children's Social Care:

The following services all have a duty to refer young people to the local housing authority where a young person is threatened with homelessness. Where homelessness is imminent or actual:

- The Youth Homelessness Prevention Team can step-up a case to Children's Social Care.
- Youth Justice will refer for a Children and Families Assessment to commence and contact the MASH.

If in custody the lead worker refers to the MASH and this must be done 3 months prior to release, to ensure a smooth transition into supported housing or If the young person is going to be homeless or has additional needs.

Accommodating under S20 - if there is an imminent threat of homelessness or if the young person is actually homeless, a Children and Families assessment must be started on day one. If accommodation is required due to homelessness this can be provided under s20. There are only two circumstances in which a children's services authority might find that a homeless young person should not be accommodated under S20 and may instead be owed duties under Housing Act 1996. These are where the young person is:

- a. not a child in need;
- b. a 16 or 17-year-old child in need who, having been properly and fully advised of the implications and having the capacity to reach a decision, has decided that they do not want to be accommodated under s20.

Bed and Breakfast accommodation, as defined in Homelessness (Suitability of Accommodation) (England) SI 3326 2003, is not deemed to be a suitable temporary accommodation option for 16 and 17-year-old even on an emergency basis (Homelessness Code of Guidance, CH17, 17.39).

7. Children and Families Assessment

Factors to be considered when assessing 16-17-year olds who are homeless or may be child in need:

Dimensions of need		Issues to consider in assessing a child's future needs
1.	Accommodation	Does the child have access to stable accommodation? How far is this suitable to the full range of the child's needs?
2.	Family & Social relationships	Assessment of the child's relationship with their parents and wider family. What is the capacity of the child's family and social network to provide stable and secure accommodation and meet the child's practical, emotional and social needs?
3.	Emotional & behavioural Development	Does the child show self-esteem, resilience and confidence? Assessment of their attachments and the quality of their relationships. Does the child show self-control and appropriate self-awareness?
4.	Education, training & employment	Information about the child's education experience and background. Assessment as to whether support may be required to enable the child to access education, training or employment.
5.	Financial capability & Independent living skills	Assessment of the child's financial competence and how they will secure financial support in future. Information about the support the child might need to develop self-management and independent living skills.
6.	Health & development	Assessment of child's physical, emotional and mental health needs.
7.	Identity	Assessment of the child's needs as a result of their ethnicity, preferred language, cultural background, religion or sexual identity.

S20(6) of the Children Act also requires that before providing accommodation under this section, a local authority shall, as far as is reasonably practicable and consistent with the child's welfare;

- a. Ascertain the child's wishes and feelings regarding the provision of accommodation; and

- b. Give due consideration (having regard to their age and understanding) to such wishes and feelings of the child as they have been able to ascertain.

8. Children and Families Assessment Outcome

During the assessment where a return home is not immediately viable, a Children's Social Care Manager will make an interim decision on day one as to whether a duty is owed under s20 and seek agreement from the Service Lead where this is required.

If a young person is accommodated under s20, Children's Social Care will take the lead, working with the Youth Homelessness Prevention Team who will source suitable and available accommodation. If no accommodation is suitable or available, the Youth Homelessness prevention Team will explore other non-commissioned provision and Children's Social Care will need to explore regulated placements.

Children's Social Care process to determine if a young person becomes S20:

Social Worker completes the assessment and makes a recommendation to the Team Manager who seeks authorisation from an appropriate Service Lead. Children's Social Care will inform the young person and the referring agency of the outcome using the standard letters sent securely, clearly stating the reasons behind the decision and what support is in place/available if a service is not offered.

There will be young people who state that they don't want to be 'looked after', in which case Children's Social Care will, taking the person's wishes into account determine whether the application of s20 is appropriate. Young people who indicate that they do not want to become looked after should also be aware that they can request a re-assessment at a later stage if they revise their decision and decide that they would consider becoming a looked after child.

Every 16-17-year-old assessed as being a child in need but who does not wish to be accommodated under s20 should have a child in need plan setting out the services that will be provided to meet their needs. If the young person still does not wish to be accommodated under s20 and is judged to have the capacity to make that decision, they should be offered accommodation under s17 with a child in need plan in place, until they no longer require accommodation or they reach the age of 18. In such cases, children's services and housing services will need to work together with the young person to ensure that they are not placed at risk of homelessness as they approach age 18.

The Youth Homelessness Prevention team can provide support if a young person decides they do not want a service under S17 or S20 subject to consent.

Parties are entitled to seek advice where Children's Social Care do not make a S20/S17 decision against the wishes of the young person and where the Housing Authority believe the young person is S20/S17 this can be escalated by:

1. Young person being advised of their right to complain about the assessment process using NYAS (National Youth Advocacy Service) – 0808 8081001 <https://www.nyas.net/> - Child needs be CIN or can be challenging a CFS decision if not CIN to use this service.
2. Housing Authorities referring to Section 12 Escalation Stages.

9. Homelessness Application

Children's Social Care will work with the housing authority for further assessment under the Homeless provisions of Part 7 Housing Act 1996, as amended, if appropriate on a case by case basis. Where the S20 criteria is not met or declined by the young person, but they require accommodation the housing authority will discharge their duties under homelessness prevention or relief.

Prevention duties apply to those that are eligible and threatened with homelessness within 56 days. Relief duties apply to those that are eligible and homeless immediately or within 56 days which requires the council to take reasonable steps to help the applicant to secure alternative accommodation. The applicant is entitled to an assessment of their needs which must be confirmed to them in writing along with a Personalised Housing Plan which sets out the actions that both the applicant and the Council will take to find accommodation. There is no duty on the Council to provide any sort of accommodation under the Relief Duty unless they are in Priority Need.

After 56 days, if the young person still remains homeless then a final decision will be made as to whether or not the housing authority owes a main housing duty, otherwise no further duty is owed. Where a young person is unwilling to return home this will mean they will not be regarded as homeless under the 1996 Act, however it is at the discretion of Children's Services to use emergency bed spaces on a case by case basis considering the vulnerability of the individual, and efforts will continue to reconcile the family involving the Housing Service and Children's Services.

10. Out of Hours Access

Where young people present as homeless outside of office hours, the priority must be the safety and well-being of the young person. All out of hours enquiries are made to the Emergency Duty Team at West Sussex County Council or Local District & Borough out of hour's services.

11. 16- & 17-year olds from out of area

16- & 17-year olds from one local authority area that seek assistance from a children's services in another local authority area should not be returned and Children's Social Care must consider the young person's immediate needs. The duty to assess falls on the authority area where the young person is requesting assistance, as set out in R (Stewart) v Hammersmith and Fulham, Wandsworth and Lambeth LBC's 2001.

If during assessment it becomes clear that young person is ordinarily resident elsewhere, consideration may be made by Children's Social Care to return the young person to their home area provided that it is safe to do so. Enquiries should be made by Children's Social Care with the "home authority" for them to take over the assessment of their needs. Homeless young people should not be returned to another area where there is no confirmation that accommodation is available for them. If the young person refuses to return to where they are ordinarily resident, Children's Social Care must take into account the child's wishes and feelings and deal with the case as they would if the person was from the local area.

Travel Warrants/Fares. Where needed, travel warrants, or bus fares will be provided by Children's Social Care.

12. Procedures for disputes

All staff involved in delivering this Protocol are expected to work positively together in the interests of the young person. However, it is recognised that on occasion differences of opinion and assessment will arise. Such differences should, whenever possible, be resolved through discussion between those staff directly involved. If a resolution cannot be agreed, the area and reason for the disagreement should be recorded and staff should meet to discuss the reasons for the disagreement and try to reach an agreement or compromise.

Subject to the paragraph above, if any of the Districts or Boroughs or the County Council cannot agree on any aspect of the joint assessments or provision of services, the case will initially be referred to the appropriate Service Lead in Children's Social Care and the appropriate Housing Options/ Housing Needs Manager (or equivalent) in the District or Borough for resolution.

If the above officers cannot reach agreement, the case should be referred to Service Lead, Assessment & Intervention Service, Children's Services, West Sussex the County Council and the appropriate Head of Housing in the District or Borough for resolution.

A steering group will be established with appropriate representation from Children's Social Care and each District/Borough Housing Authority. The steering group will be able to discuss and aim to agree on any cases that cannot be resolved by officers referred to above.

If any young person is dissatisfied with the manner or outcome of the joint assessment or services provided, they have the right to complain through existing complaints procedures.

13. Suitability of Temporary Accommodation

Temporary Access Beds (TABs) are the commissioned emergency accommodation. If not available or refused then Local Authority temporary accommodation may be offered if suitable and available, this may include on-site support or an out of hours service. The local authority must give consideration of current tenants and risk factors in deciding to make an offer.

Consideration will be given to the wishes, feelings, education, employment, training and health needs of the young person in offering emergency accommodation. Both the Housing Authorities and WSSC's Children's Services will need to consider how a young person's needs affects the suitability of emergency accommodation offered to them. Location of accommodation, including proximity of support, will be a relevant factor. The Housing Authorities and WSSC's Children's Services will be mindful that the accommodation offered does not expose a young person to harm or social exclusion.

The Housing Authorities and WSSC's Children's Services will need to be satisfied that the accommodation offered is safe, secure and affordable. The accommodation must be in a reasonable standard of repair and meet the suitability of accommodation in the Homelessness Code of Guidance.

Bed and Breakfast accommodation, as defined in Homelessness (Suitability of Accommodation) (England) SI 3326 2003, is not deemed to be a suitable temporary accommodation option for 16 and 17 year old even on an emergency basis (Homelessness Code Of Guidance, CH17, 17.39).

14. Young Person's Wishes and Feelings

Children's & Families Service will need to have reasonable regard for the wishes and feelings of the young person who is homeless or threatened with homelessness. This will include consideration of their emotional and behavioural development and their capacity to make use of wider resources to manage independent living.

If a young person states that they do not wish to be accommodated then this will be a significant, but not absolutely decisive, consideration in the overall judgement of their jointly assessed needs and what services need to be offered to meet these needs.

It is important that young people are consulted and are provided with information, in a format that they can understand, about what services can be provided to them as a Looked After Child. Consideration should be given to whether the young person has the capacity to understand the implications of accepting or refusing the housing and support options that are being made available to them. A young person should be encouraged to secure independent advice and support that can help them to determine what housing and support options they want.

See our Homeless Young person leaflet.

This leaflet explains:

- Where to go if you are faced with homelessness and what might happen next.
- Independent advice is also included.

15. Monitoring the Protocol and Review

This protocol will be kept under review at the meetings of the Strategic Homelessness Group and report into the Strategic Housing Group on operation, what is working well and any issues to resolve. The Protocol will be reviewed annually and when changes in legislation determine.

Appendix 1: Definitions

S17 Child in Need Support

Support from a social worker in partnership with the family, who will consider which other professionals will be involved in providing support. This may include education welfare workers, personal advisors and youth workers. Support to take on the responsibilities for living independently, or in returning to live with family (depending on circumstances).

A plan to detail what support will be received and who will be providing that support. Meetings and reviews the young person and any other people who become important in meeting the support needs, which include: housing issues and appointments, education, employment and training, independent living skills, support to claim income and housing benefits, support in keeping up relationships with family members, health and wellbeing, other advice and support as needed, some temporary financial

support is available until benefits are received. If this is backdated, some of the money will need to be paid back to Children's Services. This support is available for as long as it is needed, or until their 18th birthday

S20 Looked After Child Support

Children's Social Care look after and support in partnership with the family (if appropriate). A social worker will consider which other professionals will be involved providing support.

A Care Plan will detail what is needed and how different agencies can help. A social worker will coordinate the agencies providing the support. As part of the Care Plan, there will be a more detailed Placement Plan, which will set out what the placement will be provided and what is expected. Help with: housing issues and appointments, education, employment and training, independent living skills, support in keeping up relationships with family members, health and wellbeing.

Other advice and support as needed

There will be regular meetings and reviews (known as statutory reviews) involving the young person and the services that are supporting to see if all the help and support is meeting needs. The reviews will be chaired by an Independent Reviewing Officer. Regular Health checks are offered, including checks on height, weight, a general chat about how the young person is are feeling and any health issues or any worries and help to register with a Doctor and Dentist. Rent will be paid for by Children's Social Care and a weekly allowance paid, at the same rate as welfare benefits. Accommodation will be discussed. Benefits can be claimed at the point of leaving care. If looked after for 13 weeks or more a personal adviser will be appointed and support is available as a care leaver up until at least the age of 25 years.

Care Leaver Support Offer

Entitlements vary depending on whether the young person is Eligible, Relevant or Former Relevant and less support for Qualifying Care Leavers. Broadly support can be available up until the age of 25 with:

A personal adviser allocated. The continuation of the Pathway Plan, including regular reviews. Living expenses associated with living near the place where they work/plan to work. Assistance with education and training needs. Higher Education bursary. Help with accommodation

Homeless or threatened with Homelessness

The principal legislation governing how local authorities assist people who are homeless or threatened with homelessness is;

- The Housing Act 1996 (Pt VII) as amended by,
- The Homelessness Act 2002
- The Homelessness Reduction Act 2017

A person is threatened with homelessness if they are likely to become homelessness within 56 days.

A person is homeless if they have no accommodation that is available for their occupation, in the United Kingdom or elsewhere that they have a right to occupy, and which is reasonable for them to occupy.

Under the above legislation District and Borough Housing Services have a duty to;

- provide information and advice about homelessness, prevention and rights of those affected
- to prevent homelessness within 56 days by helping households stay in their current accommodation or find alternative accommodation
- to relieve homelessness for households who are actually homeless by assisting them to secure accommodation or providing accommodation if they have reason to believe that they are in priority need
- to agree a Personal Housing Plan with households that includes actions for the applicant and local authority to take to prevent or relieve their homelessness
- If a full homelessness application is taken under the Housing Act 1996 (Pt VII) applicants will be assessed as to whether they are;
 - (i) Eligible
 - (ii) Homeless
 - (iii) In priority need
 - (iv) Intentionally homeless
 - (v) Have a local connection
- Households that are deemed to be intentionally homeless or ineligible for assistance but have a priority need will be referred to the Multi Agency Safeguarding Hub (MASH) for assessment of any potential duties owed by West Sussex County Council under the Care Act and Children's Act.
- If a full housing duty is accepted temporary accommodation will be provided until the duty is discharged, which can be in a number of ways including;
 - (a) Provision of a local authority secure or introductory tenancy
 - (b) A nomination to a Registered Provider tenancy
 - (c) Securing a suitable private rented tenancy of at least 6 months in length.

See also:

- Scheme of delegation
- IRO dispute resolution
- Homeless Young person's leaflet
- Child and Family Assessment Practice Guidance
- Child and Family flow process
- Management oversight checklist

- Allocations checklist

Review / Contacts / References	
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