| Action | Responsible | With help from | Notes / things to bear in mind | Documentation |
| --- | --- | --- | --- | --- |
| UASC identified or referred | EDT/MASH | Police | An UASC may come to our attention locally, or be referred to us through the National Transfer Scheme.  If EDT is alerted to an UASC out of hours and has to accommodate in a hotel, EDT will call MASH as well as sending written message so that there can be early allocation to IRT and contact with child. |  |
| UASC allocated to Social Worker from Initial Response Team. | Initial Response Team Manager. | Allocation will come via MASH to appropriate locality IRT. |  |  |
| Approval for placement of the child given by SMT.  Section 20 forms to be prepared  Photograph of child to be obtained | Initial Response Team Manager | Social Worker | Child to be considered as section 20, Team Manager to sign form for foster carers.  At the outset the child cannot sign section 20 until age assessment complete.  If the child is determined through Age Assessment to be 16-18 years of age, consideration can be given as to whether or not they can sign s20 themselves, with the support of an interpreter / translator.  The social worker may want to seek legal advice regarding consent. | S20 form  Photograph of child |
| UASC taken to placement and supported to settle in. | Social Worker | Interpreter | Child should be provided with “Your Children In Care Pack” (may need to be translated).  Use the settling in visit as an opportunity to discuss cultural requirements e.g. religion and prayer, diet etc before the PPM. | H1 |
| IRT to submit H1 form for initial CIC review within 5 days and also request IHA | Social Worker | SWTRO | SW to speak with the relevant Child In Care nurse and discuss with them of the details of the child and their journey in order to consider health needs.  In particular, if the young person has spent time in the Calais Jungle, the Social Worker should have awareness of the signs and symptoms of TB. |  |
| Placement Planning Meeting undertaken. | Social Worker | Supervising Social Worker  Interpreter | Further structured discussion around the above.  Section 20 form signed by TM to be provided to young person.  Information to be provided regarding local support agencies (such as Refugee Support Devon, The Grapevine etc) and the young person should also be given advice about what to do in an emergency.  Visiting schedule to be established at this meeting.  Risk assessment and safety planning should take place at this meeting – **use the safety plan template attached to this document in Appendix A.**  If it is established that an Age Assessment will be undertaken, at this point you MUST ask the Young Person if they would like an Appropriate Adult to be present for the assessment. We are legally required to offer an AA, but the young person can decline. | PPM record (Care First)  Risk assessment outcome to be recorded.  Safety plan template.  Record if AA is declined and reason for doing so. |
| If it is determined through risk assessment that the YP is at risk of absconding then relevant agencies should be advised | Social Worker |  | Social Worker to contact Police and advise of the child’s details and risks identified.  Social Worker to seek LOG number for carers to use in the event the child goes missing.  Must consider the use of Children missing from care guidance. | Record clearly on CF6 the LOG NUM. |
| IF YOUNG PERSON WANTS AN APPROPRIATE ADULT - Request support of an AA from the Youth Offending Team. | Social Worker |  | *Andrea is seeking advice on whether this can be provided through NYAS.* |  |
| Complete Age Assessment only if there is significant reason to doubt that the claimant is a child.  *(There needs to be consideration if this can be a CF6 form)* | Social Worker | A second Social Worker.  Interpreter  Appropriate Adult if requested by Young Person. | Statutory Guidance: “Age assessments should not be a routine part of a local authority’*s* assessment of unaccompanied or trafficked children.”  This Assessment should be undertaken by 2 Social Workers – **one of whom must have undertaken Age Assessment training.**  You must reiterate before starting the assessment that the young person has a right to have an Appropriate Adult present for the Assessment.  Will take between 2 and 3 hours.  You should ensure that the young person has the opportunity for a break during the assessment.  The Age Assessment should be written up and the Home Office Information sharing proforma completed. Save both to TRIM.  If the asylum-seeker presenting as a child is assessed to be an adult they will be transferred in to the adult asylum dispersal programme: see below.  It is possible for age assessments to be challenged in court. If that happens, the young person should normally be given the benefit of the doubt and remain as a child in care pending a ruling. | Age Assessment – fDocs  Home Office Information sharing proforma. |
| Change Young Persons age details on Care First. | Social Worker |  | Ensure that age matches that assessed. |  |
| If claimant discloses that they are an adult or is assessed to be an adult through a Merton-compliant Age Assessment | Social worker |  | If the receiving local authority concludes from their own age assessment that the individual is an adult, they will cease to be eligible for support from the local authority under section 17 and 20 of the [Children Act 1989](http://www.legislation.gov.uk/ukpga/1989/41/contents).   1. The local authority should immediately notify the Home Office of anyone assessed as an adult who is in need of asylum support accommodation by submitting a request to [AccommodationGatekeeperTeam@homeoffice.gsi.gov.uk](mailto:AccommodationGatekeeperTeam@homeoffice.gsi.gov.uk). The Accommodation Gatekeeper Team handles referrals on a same day basis and will arrange initial accommodation and transport to that accommodation as appropriate. The GateKeeper team may refer the request to NGO Migrant Help UK, who provide an initial accommodation service on behalf of the Home Office.   Adult asylum seekers will be accommodated by the Home Office contractors in one of the designated dispersal areas. They do not fall within the homelessness remit of the local housing authority.   1. Complete and return the Part E of the UUCR to the Home Office Central admin team to update the funding – contact details on the UUCR: [[UASCCentralAdmin@homeoffice.gsi.gov.uk](mailto:UASCCentralAdmin@homeoffice.gsi.gov.uk)](mailto:UASCCentralAdmin@homeoffice.gsi.gov.uk) |  |
| Complete Single Assessment | Social Worker |  | At this point you should have all the information you need to complete the Single Assessment, as the Age Assessment is so in depth.  If the SA identifies any potential family members in the country, we must explore if there is a need to consider these individuals in respect of placement options. This should involve robust risk assessment.  If a family placement is identified, this will need to be conducted within normal regulation 24 guidance.  In some cultures, young people call adults that are known to them, but not necessarily related to them “uncle” or “aunty”. It is essential that you explore with the young person whether or not any “uncles” or “aunties” they identify are the brothers / sisters of their parents. This can be done through the genogram. | Single Assessment. |
| Share outcome of Age Assessment with Young Person. | Social Worker | Interpreter | Share and leave a copy of the Age Assessment and Information Sharing Proforma with the Young Person. |  |
| Consider if family identified contact for the child | Social Worker with Team Manager |  | If the young person identifies family members who they would like to have contact with, robust risk assessment must take place. This should include:   * How does the child know the relative, do they want contact? * Contact the family members “family members” identified and seek their story – how does this compare with what the young person has told us? * Ask for copies of their ID, and immigration status if relevant. * Consider if there is a risk of trafficking in the case. * If contact is agreed, this should initially be by telephone and supervised by a Social Worker, with an interpreter present to advise on the content of the contact, and further risk management considerations. |  |
| Refer child to the appropriate education authority. | Social Worker |  | Contact Virtual Schools in order to seek advice on enrolling the child in a local school.  Make the local PEP coordinator aware of the child so they can attend the first Child In Care review, and set up following PEP’s. |  |
| Share outcome of Age Assessment with Home Office | Social Worker |  | DO NOT SEND THE FULL ASSESSMENT TO THE HOME OFFICE.  You must complete the Home Office Information sharing proforma, and email it to [kiusafeguarding@homeoffice.gsi.gov.uk](mailto:kiusafeguarding@homeoffice.gsi.gov.uk) | Home Office Information sharing proforma. |
| Consider application for Independent visitor for the child | Social Worker | Ensure this is available with an interpreter | <http://devonchildcare.proceduresonline.com/procedures/p_advocate.html?zoom_highlight=independant+visitor> For policy and guidance on this. |  |
| Apply for legal advice through Migrant Legal Project | Social Worker | Multilingua  Refugee Support Devon if needed | Migrant Legal Project (MLP) can arrange Legal Advice appointments for UASC to make or pursue a claim for asylum. UASC may be eligible for Legal Aid – MLP will be able to confirm.  Contact MLP in Plymouth on 01752 547 134 or [info@migrantlegalproject.com](mailto:info@migrantlegalproject.com) with this information:   * Young person’s name * Country of Origin * Language / Dialect * Whether or not an Age Assessment has been completed, and the outcome.   They will then contact you with a date, time and location for the appointment.  The Social Worker will then need to arrange to accompany the young person to this appointment.  The Social Worker will also need to arrange for an interpreter to be present.  If MLP cannot immediately take on the case, they will try to recommend another provider that has access to Legal Aid. The nearest alternatives are in Bristol.  Refugee Support Devon (01392 682185, [info@refugeesupportdevon.org.uk](mailto:info@refugeesupportdevon.org.uk)) may also be able to recommend an alternative provider.  If MLP or another legal provider determines that Legal Aid is not available for a specific case, the social worker should raise this with their manager. If resolving the young person’s asylum claim is an assessed need, the Council may have to pay for legal advice on the young person’s behalf. |  |
| Apply for an Asylum Screening Appointment. | Social Worker |  | All UASC’s must attend an Asylum Screening appointment in Croydon. In order to book this appointment, you must email [Child.ASUappointment@homeoffice.gsi.gov.uk](mailto:Child.ASUappointment@homeoffice.gsi.gov.uk) with the following information:   * Name of young person * Date of birth * Nationality * Gender * Language spoken * Name of Local Authority * Name and contact details of Social Worker * Name and contact details of Foster Carer * Medical / health concerns for child   You will then receive an email with a letter attached. This letter will state the date and time for the appointment. |  |
| Attend Asylum Screening Appointment with Young Person. | Social Worker | Interpreter\* | If the CIC review has already taken place, it may be the P&T / C&F Social Worker that attends this appointment.  You must take the following to this appointment:   * The letter attached to the appointment email. * Any ID documentation that the Young Person has. * A letter from Social Services stating that the UASC is in our care, and introducing the Social Worker who is with the young person at the appointment. * Any other adults coming to the appointment must have a written letter of introduction stating name, contact details and role. * All adults coming to the appointment must provide photographic ID. |  |

**Other Guidance and Resources: see our UASC Directory**

[ADCS guidance on suitable placements](http://adcs.org.uk/assets/documentation/Suitable_placements_for_UASC_info_final_5.docx)

Coram legal factsheet: [www.childrenslegalcentre.com/userfiles/LA\_support\_UASCs.pdf](http://www.childrenslegalcentre.com/userfiles/LA_support_UASCs.pdf) for legal advice.

[Statutory guidance for unaccompanied and trafficked children](https://www.gov.uk/government/publications/care-of-unaccompanied-and-trafficked-children)

[Statutory guidance for children missing from LA care](https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care)

[**Appendix 1**](#Appx_1)**:** safety planning for children where there are concerns of absconding, or concerns of trafficking- a guidance of what to be included in a safety plan for carers and children.

[**Appendix 2**](#Appx_2)**:** what is to be included on safety card for the child in the event of an emergency.

**APPENDIX 1**

**Safety plan** in respect of A (DOB unclear) Currently residing at \*\*\*\*\*\*\*\*\*\*\*\*\*, in the care of the Local Authority.

Child considered at risk due to being unaccompanied and/or trafficking, and consideration is being taken in terms of safeguarding A in line with DFE guidance 'Care of unaccompanied and trafficked children' (2014). In line with this guidance (page 12) the following considerations should be taken-

- Under guidance it is advised that should a child have a mobile phone this should be removed to prevent adults/persons of risk making contact with the child.

- Try and assist A to memorise a safe telephone number so if the go missing from care and find themselves in danger they can make contact with a safe adult- Police 999 or Social Care.

- Allow internet access only in group supervised settings.

- If able to provide 24 hour supervision whenever the child leaves the care setting for at least the first 4-12 weeks in care.

- Ensure the child’s room does not allow for easy exit, e.g: that the room is on upper floors.

-The foster carer is not to allow the child to be outside of placement without due care and safety plan in place. Should it be suspected that the child is at immediate risk the carer is to phone **999**

-This child is logged by police; in the event of MISPER he is deemed high risk-LOG NUMBER (to be entered here).

-Consideration has been given to the accommodation status of A, and at present the child is deemed abandoned and therefore in the short term is permitted to be accommodated under section 20 of the Children Act, 1989. Once age has been assessed this will need review to consider if other actions need to be taken.

The Foster Carer must be clear and alert of the risks, any concerns or queries they should contact Social Care, outside office hours this is 08456000388.

Relevant for children where there is suspected trafficking:

There will be a referral to the National Referral Mechanism due to concern of child and trafficking.

The guidance is clear in the need to intervene urgently; many trafficked children go missing from care, often within the first 48 hours.

There is to be no information disclosed to any enquirer until their identity and relationship is established.

Given the above the guidance is clear and there is a need to manage this placement and the risks associated- the bullet points below are clear in the actions required-

1. The child is a high risk MISPER should he go missing, the response once known to be missing is immediate and should not be delayed.

2. Social Care need to be informed should the child go missing.

3. If there are concerns any persons of risk have identified the placement there needs to be liason with Social Care.

4. Ensure the child remains supervised to build his relationship and maintain safety.

5. Placement support team could assist the placement.

6. Should there be internet or phone use this should be supervised.

7. Police logs have the child recorded as high risk- the LOG NUMBER is -.

8. Clear recordings of any conversations/information should be kept by Foster carer and provided to social care.

This agreement is set out for the care of A over the period \*\*\*\*\*\*\* until \*\*\*\*\* until an age assessment is undertaken and a review of next actions are taken in terms of accommodation status, needs, and on-going risk management- taking into account his needs wishes and safety.

Signed........................................Initial Response Team Manager.

Signed........................................Social Worker

Signed.........................................Foster Carer

Signed……………………………..Child

\*\*Confirm that this agreement has also been provided both verbally and in writing in the relevant language

**APPENDIX 2: SAFETY CARD**

In terms of a safety card, the child is to be provided with the following which can be handed to a person in the event they need help outside of the placement.

Identify that the child needs help.

Social Worker telephone number.

Emergency Duty Team telephone number.

Police number 999 and 101

NHS/Health 999 and 111

Foster carer name and telephone number

This should have English and relevant language and child should be able to carry this with them.