#

# **Pathway Planning Guidance Document (For Internal Use)**

## How should I write a PWP?

The Pathway Plan should be written in the first person – i.e. in the words of the young person. It is their plan and the style of writing should reflect that.

The text in red italics below elaborates on the text boxes and gives some clues as to what the question is getting at. It is by no means restricted to these things so do explore other areas too and record them.

## UASC

Where the UASC box is ticked, additional sections will appear in the pathway plan to allow space for triple planning. The text shown in blue should be copied and pasted in to these sections. However it is important to tailor them to the young person’s individual situation.

If the young person has leave to remain, then you should tick no and complete the pathway plan in its standard format.

**PATHWAY PLAN**

# My **Personal Details**

|  |  |
| --- | --- |
| Your Name: |  [Firstname] & [Lastname] |

|  |  |
| --- | --- |
| D.O.B. | [Date of birth] |

|  |  |
| --- | --- |
| Your current address: | [Address] |

|  |  |  |
| --- | --- | --- |
| Telephone Number: | Home: | Mobile: |

|  |
| --- |
| MOSAIC ID Number: [Mosaic ID] |

|  |
| --- |
| National Insurance Number: [NI Reference] |

|  |
| --- |
| Legal Status: [Legal Status] – ***Section 17 / Section 20 / Section 24 etc (CLA Legal Status)*** |

|  |
| --- |
| Unaccompanied Asylum Seeker: Yes / No (**Answering yes will reveal UASC sections for triple planning)** |

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| Date of this Pathway Plan: ***Date the pathway plan was completed with the young person – Not when you typed it up!)*** |

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| --- |
| If this plan was not completed with the young person please explain why: ***If producing an ‘As is’ PWP or one without the young person’s voice, please record why*** |

**Key people supporting me:**

|  |  |  |
| --- | --- | --- |
| **Role:** | **Name:** | **Phone number:** |
| Independent Reviewing Officer: |  |  |
| Social Worker: |  |  |
| Personal Adviser: |  |  |
| Key Worker / Carer: |  |  |
| [Blank] (Free Text) |  |  |
| [Blank] (Free Text) |  |  |
| **Immigration Solicitor:** |  |  |

|  |
| --- |
| This Pathway Plan sets out the support arrangements for you over the next 6 months and identifies the help we will give you to achieve gradual independence.The Pathway Plan will be reviewed by your Social Worker every 6 months and will be presented at your Statutory Review. You can ask for your Pathway Plan to be amended or reviewed at any time. Once you reach 18 and have left care it will be reviewed with your Personal Adviser from the Leaving Care Service.If you are not satisfied with the service offered, you can make representation to the Service Manager of the team working with you.**You should always sign and have your own copy of your Pathway Plan.** **If you are seeking asylum in the UK then some of your pathway plan will be affected by where you are in the claim process. For example, there may be restrictions on whether you can work or study, or if you can claim benefits and where you can live.** **It is important that when making plans for the future, you consider the following three scenarios:** * **What you will do while you wait for a decision on your asylum claim**
* **What would happen if you are refused asylum and become Appeal Rights Exhausted (ARE)**
* **If you are granted Refugee Status**
 |

# My future - My Pathway Plan

1. **My Home**

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| --- |
| Where are you living now?***Give a brief description of the type of property, type of provider (Foster care, supported lodgings, shared house etc). Also highlight what support you receive where you live*** |

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| --- |
| What’s do you think is working well about this accommodation?***Highlight the positives and tell us why they are a positive!*** |

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| Do you have any worries about where you are living now? ***e.g. Are you gaining skills ready for independent living? Are you struggling with the rules? Do you like everyone you live with? Is there any risk it could break down?***  |

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| What do others think about where you live now? ***Views of Personal Adviser / Social Worker / Key Worker / Foster Carer etc*** |

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| --- |
| Where would you like to live in the future? ***Being realistic about your readiness for independence, state what your ultimate goal is and then map the pathway to achieving this. E.g. ‘My goal is to have my own flat, however I know I am not ready for that yet and that I might benefit from a move to semi-independence where I will receive some key work support, but also be allowed to develop my own independent living skills’.***  |

**Immigration**

My immigration status affects the type of accommodation I can live in once I am 18 as well as who will be responsible for paying for it.

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| --- |
| Where will you live while you wait for a decision on your claim for asylum?[Insert YP’s Name] will not able to access social housing post 18 but will be able to obtain housing benefit if he has recourse to public funds. He can remain in the accommodation which he currently lives in. He is also able to rent privately and access housing benefit to pay for the rent. **Or (If NRPF)**[Insert YP’s Name] will not able to access social housing post 18 and cannot obtain housing benefit because he does not have recourse to public funds. He can remain in the accommodation which he currently lives in.  |

|  |
| --- |
| If your asylum claim is refused and you become Appeal Rights Exhausted where will you live? [Insert YP’s Name] may find himself in the situation where his application for asylum is refused and he has no more appeals (ARE). In this situation he will not be able to claim housing benefit. If he becomes ARE, WSCC will continue to pay for his accommodation whilst a human rights assessment is undertaken and as long as he complies with Home Office requirements. These payments are subject to any restrictive changes in the Immigration Act 2016. If the conclusion of the human rights assessment is that he will not be destitute if WSCC end support and [Insert YP’s Name] meets the criteria for Asylum Support from the Home Office, he will be supported to apply to Asylum Support for accommodation and financial subsistence. If the Human Rights Assessment finds that he would be destitute then WSCC will continue to provide accommodation until the age of 21 unless he is detained by the Home Office at an earlier date.  |

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| --- |
| If you are granted leave to remain where will you live? If [Insert YP’s name] is granted refugee status and once he has identification and a National Insurance Number (NINO), he will be expected to move on from WSCC accommodation with 30 days. He will be able to apply for social housing in West Sussex in his own right. He will be supported to apply for social housing by his Personal Advisor. [Insert YP’s Name] will be entitled to a ‘Setting up Home Allowance’ from WSCC, which will enable him to purchase essential items for his home. Other accommodation options will also be explored such as private rental and supported accommodation. |

**What needs to happen over the next six months to help you work towards this?**

|  |  |  |  |
| --- | --- | --- | --- |
| **What do you need to happen?** | **What needs to be done?** | **Who by?** | **By when?** |
|  |  |  |  |

**If things go wrong with where you are living, what is the back-up plan?**

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| ***If things don’t work out as planned, who will you tell? What will you and the person you tell do about it? Is there a ‘Plan B’? Are there dependencies which might prevent going to ‘Plan B’. Is there anything we can do to mitigate against ‘Plan A’ going wrong? Importantly, highlight when the you should tell someone, so we can help you plan and not just react!***  |

1. **My Education, Work and Training**

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| --- |
| **What are you doing now? (School, college, work or something else)*****Please state what you are doing now, why you chose this and how it fits in with your future plans*** |

|  |  |  |
| --- | --- | --- |
| **Name of establishment:** | **Course title or job title:** | **Address:** |

|  |
| --- |
| **What do you think is working well about this?*****Highlight the positives and tell us why they are a positive!*** |

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| --- |
| **Do you have any worries about what you are doing now?** ***Do you like the job you are doing? Or the course? If not, why not? Is your attendance good? Are you achieving targets? Are you struggling with transport or equipment?***  |

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| **What would you like to achieve in the next six months?** ***What are your short term goals – change course / job, pass exams, complete training, look in to other options, apply for grants etc.***  |

|  |
| --- |
| **Looking further ahead, what would you like to be doing in 2 years?*****Whilst thinking about a lifetime career is tricky – have you got an idea of what you want to do as a career? If so, what and what does this look like? What will you need to do to achieve this?***  |

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| --- |
| **What do others think about what you are doing now and your future plans?** ***Views of Personal Adviser / Social Worker / Key Worker / Foster Carer etc*** |

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| --- |
| **Do you have a diagnosed learning difficulty and if so what support do you need?** ***Tell us what your diagnosis is and also how it affects your learning or ability to do a job – do not assume that we will know just from the diagnosis as everyone is different.***  |

|  |
| --- |
| **Do you have an Education & Health Care Plan? Yes / No** |

**Immigration**

My immigration status may affect my education as well as who will be responsible for paying for it and my right to work in the UK.

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| --- |
| What will you do while you wait for a decision on your claim for asylum?[Insert YP’s Name] will be able to go to college to study but will not be able to access funding/student loans for higher level study (HND or university). On-going financial support from WSCC for his education will be required to meet his assessed educational need. WSCC will assess his needs and a Senior Manager will need to agree if funding is available and appropriate. [Insert YP’s Name] is/is not\* able to work. (\*Delete as per Arc Card) |

|  |
| --- |
| How will your plans be affected if your asylum claim is refused and you become Appeal Rights Exhausted? If [Insert YP’s Name] is refused asylum and exhausts all appeals, he will lose his right to publically funded education. A Human Rights Assessment will be undertaken and if the conclusion is that he would not be destitute then support maybe transferred to the Home Office. If it is found he would be destitute then on-going financial support from WSCC for his education will be required to meet his assessed educational need, unless the Immigration Act 2016 precludes this. WSCC will assess his needs and a Senior Manager will need to agree funding is available and appropriate. [Insert YP’s Name] could not take up paid employment but would be able to volunteer in the UK. |

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| --- |
| What will you do if you are granted leave to remain? If [Insert YP’s Name] is granted refugee status, he will be able to access education, an apprenticeship or work. If he decides to go to university, he will be able to access student finance. If this happens post 21, [Insert YP’s Name] will be able to approach WSCC and an assessment of needs will be done to determine how much financial assistance, if any, he will be entitled to from WSCC. If WSCC does provide [Insert YP’s Name] with support post 21, he will also have access to a Personal Advisor who will update his Pathway Plan and keep in touch with him. |

**What needs to happen over the next six months to help you work towards these goals?**

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| --- | --- | --- | --- |
| **What do you need to happen?** | **What needs to be done?** | **Who by?** | **By when?** |
|  |  |  |  |

**If things don’t work out, what is your back-up plan?**

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| --- |
| ***If things don’t work out as planned, who will you tell? What will you and the person you tell do about it? Is there a ‘Plan B’? Are there dependencies which might prevent going to ‘Plan B’. Is there anything we can do to mitigate against ‘Plan A’ going wrong? Importantly, highlight when the you should tell someone, so we can help you plan and not just react!***  |

1. **My Health**

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| --- |
| **What do you feel is working well about your physical and mental health?** ***Highlight the positives and tell us what they are and why they are a positive!*** |

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| --- |
| **What worries do you have about your physical or mental health?** ***Tell us if you have any worries about your physical, emotional or mental health and why you are worried about it.***  |

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| --- |
| **How do others feel about your physical and mental health?*****Views of Personal Adviser / Social Worker / Key Worker / Foster Carer etc*** |

|  |
| --- |
| **What impact does your physical or mental health have on your day to day living?** ***Describe what this looks like and how it makes you feel and what impact it has on you day to day life.*** |

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| **What diagnosed/undiagnosed conditions do you have and what support/treatment are you receiving?*****Specify if you have a diagnosis and if so, what it is and when and by whom you were diagnosed. If undiagnosed condition – describe what it is and why you think you have it.***  |

**I am registered with:**

**Doctor**

|  |  |  |
| --- | --- | --- |
| Name | Telephone No | Address |
|  |  |  |

**Dentist**

|  |  |  |
| --- | --- | --- |
| Name | Telephone No | Address |
|  |  |  |

**Any other health professionals (AMHS, CAMHS, Consultants, Substance Misuse, Other)**

|  |  |  |
| --- | --- | --- |
| Name | Telephone No | Address |
|  |  |  |

Have you had an eye test in the last 12 months? Yes/No

Have you had a health assessment in the last 12 months? Yes/No

Do you attend a gym or do any other physical activity? Yes/No

Do you feel you need any help or advice with any of the following: (Please tick)

Making and attending appointments Health and Nutrition

Drugs and Alcohol Sexual Health

**Immigration**

My immigration status may affect my entitlement to health care as well as who will be responsible for paying for it.

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| --- |
| What is your entitlement while you wait for a decision on your claim for asylum?[Insert YP’s Name] will continue to be able to access NHS treatment without restrictions and will be able to remain registered with his local GP, dentist and optician. |

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| --- |
| How will you be affected if your asylum claim is refused and you become Appeal Rights Exhausted? If [Insert YP’s Name] receives an Outright Refusal or becomes ARE he will not be entitled to access NHS treatment through his GP, only Accident and Emergency at the hospital. |

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| If you are am granted leave to remain, what affect will this have? [Insert YP’s Name] will still be able to access all NHS treatment without restrictions. |

**What needs to happen over the next six months in relation to your health?**

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| --- | --- | --- | --- |
| **What do you need to happen?** | **What needs to be done?** | **Who by?** | **By when?** |
|  |  |  |  |

**If things don’t work out, what is your back-up plan?**

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| --- |
| ***If things don’t work out as planned, who will you tell? What will you and the person you tell do about it? Is there a ‘Plan B’? Are there dependencies which might prevent going to ‘Plan B’. Is there anything we can do to mitigate against ‘Plan A’ going wrong? Importantly, highlight when the you should tell someone, so we can help you plan and not just react!***  |

1. **Family, Friends and Relationships and Online Relationship**

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| --- |
| **Who is important in your life and why?** ***We interact with numerous people every day through different methods. Tell us who in your life is important to you and why. It could be a boyfriend or girlfriend, a parent, sibling or other relative. It could be your own child or simply a friend. Tell us also about any online friends you have – have you met them and how would you like this relationship to progress.***  |

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| **What is working well about these relationships?*****Highlight the positives and tell us why they are a positive!*** |

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| **Are you able to see everyone you want to? (If not, explain why)*****Are you prevented from seeing anyone that you want to? Explain who it is and why – what are the barriers and what needs to happen to overcome them? Is there a legal reason you can’t see them?***  |

|  |
| --- |
| **What worries do you have about your relationships?** ***Are you in a healthy relationship? Is it age appropriate? Do you wish things were different? If so, tell us why and what you are worrying about. We may be able to help!***  |

|  |
| --- |
| **Who will be your main day to day support over the next 6 months? (e.g. parent, foster carer, key worker)*****This doesn’t have to be the person you live with or are closest to, but it’s important to have a trusted adult in your life. Someone who you can go to for advice and guidance and help with stuff you don’t understand or need support with. It could be more than one person – everyone has different skills and different people can help with different things.***  |

|  |
| --- |
| **What do others think?** ***Views of Personal Adviser / Social Worker / Key Worker / Foster Carer etc*** |

|  |
| --- |
| **What would you like to change over the next six months?** ***If you could change things, what would you change and how would you change them?***  |

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| --- |
| **What leisure activities do you take part in and do you need any support with them?*****Tell us about stuff you enjoy doing – it may be sports or a hobby. Taking part in a leisure activity is a great way to make friends and develop social relationships. Can we help you to do this? Would you consider doing some taster sessions to see what you enjoy doing?***  |

**What needs to happen over the next six months?**

|  |  |  |  |
| --- | --- | --- | --- |
| **What do you need to happen?** | **What needs to be done?** | **Who by?** | **By when?** |
|  |  |  |  |

**Who would you contact in an emergency and why?**

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| --- |
| ***If things don’t work out as planned, who will you tell? What will you and the person you tell do about it? Is there a ‘Plan B’? Are there dependencies which might prevent going to ‘Plan B’. Is there anything we can do to mitigate against ‘Plan A’ going wrong? Importantly, highlight when the you should tell someone, so we can help you plan and not just react!***  |

1. **Life Skills (Practical and other skills needed to live independently)**

**Becoming a confident young adult, (for example looking after yourself, making and keeping appointments).**

**Everyday tasks (for example shopping, preparing meals, eating a balanced diet, getting around, coping with laundry, learning basic household maintenance)**

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| --- |
| **How confident do you feel about your life skills and why?** ***Highlight the positives and tell us what you are good at and why!***  |

|  |
| --- |
| **What worries do you have about your life skills?** ***Thinking about living independently – could you do everything on your own? Great if you can, but tell us anything that you think you can’t do… we can make sure you get the support to ensure you learn that skill!***  |

|  |
| --- |
| **On a scale of 0-10, 0 being not confident and 10 being fully confident, how would you rate yourself?** **0 1 2 3 4 5 6 7 8 9 10** |

|  |
| --- |
| **What do others think?** ***Views of Personal Adviser / Social Worker / Key Worker / Foster Carer etc*** |

|  |
| --- |
| **What support do you think you need to prepare for living independently?** ***Thinking about the gaps in your skills – what do you need to learn and who will be able to help you with it? What could you do to start learning that skill?***  |

**Have you completed the ‘Resettlement Passport’? Yes / No / Started / Not applicable (Radio buttons)**

**What needs to happen over the next six months?**

|  |  |  |  |
| --- | --- | --- | --- |
| **What do you need to happen?** | **What needs to be done?** | **Who by?** | **By when?** |
|  |  |  |  |

**If things don’t go as planned, what is your back-up plan?**

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| --- |
| ***If things don’t work out as planned, who will you tell? What will you and the person you tell do about it? Is there a ‘Plan B’? Are there dependencies which might prevent going to ‘Plan B’. Is there anything we can do to mitigate against ‘Plan A’ going wrong? Importantly, highlight when the you should tell someone, so we can help you plan and not just react!***  |

1. **Money**

If you are under 18 and still living in foster care, a children’s home or supported accommodation, you will continue to receive your pocket money and clothing allowance. If you are over 18, then your money will come from work or benefits, although you may be entitled to some financial support from the local authority when you set up home or towards education or work related costs and things that benefit your health. Your Personal Adviser will provide more details.

While you are under 18 years of age we will give you:

|  |  |
| --- | --- |
| **Weekly pocket money of:** | £ |
| **A clothing allowance of:** | £ |
| **Other** | £ |
| **‘Other’ is to be spent on:** |

|  |
| --- |
| **How confident are you with being able to budget the money you receive and why?** ***Highlight the positives and tell us what you are good at and why!*** |

|  |
| --- |
| **What do others think?** ***Views of Personal Adviser / Social Worker / Key Worker / Foster Carer etc*** |

**Do you have a bank account? Yes/No**

**Do you save money regularly? Yes/No**

**Are you in debt? Yes/No**

**Are you getting any benefits? Yes/No**

|  |
| --- |
| **If yes to any of the above, please give further details:** |

|  |
| --- |
| **What worries do you have about money?** ***No one expects you to know everything about money, bank accounts, credit, benefits, debt etc. – it’s complicated! Have you experienced problems already with managing your money or got in to debt? Don’t bury your head in the sand – tell us what is worrying you and let’s see if we can help you.***  |

**Immigration**

My immigration status affects my entitlement to money and who is responsible for paying it.

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| --- |
| Where will you get money from while you wait for a decision on your claim for asylum?Until [Insert YP’s Name] is 18 he will receive a weekly allowance from WSCC. [Insert YP’s Name] can/cannot\* work. When he is 18 he will claim benefits as he has recourse to public funds. **OR**The Home Office have determined that [Insert YP’s name] is not allowed to claim benefits (No Recourse to Public Funds) whilst he awaits the outcome of his Asylum Claim, therefore WSCC will continue to pay [Insert YP’s name] a personal allowance at JSA/IS rates.  |

|  |
| --- |
| If your asylum claim is refused and you become Appeal Rights Exhausted how will you get money? [Insert YP’s Name] would no longer be able to claim benefits (no recourse to public funds). WSCC will pay for [Insert YP’s Name]’s personal allowance at JSA/IS rates whilst a human rights assessment is undertaken and as long as he complies with Home Office requirements. If the conclusion of the human rights assessment is that he will not be destitute if WSCC end support and [Insert YP’s Name] meets the criteria for Asylum Support from the Home Office, he will be supported to apply to Asylum Support for accommodation and financial subsistence. If the Human Rights Assessment finds that [Insert YP’s name] would be destitute then these payments will continue until he is 21 unless he is detained by the Home Office at an earlier date. These payments are subject to any restrictive changes in the Immigration Act 2016. If notice to end support is given, then the minimum period of notice shall be 3 months to allow transfer of support to the Home Office.  |

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| --- |
| If you are am granted leave to remain where will you get money? [Insert YP’s Name] would be entitled to benefits (JSA/IS, housing benefit) or student loans. [Insert YP’s Name] would be able to work. |

**What needs to happen over the next six months in relation to your money?**

|  |  |  |  |
| --- | --- | --- | --- |
| **What do you need to happen?** | **What needs to be done?** | **Who by?** | **By when?** |
|  |  |  |  |

**What will you do if you run out of money, what is your back-up plan?**

|  |
| --- |
| ***If things don’t work out as planned, who will you tell? What will you and the person you tell do about it? Is there a ‘Plan B’? Are there dependencies which might prevent going to ‘Plan B’. Is there anything we can do to mitigate against ‘Plan A’ going wrong? Importantly, highlight when the you should tell someone, so we can help you plan and not just react!***  |

1. **About me**

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| **Do you have any unanswered questions about your life history and/or the time you have spent in care? (if so, please explain)*****List any questions you have and tell us if you have received life story work. Highlight where you think the information may be available from if there are gaps in your knowledge.***  |

|  |
| --- |
| **What do you think about the community where you live and how do you get involved?** ***Give a description of the local area, its amenities and opportunities to get involved. Describe what you are involved in… (clubs, sports, volunteering etc)*** |

|  |
| --- |
| **What do others think?** ***Views of Personal Adviser / Social Worker / Key Worker / Foster Carer etc*** |

**Are you currently managed on a community order or license? Yes / No**

|  |
| --- |
| **If yes, please give more details:** ***Give details of the offence, length and conditions of your order / license and any restrictions it has on your life and importantly where you can live and who with.***  |

**Who manages this? YOS CRC NPS**

**Important Documents**

Do you have a copy of your birth certificate? Yes/No

Do you have a passport? Yes/No

Do you have a driver’s license? Yes/No

Do you have a biometric residence permit? Yes/No

**What needs to happen over the next six months in relation to your identity?**

|  |  |  |  |
| --- | --- | --- | --- |
| **What do you need to happen?** | **What needs to be done?** | **Who by?** | **By when?** |
|  |  |  |  |

**If that doesn’t work, what is your back-up plan?**

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| --- |
| ***If things don’t work out as planned, who will you tell? What will you and the person you tell do about it? Is there a ‘Plan B’? Are there dependencies which might prevent going to ‘Plan B’. Is there anything we can do to mitigate against ‘Plan A’ going wrong? Importantly, highlight when the you should tell someone, so we can help you plan and not just react!***  |

**What other comments would you like to add to your Pathway Plan?**

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| --- |
| ***Use this box to highlight any other areas not covered in the sections above. This could be a particular skill or gift you have, e.g. I am a gifted artist or musician and play in a band.*** ***You could also mention in here if you are or have been involved in the CICC / Care Leaven Exec and if would like to pursue other opportunities to represent care leavers at a National Forum for example?***  |

**UASC Triple Planning (Section to be revealed if UASC ticked in first section)**

|  |
| --- |
| **[Blank box] to be revealed if UASC is checked. This box will be used to describe the young person’s situation and WSCC’s legal responsibilities.** [Insert YP’s Name] would like to be granted an extension of his leave to remain in the UK. [Insert YP’s Name] is aware of his current immigration position. He has made an application for asylum. His solicitor is [Insert solicitor’s name]. [Insert YP’s Name]’s solicitor is/is not\* a legal aid solicitor. The possible outcomes of his application have been explained to [Insert YP’s Name]:1. Refugee status and the possibility to remain in the UK
2. Refusal of further leave to remain, with the possibility of appealing
3. Outright refusal / Appeal Rights Exhausted

If his application is refused, he may be able to appeal the decision. He may need to pay for this appeal depending on whether he is entitled to legal aid or not. Although [Insert YP’s Name] needs to consider a Triple Plan (1 - remaining in the UK with refugee status, 2 - Appeal Rights Exhausted with return to [Insert Home Country], 3 - Appeal Rights Exhausted, but remaining in the UK with limited entitlements and support), he has said that he cannot return to [Insert Home Country] as it is not safe for him. [Insert YP’s Name] needs to keep in contact with his solicitor following him up at least every three months if he has had no news from him. [Insert YP’s Name] is hopeful that he gets a positive decision to his application, but is aware that he may not get a positive outcome. If he does not get a positive outcome he will need further support to understand the implications of a possible return to [Insert Home Country].Different immigration outcomes lead to different entitlements whilst he is in the UK (health, education and accommodation and finance) – these are outlined in the relevant sections of the plan. The agreed plan for the next 2-3 years is:[Insert YP’s Name] will need on-going support from his solicitor in regards to his immigration application. He needs to keep in regular contact with his solicitor – at least every three months. [Insert YP’s Name] should let his Key Worker/Personal Advisor know if he has any appointments with his solicitor or any communication with his solicitor and/or the Home Office.[Insert YP’s Name] will need to be supported to plan for all possible outcomes to his application for leave to remain.  |

**Signed**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Date** |
| **Young Person** |  |  |
| **Social Worker / Personal Adviser** |  |  |
| **Team/Practice Manager** |  |  |
| **Social Worker / PA Comments:** |
| **Team/Practice Manager Comments:** |