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| **Author: Penny Ashby, Leaving Care Team Manager.**  | **Transition points, & key tasks for involved teams.** | **Date agreed** | **Dates reviewed** |
|  | **30.07.2020** |

**A Personal Advisor (PA)** will be co-allocated to young people from the age of 16, and will be introduced by the YP’s Social Worker. PAs are experienced in working with and supporting young people leaving care. From 16 – 18, the PA will get to know the YP and understand their aspirations, needs and plans, and how they will be achieved. When the young person turns 18 they will:

* take over responsibility for supporting the young person
* review the Pathway Plan with you and ensure goals are reached
* keep in touch with the young person and make sure they get the support they need

**A Pathway Plan** is completed by the Social Worker from the age of 16. Social Workers are responsible for the Pathway Plan up to age 18. The Personal Advisor supports the plan up to 18, and is responsible for the plan post 18.

The Pathway Plan is informed by the young person’s **needs assessment, or single assessment**. Both are reviewed every six months. The single assessment process will for example, re-evaluate and assess of family contact, support from family and friends and professional support networks at 16+, crucial to ensure they have the best chance of a sustainable support network post 25.

**Planning for independence** should be integral to the young person’s journey from the age 12, through care, and into ‘Leaving Care’ and adulthood. Young people will be supported to develop skills for independence by care providers using the ‘Pathway to Independence’ tools and Care / Pathway Planning.

**Transfer planning meetings** (TPM) before the young person is 18 years are an essential part of this process; a Paris case note has been developed to facilitate this process.

**Leaving care before 18**, i.e. when a young person leaves care before they are 18 they become a “Relevant” young person. Prior to any change of CLA status a risk assessment will be completed by the Social Worker and signed off by management and finally the DCS, as appropriate.

**The tables below are a guide** **for staff**, but are not exhaustive.

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| **Role** | **14 years** | **15 years**  | **16 years** |
| **Social Worker for the young person who is ‘looked after’** | * SW assessing independence and life skills development with young person and carer.
* Adult Transitions Service referral for children with a disability within the CWD team, and for any young people who have complex mental health needs or a learning disability / difficulty who has or needs an EHCP. See Appendix for this referral.
* CLA reviews, Personal Education Plan & Personal Health Plan.
 | * SW checking independence and life skills development with young person and carer.
* If not completed at 14: Adult Transitions Service referral for children with a disability within the CWD team, and for any young people who have complex mental health needs or a learning disability / difficulty who has or needs an EHCP. See Appendix for this referral.
* CLA reviews, Personal Education Plan & Personal Health Plan.
 | * Staying Put (SP) discussion with Carer.
* Review of Birth family contact/risks.
* Needs / Single Assessment, review every 6 months. Include family contact / SP.
* ‘Matching report’ for Permanence Panel, to agree permanence plan to 18 / post 18.
* If not completed at 14 / 15 years: Adult Transitions Service referral for children with a disability within the CWD team, and for any young people who have complex mental health needs or a learning disability / difficulty who has or needs an EHCP. See Appendix for this referral.
* CLA reviews, Personal Education Plan & Personal Health Plan.
* Pathway Plan.
 |
| **Leaving Care PA**  | * No role at this stage.
 | * No role at this stage.
 | * TM / ATM available for consultation.
* ‘Pre-transfer’ referral for PA, via SW’s TM.
* Contact SW re. introductions & relationship building.
* Start to attend CLA reviews.
 |
| **Business Support** | * Supporting the SW administrative task, including ensuring birth certificates and photo ID is on file.
 | * Supporting the SW administrative task, including ensuring birth certificates and photo ID is on file.
 | * Apply for National Insurance number.
* Supporting the SW administrative task, including ensuring birth certificates and photo ID is on file.
 |
| **Carer** | * Supporting young person’s independence and life skills development.
* Ensuring the young person has a bank account, and growing young person’s savings.
* To be reassuring and aspirational
* Have an understanding of leaving care, accessing training as needed.
 | * Supporting young person’s independence and life skills development.
* Ensuring the young person has a bank account, and growing young person’s savings.
* To be reassuring and aspirational
* Have an understanding of leaving care.
 | * Staying Put discussion.
* Support the young person re. Pathway Planning and 18+ options and choices.
* Supporting young person’s independence and life skills development.
* Ensuring the young person has a bank account, and growing young person’s savings.
* To be reassuring and aspirational.
* Have a good understanding of leaving care.
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| **Professional** | **17 years** | **18 years**  |
| **Social Worker for the young person who is ‘looked after’** | * SW assessing independence and life skills development with young person and carer.
* Confirm receipt and intended action related to Adult Transitions Service referral for children with a disability within the CWD team, and for any young people who have complex mental health needs or a learning disability / difficulty who has or needs an EHCP. See Appendix for this referral.
* Confirm pre-transfer referral completed by TM for PA allocation if later into care.
* Pathway Plan / PEP / PHP / Needs (Single) Assessment to be updated 6 monthly / and before full transfer.
* CLA reviews to review pathway / permanence planning.
* Planning meeting with Personal Advisor /Team Manager and Social Worker/Team Manager to plan specifics of roles.
 | * No role once the transfer has been fully completed.
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| **Leaving Care PA**  | * Planning meeting with Personal Advisor /Team Manager and Social Worker/Team Manager to plan specifics of roles.
* PA to attend CLA Reviews, engage with young person and build relationships
* Support / advise SW with PP / post-18 transition planning (EET, Housing, ASC, DWP, Virtual School & CSW)
* Read File/Chronology/History.
* Support planning for post-18, e.g. Housing Options, DWP, education and transition to ASC.
* Support leisure / social activities / participation
* Ensure YP is aware of Local offer.
* Liaise with Business Support re National Insurance / ID
 | * PA takes full case responsibility
 |
| **Business Support** | * Supporting the SW administrative task, including ensuring birth certificate and photo ID is on file.
* Check CLA processes are complete and signed off by line managers.
 | * Supporting the PA role.
 |
| **Carer** | * Supporting young person’s independence and life skills development.
* To be reassuring and aspirational in supporting the young person into independence. Work with PA and SW
 | * Supporting the young person as appropriate.
* Work with PA as appropriate.
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