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# **KCC JOINT TRANSITION POLICY FOR YOUNG PEOPLE AGED 16- 25 YEARS WHO ARE CARE LEAVERS**

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Improving the services and outcomes for children in care and care leavers through the transition into the 18+ Care Leavers Service and their journey into independence post 25 years of age.



December 2019  
(policy review December 2020)

**KENT COUNTY COUNCIL**  
Children in Care and Care Leavers

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## Section 1

### Introduction

#### Caroline Smith, Assistant Director for Corporate Parenting



The transition process for our children in care is one of the most important periods in their lives, and it is our responsibility as good Corporate Parents to ensure they have a smooth transition into adulthood. As Corporate Parents, we want to ensure that we provide the best possible opportunities to our young people to assist them to becoming financially independent, with good careers, accessing good quality accommodation and to have a positive future ahead.

The Transition Policy, alongside our Care Leavers Local Offer, will ensure all staff working within Integrated Children's Services and Adult Services have a clear understanding of their role in supporting our young people to achieve this.

#### Principles of Transition

Young people will have the best chance of success as adults if those providing transitional care and other support take the following principles into account when working with the young person and making decisions:

- Is this good enough for my own child?
- Are we providing a second chance if things don't go as expected?
- Is the Transition Plan tailored to the individual needs of the young person?

This protocol relates to Kent County Council's Children in Care and Care Leavers and the services supporting them:

- Children in Care teams
- Disabled Children and Disabled Young People Teams
- 18+ Care Leavers Service
- Fostering
- Independent Reviewing Officers
- Accommodation services
- Health and Emotional Well Being services
- Adult Learning Disability, Sensory Team, Adult Autism & Adult Mental Health
- Commissioning

#### 18+ Care Leavers Service

The 18+ Care Leavers Service supports Kent's Care Leavers aged 18-25yrs to access suitable accommodation, education, training, work experience and health services. They also provide advice and encouragement to help young people make the most of their journey through the care system. Each Care Leaver will have a Personal Adviser allocated to them at the age of 17 years to work with them on their journey to independence, supported by a team of specialists to assist with education, training or employment, emotional well-being, benefits, accommodation and community engagement.

## Section 2

### Background

#### Aim

- To ensure all Children in Care and Care Leavers are provided with a supported transitional journey into the 18+ Care Leavers Service (or Adult Services)

#### Objectives

- For all KCC departments and partner agencies to deliver their role in the Transition Plan
- For all Children in Care to engage in a Transition Plan before becoming a Care Leaver
- For all young people who are Care Leavers to engage with their Transition and Pathway Plan as they become adults

Section 2 of the Children and Social Work Act 2017 requires each local authority to consult on and publish a [local offer](#) for its care leavers. The Local Offer should provide information about all the services and support that is available to care leavers from the local authority including information about both their statutory entitlements as well as any discretionary support that a local authority chooses to provide.

Section 1 of the Children and Social Work Act 2017 requires local authorities to have regard to seven corporate parenting principles when discharging their functions in relation to looked-after children and care leavers. The local offer should set out what support all local authority departments will provide (not just Children's Services), having regard to the [corporate parenting principles](#):

- 1) to act in the best interests, and promote the physical and mental health and well-being, of those children and young people;
- 2) to encourage those children and young people to express their views, wishes and feelings;
- 3) to consider the views, wishes and feelings of those children and young people;
- 4) to help those children and young people gain access to, and make the best use of, services provided by the local authority and its relevant partners;
- 5) to promote high aspirations, and seek to secure the best outcomes, for those children and young people;
- 6) for those children and young people to be safe, and for stability in their home lives, relationships and education or work; and
- 7) to prepare those children and young people for adulthood and independent living.

[Kent County Council Care Leaver Offer](#) can be accessed on the KCC website and Kent Cares Town website.

#### Transition Planning

Young people will have many questions and concerns regarding what happens when they turn 18yrs of age regarding where they are going to live, how will they manage financially and who will support them. The planning for transition should be discussed from the age of 16 years to enable them to make informed choices, supported by the CIC Social Work teams, Disabled Young People teams, Foster Carers, Independent Reviewing Officers, Virtual School Kent, SEN and accommodation providers. A Personal Advisor will be allocated to the young person at aged 17 years to have oversight of the Transition Plan.

### Forums for transition case discussion

- Placement/Access to Resource panel meetings are delivered in the West and North CIC districts. 18+ Care Leavers Service either attend the panel or provide feedback for rising 18 young people.
- For the South and East CIC districts, 18+ Team Managers will attend their monthly managers meetings to discuss and plan for any transition young people rising 18 years.
- 18+ Service Managers to attend the weekly panel meetings with the Disabled Children and Disabled Young People Service as required across the county
- Monthly Transition surgeries will be piloted at Worrall House for Social Workers (and other services e.g. Adult Learning Disability) to discuss cases and this will then be developed to offer to all Child in Care Teams.

### What does a good transition look like? What are the outcomes we are looking to achieve?

- **Independence**
  - Is the young person aware of the independence skills they need to develop further, are they aware of the impact this can have on potential accommodation options?
  - Early planning in place to ensure all are well informed, the young person's voice and wishes are heard, and relevant referrals have been made
- **Education, training or employment**
  - A clear 'Education, Training and Employment Plan' is in place – what are the progression plans for the young person, are there any financial implications when the young person turns 18, is the employment secure?
  - If the Care Leaver has an Education, Health and Care Plan, that it is up to date and includes Preparing for Adulthood outcomes
- **Financial stability**
  - The young person understands the financial requirements of them, what they must pay and what they may be able to claim for (e.g. Universal Credit) and what the implications are if payments are not maintained
  - The young person is accessing financial support where entitled to (e.g. free after care under S117 of the Mental Health Act, Criminal Injuries, savings, clothing allowance etc)
- **Accommodation**
  - Does the young person have an up to date Personal Housing Plan that shows the long-term aim of the young person, is it realistic with the accommodation options available from the Local Authority and from the local district councils?
  - Does the young person have a realistic plan and expectation for their accommodation options, post 18, 21 and 25 years?
- **Health and well being**
  - Is the young person aware of their current emotional health and wellbeing state, and do they know how to access and identify when they may need support?
  - Does the young person see their health and well-being as important?
- **Supportive network**
  - Lifelong Links/ECO Maps, Genogram – are these updated with key contacts?
  - All professionals collaborate and are fully informed of actions being taken to support the young person and identify who are the significant others remaining as a support network.
  - Accessing the right services to meet the young person's needs (e.g. Adult Services, Mental Health support) following the relevant assessments and requirements met
  - Information on how to access their case file

## Section 3

### Accommodation

#### Accommodation Pathways

When discussing accommodation pathways with the young person, it is important to outline the various pathways and requirements of those to ensure the most appropriate accommodation is considered to meet the needs of the young person. This must be reviewed and adapted to meet the changing needs of the young person using the Personal Housing Plan. Discussions around housing should be taking place over a longer period to enable the young person to fully understand their options and ensure realistic expectations.

When a young person has a learning or physical disability or mental health support need, CIC teams supported by the IRO, must have a discussion to see which service may best meet the needs of the young person. Would the young person be eligible for Adult Services, The Adult Autism Team or Sensory Team? If so then a referral must be made following the correct age referrals (by 17yrs old if needs already known). Joint working may also be an option where other services are involved.

#### 18+ Care Leavers Service Accommodation

The following housing options will need to be discussed with the young person leading up to their transition to the 18+ service:

##### Staying Put (Currently commissioned through Catch 22)

- Remaining with current Foster Carer once young person turns 18yrs, up until the age of 21yrs if appropriate. (includes both In House and IFA foster carers)
- Weekly payment rates – Standard £140, Complex £190, Intensive £240 – this covers accommodation, support, utilities, food and associated costs excluding clothes and pocket money<sup>1</sup>

##### Supported Lodgings (Currently commissioned through Catch 22)

- This service provides accommodation and support for young people so they can live within a family environment whilst acquiring the skills and emotional resilience necessary to live independently.
- The approved hosts within this scheme receive comprehensive training plus ongoing support and supervision from dedicated supported accommodation officers from Catch 22.

##### Semi-Independent and Housing Related Support

- Young Person Supported Accommodation and Floating Support Service (Look Ahead, YMCA, Sanctuary, Acorn, 4CSR)

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<sup>1</sup> Kent County Council's Staying Put Policy: <https://www.kent.gov.uk/about-the-council/strategies-and-policies/childrens-social-work-and-families-policies/staying-put-policy>

- Different levels of support can be provided depending on the needs identified for the young person to help them with developing their independent living skills. Support should reduce over time as the young person develops such skills.
- Costs will vary depending on the level of support required.
- Where a young person is placed within semi-independent accommodation and aged between 16-18 years, a planning meeting is convened at aged 17.5 years to agree any funding implications for the transition into the 18+ Care Leavers Service. This meeting will be chaired by the Head of Service or a Service Manager from the 18+ Care Leavers Service to review the current placement, agree costs and the plan for accommodation post 18 years. It is suggested the meeting (undertaken via Skype) should take place after the young person has had the 17.6-month CIC Review.

#### Independent Shared Accommodation (Currently provided by Ready Homes)

- In Kent these include accommodation in shared houses or flats depending on the needs of the young person
- Standard rate of £125 per week

#### Safety Pod

- In emergencies, there is access to a safety pod for a short period of time whilst other accommodation is being identified

#### University

- Care leavers will receive a student loan to cover the cost of their university rent during term time. However, whilst they are at university, the Care Leavers 18+ Service can pay their non term time accommodation rent if there is a need. The amount paid will be agreed by the Head of Service. This is detailed in the Local Offer.

#### Living Independently

- Young people will apply for social housing or privately rented properties. They are responsible for paying bills, including Council Tax. Care Leavers will need to work with their Personal Adviser who can help them keep on top of bills and paying their rent, as well as how to abide by their tenancy agreement. If they do not keep to their tenancy agreement or pay their rent, they may be at risk of eviction and homelessness. Young people will be offered benefits advice to ensure they are claiming all entitlements.
- The 18+ Care Leavers Service will support care leavers with applying so that they can access registered social landlords, also known as housing associations. If their application is successful, they will get a tenancy of their own.
- Kent County Council has a rent deposit and rent guarantor scheme that can be accessed by care leavers, enabling them to seek housing in the private rented sector.

#### Accommodation post 21-years old

- 18+ Leaving Care Service is no longer required to provide young people who are care leavers with accommodation support. From aged 18-20 years, discussions and informal assessments need to take place to support the young person with their independent living skills to explore accommodation options and achieve independence by the age of 21-years old.

## Private Renting

- Access to private renting will be through either a letting agent or a private landlord.
- Letting agents will require the following to access accommodation:
  - Equivalent of 4 to 5 weeks rent as a deposit, 1 months' rent in advance, pass a credit check, have a guarantor in place who is normally a homeowner and earning 30 x the annual rent, guarantor will need to be credit checked
- Private Landlords will in the main require the following to access accommodation:
  - 1 months' rent advance, equivalent of 4 to 5 weeks rent as a Deposit, possibly a reference from previous landlord
- Any deposit paid to any agent or private landlord must by law be protected in a government approved deposit protection scheme, for example
  - Deposit Protection Service
  - MyDeposits
  - Tenancy Deposit Scheme
- See following link for more details:
  - <https://www.gov.uk/deposit-protection-schemes-and-landlords>
- We would advise you look at the below link as a guide for renting somewhere to live in Kent
  - <https://www.kenthousinggroup.org.uk/protocols/moving-on-or-moving-in/>

## Social Housing

- To access social housing, the Care Leaver must be firstly registered and accepted on to the Kent Home Choice register where they will be provided with a unique I.D. number to log in to their account and proceed with bidding on properties.
- Each local council will have its own allocations policy and rules for allocating housing.
- Young people can register on Kent Home Choice from the age of 16years old and can bid for up to 3 properties per week
- Most allocation policies will state that if the young person refuses 2 offers of accommodation, they will then be taken of the scheme for 12 months
- The young person can't be accepted on to the scheme if they are housed already in the private sector unless certain conditions apply. See the council allocations policy for the area.

## Setting Up Home Allowance

- The 18+ Care Leavers Service will help care leavers with a setting up home allowance of up to £2000 and retain £500 to cover damage and repair costs (all or any remaining funds from the £500 can be available to the young person when they leave the property to achieve full independence)



## Section 4

### Referrals to Other Services

#### Disabled Young People

Care Leavers who are disabled and managed within the Disabled Young People's Teams (16-25), or who have sensory needs and are managed within the Specialist Sensory Children and Adult Team, will continue to receive their leaving care entitlements alongside their care and support needs from the age of 18 years within these teams.

#### All other Care Leavers

For all other Care Leavers, including those with a range of additional complex needs, the 18+ Leaving Care Service is likely to remain the lead professional with staff from other Adult Teams (Mental Health, Autism, Sensory, Disabled Young People's teams, OPPD) providing consultation and advice or work jointly, (dual allocation), with the 18+ Care Leavers Service as required to ensure that young people's additional needs and care leaving responsibilities are met. However, there are occasions when the primary need for that young adult may mean that the case is held within Adult Services with 18+ Leaving Care providing consultation support. Workers from the 2 teams will need to draw up an agreed plan on actions each will do. Lead responsibility will need to be reviewed and changed where necessary if intervention comes to an end.

Social Workers within the Children in Care teams who are working with children who have complex needs should consult with the Disabled Children team prior to the age of 16. This is so that timely decision making, and intervention can be achieved.

The eligibility criteria for the Disabled Children and Young People service can be found online via Tri.X: [http://kentchildcare.proceduresonline.com/chapters/p\\_child\\_disability.html](http://kentchildcare.proceduresonline.com/chapters/p_child_disability.html)

In exceptional circumstances a young person may meet the criteria for the Disabled Young People's Team or one of the Adult Services teams due to mental health / sensory needs / autism at a later stage of their development (post 16), due to a specific condition and / or late presentation to Integrated Children's Services. In these situations, the social worker should consult with the relevant team as soon as possible and no later than the young person's 17<sup>th</sup> birthday. This then allows time, where appropriate, for the referral to be made and an assessment under the Care Act to be completed in time for the young person's final CIC review before they turn 18.

For the Disabled Young People's teams there must be evidence that the young person has a Learning Disability or complex Physical Disability that has a significant impact on their ability to manage daily life and will need a high level of ongoing direct support into adult life.

Where the Children in Care team (or exceptionally the 18+ Care Leavers Service) are requesting transfer to the Disabled Young People's team, they should present the case to the DCYPS decision-making Panel and follow the protocol for presentation of cases to panel.

### Accommodation post 21 years

- If Care Leavers have not made the expected progress and are likely to have Care and Support Needs that will require longer term support post 21, then the 18+ Care Leavers Service will need to refer the young adult to the relevant Adult Service within their 20<sup>th</sup> year. Plans can then be made to consider either the current carers undertaking the assessment to become carers under Shared Lives\* so that a transfer from the Staying Put Arrangement into Shared Lives can be made, or an alternative supported living arrangement. In these cases, the financial arrangements will need to transfer to Adult Services.

\*Where appropriate, Shared Lives can be accessed from aged 16 years.

### Charging and Financial Support

- Many, but not all Adult Social Care Services are subject to charging procedures. For young people managed within Adult Social Care, once an assessment of their Care and Support Needs has been completed, if services are required there needs to be a financial assessment. This is carried out by one of the financial assessment officers in Adult Services.

### Dispute Resolution Process

- The ethos of the Transition Plan should always be one of collaborative working between KCC departments to secure the best possible support for the young person. Both Children and Adult Social Care adhere to a culture of joint problem solving and partnership working whereby dispute resolution should seldom be required. A professionals meeting should take place prior to any escalation process. Where there continues to be a dispute between services and this cannot be resolved between Team Managers or at the Disabled Children and Young People Service decision-making Panel then this should be escalated through the relevant line management structures up to Assistant Directors for resolution, setting out the issues and possible solutions.
- Independent Reviewing Officers should be informed from the outset of any disputes or complaints so that they can monitor the progress towards a resolution, and where needed support the escalation process to ensure that all teams within KCC fulfil their Corporate Parenting responsibilities.

### Special Education Needs

Some young people in care or Care Leavers who have an Education Health and Care Plan will continue to have their educational needs met beyond the age of 18, either in mainstream or in specialist settings (including residential education provision) and may continue to receive education up to the age of 25, either fulltime or part-time. Transition planning for all young people with EHCPs should start and continue with each Annual Review from Year 9 onwards, with the focus being on aspiration and future plans. The worker from whichever team is the lead professional must liaise closely with the Young Persons Officer in the SEN department to agree plans for the young person's ongoing educational provision or begin planning an effective transition so that the EHCP can be ceased. This will enable sufficient time to plan for the young person's next steps.

## Section 5

### Transition Plan

The Pathway Plan (16-25yrs) should be reviewed every 6 months and clearly demonstrate transition planning and the young persons views.

The following table outlines what the **young person** should engage in during their transition plan between the ages of 15-25 years:

AGE	Activity	Young person's responsibility
15-17rs	<ul style="list-style-type: none"> <li>• Young person supported to understand the changes relating to becoming a 'Care Leaver' by CIC Social Work team, Disabled Young People team, Foster Carers, IRO and any other professional networks</li> <li>• Attend CIC medicals - helps to get right diagnosis for referrals to other services</li> <li>• Attend in Personal Education Plan (PEP) meeting to discuss education, employment and training (EET) to include the impact on next steps once Education is not free</li> </ul>	<p>To engage in discussion, visits, meetings.</p> <p>Ask if not clear on something.</p>
During 17 <sup>th</sup> year	<ul style="list-style-type: none"> <li>• Young person meets their 18+ Personal Adviser (PA) during their 17<sup>th</sup> year on several occasions - at CIC reviews, visit in the placement, informal meetings - to help get to know each other and understanding of service</li> <li>• Meeting with DWP regarding support available</li> <li>• Ensure young person understands all accommodation options and choices made and begin Personal Housing Plan</li> <li>• Young person to be aware of their rights under the Care Act and engage in Care Act Assessments where required</li> <li>• IRO to oversee the Transition Plan</li> </ul>	<p>To engage in discussion, visits, meetings.</p> <p>Attend meetings with DWP.</p>
During 18 <sup>th</sup> year	<ul style="list-style-type: none"> <li>• Actively engage with PA to establish supporting relationship (agree contact plans, engage in pathway plan reviews)</li> <li>• Young Person supported to register for social housing to support future housing needs</li> </ul>	<p>Let PA know who is important in your life in supporting you.</p> <p>Engage in accommodation processes.</p>
18-21yrs	<ul style="list-style-type: none"> <li>• Young Person works with PA on EET, accommodation, health, financial issues to develop independence whilst supported with accommodation (referrals to specialist teams where necessary)</li> <li>• Supported to source accommodation post 21yrs (social housing, private rented)</li> <li>• Preparing for post 21 support</li> <li>• At 20yrs, YP to discuss with PA what support looks like post 21, to decide if they want to access ongoing support up to age 25 years.</li> </ul>	<p>YP engaging with positive activities - EET, accommodation etc.</p> <p>YP notify PA of changes that impact on them.</p> <p>YP to engage with local district council to progress social housing application if applicable or private rented</p>
22-25yrs	<ul style="list-style-type: none"> <li>• YP agrees to type of support/contact they require from PA</li> <li>• YP supported to maintain accommodation.</li> </ul>	<p>Agree to type of support and contact would like from service</p>

The following table clarifies the responsibilities of **professionals** delivering the Transition Plan:

Young Person Age	Activities for Social Worker (and Team Manager)	Activities for 18+ Personal Adviser (and Team Manager)	Activities for other services/support networks
<b>15-17yrs</b>	<ul style="list-style-type: none"> <li>• Discuss the transitional process across to 18+ and what the difference is from being CIC to a CL – include visits to open days/drop ins</li> <li>• Explain to young person accommodation options post 18yrs</li> <li>• Explain financial implications of accommodation options to young person and Foster Carer</li> <li>• Explain the financial support available from DWP and process for applying</li> <li>• Link in with VSK to support Education, training and employment options</li> <li>• Ensure EHCP, where relevant, is up to date and includes Preparation for Adulthood outcomes</li> <li>• Consult with Disabled Children Team prior to age 16yrs for those with complex needs</li> <li>• For young people over 16yrs entering care with complex needs, consult with the relevant team (Disabled Young People’s Team or one of the Adult Teams) before their 17<sup>th</sup> birthday</li> <li>• Social Worker to refer to Life Long Links where appropriate to ensure life story work has been provided to the young person prior to transfer to 18+ (British Red Cross can help for UASC with family finding work)</li> </ul>	<ul style="list-style-type: none"> <li>• Offer guidance on processes and support available from 18+ Care Leavers Service</li> </ul>	<ul style="list-style-type: none"> <li>• IRO using CIC review meetings to ensure transition plan is being followed and understood by young person</li> <li>• Foster Carer to be supporting Social Worker with explaining 18+ Leaving Care transition through discussion and taking to open days/drop ins</li> <li>• Foster Carer to enquire and understand accommodation options and implications post 18yrs, including “Staying Put” and ‘Shared Lives’ and the assessment process for the Foster Carer, supported by the Fostering Social Worker.</li> <li>• IRO to check that discussions are taking place with Disabled Young People’s Team and Adult Services where required during CIC reviews</li> <li>• Foster Carer to support young person to engage in CIC Medicals and PEPs</li> <li>• Foster Carer to complete Pathway Planning workbooks</li> <li>• Residential and Semi-independent providers to ensure young person is supported in exploring 18+ transition</li> </ul>
<b>15-17yrs</b>	<ul style="list-style-type: none"> <li>• For young people being closed to CIC services, but</li> </ul>	<ul style="list-style-type: none"> <li>• Update allocations tracker ‘qualifying YP’</li> </ul>	

	<p>will become 'Qualifying' – to provide letter to YP outlining support available for 18+ Leaving Care Service</p> <ul style="list-style-type: none"> <li>• CIC Team Manager to notify 18+ Care Leavers Service of closure</li> </ul>	<p>details</p>	
<b>From 16yrs</b>	<ul style="list-style-type: none"> <li>• Ensure 16+ Pathway Plan is now being used in reviews and completion of young people's workbook</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure 16+ Pathway Plan is now being used in reviews and completion of YP workbooks</li> </ul>
<b>17-18yrs</b>	<ul style="list-style-type: none"> <li>• Allocated Personal Advisor to be recorded on Liberi</li> <li>• Provide young person with 18+ welcome pack</li> <li>• Social Worker Team Manager to have oversight of transition progression, support where referrals to other services are required, oversight of invites to CIC reviews</li> <li>• Arrange to meet allocated PA to discuss transition process and YP</li> <li>• Inform YP of allocated 18+ Personal Adviser and arrange to meet them with together outside of CIC reviews, at the placement, at the placement.</li> <li>• Ensure young person understands all accommodation options and choices then finalise plans. Cost to be clarified, actual amount agreed with 18+ Service (ensure Foster Carer is aware of reduced rate if Staying Put placement)</li> <li>• If Foster Carer has changed, then review of options and financial implications</li> <li>• Ensure all referrals are made to other services where required</li> <li>• Maintain accurate records of interventions on Liberi</li> <li>• Final agreement for accommodation plans</li> </ul>	<ul style="list-style-type: none"> <li>• 18+ Service ensure welcome pack is kept up to date and shared with CIC teams</li> <li>• Jointly look at a Personal Housing Plan with CIC SW and Care Leaver</li> <li>• 18+ Team Manager to review case before allocating Personal Adviser to young person and notify CIC teams that they are adding them to Liberi. Make suggestions to alternative services where applicable. Also, advise IRO of allocated PA.</li> <li>• 18+ Team Manager to have oversight of transfer progress and to be discussed in supervision</li> <li>• PA to meet with Social Worker to discuss young person</li> <li>• PA to meet with Social Worker and young person on more than one occasion to build relationship</li> <li>• PA to support Social Worker with guidance relating to the 18+ service</li> <li>• PA to include 18+ Mental Health Social Worker where required, and to attend last CIC</li> </ul>	<ul style="list-style-type: none"> <li>• IRO and Foster Carer to check that the 18+ welcome pack has been provided and discussed</li> <li>• IRO to check that transition is progressing in a timely manner</li> <li>• IRO to have oversight at reviews that referrals to other services are actioned by CIC teams</li> <li>• IRO to check PA has been invited to CIC review with adequate notice</li> <li>• Foster Carer to support with discussions relating to transition</li> <li>• IRO to have oversight of final accommodation plans and approval secured from 18+ Service</li> </ul>

	<p>agreed with 18+ Service</p> <ul style="list-style-type: none"> <li>• Ensure latest copy of EHCP is saved on Liberi and review held if required (where applicable)</li> <li>• For complex cases, to arrange for a joint meeting with the outgoing SW and their TM and the incoming PA and their TM prior to transfer.</li> </ul>	<p>review</p> <ul style="list-style-type: none"> <li>• PA to keep Team Manager up to date with progress of case transfer</li> <li>• PA to attend last CIC review and record summary on Liberi of actions</li> <li>• PA to maintain accurate records of interventions on Liberi</li> </ul>	
<b>17yrs,6m</b>	<ul style="list-style-type: none"> <li>• Staying Put referral submitted to TPS after seeking approval from 18+ Care Leavers Service</li> </ul>	<ul style="list-style-type: none"> <li>• PA to check on Liberi for any 'Escalations' recorded in 'Forms' by IRO</li> </ul>	<ul style="list-style-type: none"> <li>• IRO to review the plan for Staying Put referrals</li> </ul>
<b>17yrs, 11m</b>	<ul style="list-style-type: none"> <li>• CIC Team Manager to ensure case is transfer ready, if case is not transfer ready, to discuss with Service Manager</li> <li>• Start Advance Benefit claim with young person</li> <li>• Contact local office to arrange first of two interviews to help prepare young person's claim</li> <li>• 2<sup>nd</sup> interview to take place when feel claim is complete but DO NOT submit claim</li> <li>• Claim and ID checked at 2<sup>nd</sup> interview at Department of Work and Pensions (DWP)</li> <li>• Complete all case transfer tasks and transfer summary sheet</li> </ul> <p><b>SW Team Manager:</b></p> <ul style="list-style-type: none"> <li>• Quality Assure case transfer and agree date with 18+ Team Manager for case transfer</li> </ul>	<ul style="list-style-type: none"> <li>• Allocated PA to update 18+ Team Manager if case is transfer ready</li> <li>• 18+ Team Manager to look at IRO QA</li> <li>• If case is not transfer ready, to notify 18+ Service Manager</li> <li>• 18+ Team Manager to discuss case transfer with CIC Team Manager – agree or return for further updates. Agree date for transfer.</li> </ul>	<ul style="list-style-type: none"> <li>• IRO to have oversight of case transfer – transfer ready</li> <li>• Foster Carer to support with DWP activities</li> </ul>
<b>18yrs</b>	<ul style="list-style-type: none"> <li>• The young person will submit claim, with assistance if requested, once young person turns 18yrs -claim starts on date submitted. However, it is the Social Worker's responsibility to ensure this is completed</li> <li>• Case transferred to 18+</li> </ul>	<ul style="list-style-type: none"> <li>• Accept case transfer</li> <li>• Young person supported to register for social housing to support future housing needs</li> <li>• Engage with young person to establish supporting relationship (agree contact plans,</li> </ul>	<p>If Staying Put placement:</p> <ul style="list-style-type: none"> <li>• Foster Carer to be made aware of any delay in payments due to the claim for Universal Credit.</li> <li>• Foster Carer to work with young person to develop independence</li> </ul>

	Service	engage in pathway plan reviews)	skills ready for independent living in the future
<b>18-20yrs</b>	<ul style="list-style-type: none"> <li>• Support with any further clarification from 18+ PA</li> </ul>	<ul style="list-style-type: none"> <li>• Young person works with PA on EET, accommodation, health, financial issues to develop independence whilst supported with accommodation (referrals to specialist teams where necessary)</li> <li>• Personal Housing Plan to be updated</li> <li>• Supported to source accommodation post 21yrs (social housing, private rented)</li> <li>• Preparing for post 21 support</li> <li>• At 21yrs, YP to discuss with PA what support looks like post 21, if choose to close, can come back into service - YP to contact us</li> <li>• Ensure copy of latest EHCP is saved on Liberi and reviewed (where applicable)</li> </ul>	
<b>21-25yrs</b>		<ul style="list-style-type: none"> <li>• YP agrees to type of ongoing support/contact they require from Care Leavers 18+ service.</li> <li>• Supported to maintain accommodation</li> <li>• Agree case closure</li> <li>• Ensure copy of latest EHCP is saved on Liberi and reviewed (where applicable)</li> </ul>	

## Unaccompanied Asylum Seekers

When working with young people who are asylum seekers, or with those who have not been recognised as refugees but have been given a temporary form of leave to stay in the UK, guidance should be sought from the Association of Directors of Social Services *Transitions Guidance* on how to plan for these young people as they approach 18 and beyond. This is an important document that should be referred to in all such cases.

There are additional and specialist areas of need which need to be considered when undertaking needs assessment and pathway planning of asylum-seeking young people leaving care as this will depend on their eligibility to access services when they turn 18. The needs assessment and pathway plan must take account of the implications of a young person's immigration status on the provision of services and how their needs might be addressed as a result.

Furthermore, when working with asylum seeking and refugee young people, it is very important to keep up to date with any changes in immigration legislation, policy and procedure. For example, if a young person has been granted leave to remain in the UK for a time limited period until 17.5 months, the young person will need to seek legal advice at least three months before their leave expires to avoid becoming an overstayer or failed asylum seeker.

## Triple planning

Unless a UASC young person has been granted indefinite leave to remain (ILR) permanently in the UK, a triple planning approach must be applied to ensure that the needs are identified, and the pathway plan covers all eventualities and all possible outcomes. This means that the needs assessment must look at all of the following:

- the needs of the young person if they remain in the UK long term - integration, settlement, preparation for leaving care, adulthood and independence in the UK
- the needs of the young people if they have exhausted all avenues regarding their immigration status
- the needs of the young person if they must return to their country of origin as a result of their immigration status

As a guide, the 18+ Leaving Care Service have created triple plan template and asylum process flow chart which has been circulated and shared with all CIC teams across the county to promote good and consistent practice. See appendix 2 for the UASC checklist prior to transfer.

If a UASC becomes Appeal Rights Exhausted (ARE) or failed asylum seeker while in the Children in Care team, email notification should be sent to the 18+ Leaving Care UASC Service Manager for the case to be allocated to undertake a Human Right Act (HRA) assessment. Should the HRA assessment conclude that there would be no breach of human rights for the UASC young person to return to their country of origin, 28 days' notice will be given to terminate the accommodation and leaving care support.



## Young People in Custody

The 18+ Care Leavers Service has a Countywide Offending Coordinator in place to provide additional support and guidance regarding young people in custody. Along with the allocated PA, the 18+ Offending Coordinator should be invited to any planning meetings within the prison from 17yrs and 6 months, so they are involved in the resettlement planning for all custody cases.

The Countywide Offending Coordinator tracks all 17yrs+ CIC and Care Leavers and oversees all 18+ Care Leavers in custody.

For young people that have been remanded to detention (YDA) or to local authority accommodation (RLAA) and aged pre-17yrs, they can become a 'Child Looked After'.

If the case is to be closed once the young person has been sentenced and they meet leaving care threshold services (been YDA or RLAA for 13 weeks and one of those days has been on or after their 16<sup>th</sup> birthday), then the CIC Team Manager must notify 18+ Offending Coordinator. Time spent on remand to detention (YDA) or remand to local authority accommodation (RLAA) count towards eligibility for "Looked After" status.

## Escalation Process - 18+ Care Leavers Service

The Children in Care teams should prepare the case to be ready for transfer by 17 years and 11months providing 4 weeks to address any outstanding issues to ensure case transfer is ready at 18 years.

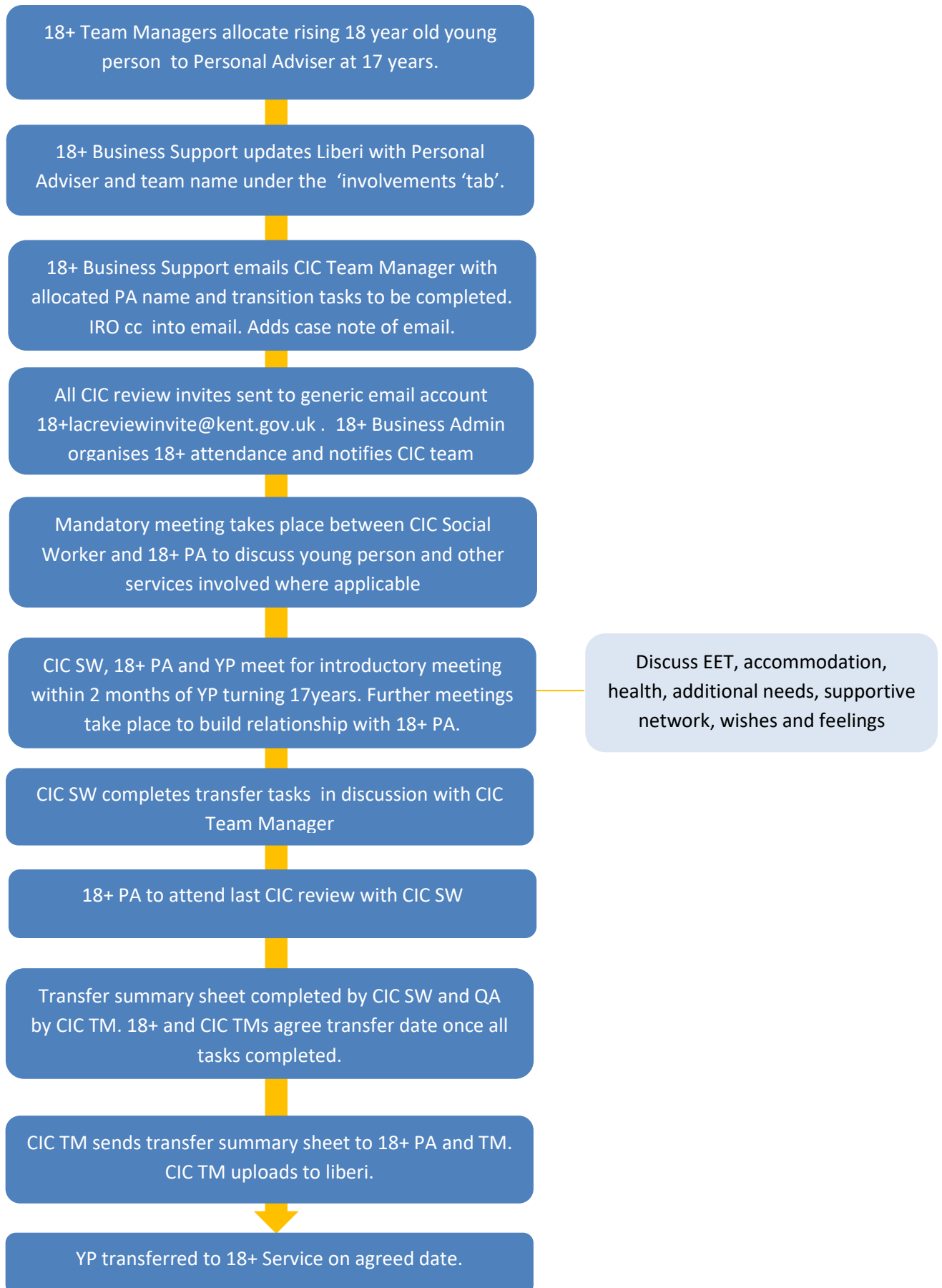
For any cases that are not transfer ready at 17years and 11 months (excluding submitting Advance Benefit claim), CIC Team Manager to notify their Service Manager. CIC Service Manager to discuss case with 18+ Service Managers.

## Quality Assurance Process

The 18+ Leaving Care Service Manager for Transition will quality assure transition cases on a monthly basis to review the process and impact.

Feedback from young people, Foster Carers, Social Workers and Personal Advisers will also be captured. Actions will be communicated to all where necessary to improve practice.

## PROCESS FLOWCHART



## Appendices 1 CASE SUMMARY GUIDANCE – ready for transfer

- **Brief History/Reason for being in care:**

Significant dates and reasons for being in care, we do not need the whole history especially when there are sometimes many years of involvement. We can find the history on Liberi when we need more information.

- **Accommodation:**

To include Current address, date moved in, type/provider of accommodation, cost of accommodation and who is funding, plans for future, any issues

- **ETE:**

To include current provision, length of course/programme, time in employment, any issues, if EHCP in place where required

- **Finances:**

Current income, date of benefit claims/progress of claims, NI number, bank details

- **Health and Wellbeing:**

To include GP, dentist, optician, any other health professionals, NHS Number

- **Independent Living Skills:**

To include skills needing to develop

- **Current Asylum status, where applicable:**

To include Details of claim, current status, name of solicitor, travel document applications date, expiry date of immigration status (found on the BRP), any issues

- **Other discussions/issues arising:**

To include YP's views, any pending referrals to other services, who else is involved with YP, family support network/involvement

- What are we worried about?
- What is working well?
- What needs to happen? Actions for PA, young person, any other person

### Transfer-ready guidance for CIC:

- SW to ensure PWP, chronology and case summary is up to date and relevant
- PWP to be in depth and clear about plans and situation
- Transfer Summary Sheet to be completed prior to transfer (SW to ask for it if not sure of this)
- Clear detail of placement costs to be recorded for post-18 accommodation, to include authorisation of 18+ Head of Service
- 18th birthday in-touch record to be completed
- Benefit entitlements and appointments to be clearly recorded and in process
- SW and PA to undertake joint visit as part of handover process
- 18+ to be invited to final LAC review

- Clear Asylum status and plans to be in case summary including relevant dates

## 2 UASC Checklist requirements prior to transfer

Requirement	Notes
What is the young person's current immigration status?	<ul style="list-style-type: none"> <li>• Have you checked the young person's Immigration status with his solicitor and the Home office?</li> <li>• If the immigration status is not known, this needs to be ascertained and clarify before the case can be accepted in 18+ service</li> <li>• Date of last Immigration checks with the Home office if asylum application is outstanding</li> <li>• Copy of immigration asylum decision must be uploaded on Liberi</li> </ul>
Completed Placement Plan for current placement	<ul style="list-style-type: none"> <li>• Does the UASC young person understand their placement plan post 18?</li> <li>• If in foster placement, have you considered and explained staying put to the young person?</li> <li>• Will the young person immigration status affect the placement post 18?</li> </ul>
Completed Pathway plan	<ul style="list-style-type: none"> <li>• Is there evidence of good triple planning in the pathway plan?</li> <li>• Has the young person been prepared for all eventualities e.g. if he/she becomes Appeal Rights Exhausted or the need to apply for benefit if granted status?</li> <li>• If the young person is already ARE or asylum 'refused outright', has he/she been referred to 18+ for HRA?</li> <li>• Has the young person been spoken to about applying for support under Section 4 or section 95 of the immigration and Asylum Act 1999 should leaving care team withdraw support after HRA</li> </ul>
Solicitors and Immigration details	<ul style="list-style-type: none"> <li>• Are details of the young person's legal representative recorded clearly on Liberi?</li> <li>• Does the young person have all the relevant documentation: Immigration?</li> <li>• ID papers or card? Does the solicitor have a copy? Is there a copy on Liberi in case the originals are lost or mislaid?</li> <li>• What are the arrangements for going to legal appointments? Will someone need to attend with the young person?</li> <li>• Does the young person understand the legal advice being given? What course of action needs to be taken if they do not?</li> <li>• Is the young person subject to Home office reporting event? If so, what is the reporting arrangement in place?</li> </ul>
Age assessment decision	<ul style="list-style-type: none"> <li>• Was the young person issued with a IS97 on arrival or are there current concerns about YP's claimed age?</li> <li>• If so, has an age assessment been completed?</li> <li>• If the young person still disputing age after age assessment?</li> <li>• Has copy of the completed Age Assessment been given to the young person, shared with the Home Office and assessed age evidenced on Liberi?</li> <li>• Please note that a case transfer will only be accepted in the 18+ service after the age assessment has been completed and resolved</li> </ul>
Other relevant points to	<ul style="list-style-type: none"> <li>• Is the most up to date Photograph uploaded on Liberi?</li> <li>• A copy of Home Office Letter (Initial Screening interview Notes, Forms), ARC card, BRP card, HO Status Letter or HO Travel Document scanned</li> </ul>

consider	<p>on Liberi?</p> <ul style="list-style-type: none"> <li>• A copy of National Insurance Number Letter uploaded on Liberi</li> <li>• A copy of PREVENT referral (if relevant) been uploaded on Liberi</li> <li>• A copy of referral to Red Cross Family Tracing to be uploaded on Liberi?</li> <li>• A copy of National Referral Mechanism (NRM) and Response Letter to be uploaded on Liberi with clear case note recording?</li> <li>• Does the Case Summary / PwP on Liberi have full contact details of professionals and family members (if any) in UK, involved with UASC?</li> <li>• Has a copy of referral to health professionals (TB, Hep A/B, Scabies etc) and medication or treatment plan (if any) been recorded on <u>case summary &amp; Health section</u> of Liberi?</li> <li>• Has the MISPER episode been reviewed &amp; finalised by SW/TM on Liberi?</li> <li>• Does the Chronology cover significant dates of immigration or magistrate court appointments attended by YP?</li> <li>• Any criminal injuries compensation referral or award payments recorded on Liberi?</li> <li>• KCC Complaints and Compliment procedures explained and recorded on Liberi?</li> <li>• <u>Does the Identity</u> tab on Liberi have up to date immigration status recorded (This is to do with UASC funding grants)?</li> </ul>
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### 3 Adult Services – Assessment Criteria

The national Care Act Eligibility Criteria to consider whether a young person is likely to have Care and Support needs that will meet key eligibility tests for an adult service:

- The person has care needs arising from a physical or mental impairment or illness
- as a result, the adult is unable to achieve two or more specified outcomes (the 10 dimensions in the Care Act)
- consequently, there is, or is likely to be, a SIGNIFICANT IMPACT on the adult's wellbeing.

All three criteria must be met.

### 4 Overview of claiming Universal Credit – tasks pre-18yrs

#### **Advance claim - for young people under the age of 18**

- Identify whether the young person will be eligible for Universal Credit on their 18<sup>th</sup> birthday
- Advise the young person on the evidence required to support a claim

Evidence required includes:

- bank account
- NI number
- Proof of identity e.g. biometric residence permit, passport, birth certificate, driving licence
- tenancy agreement
- email address
- learning agreement
- Help the young person make the claim online 4 weeks before their 18<sup>th</sup> birthday. **Do not press 'submit'**.
- Phone single point of contact (SPOC) for identity interview.
- The correct UC47 form should be completed and emailed to DWP as soon as possible (see below)
- With the express signed permission of the young person keep a note of their username, password and security questions (see below)

At the interview the young person should request

- that an advance payment is made (if necessary); and
- confirm that housing costs are paid direct to landlord (alternative payment arrangement) or complete UC47 (if it hasn't been completed before – see below);
- that the PAs details are provided
- that the DWP are aware that the young person is a care leaver.
- On their 18<sup>th</sup> birthday go back into their UC journal and press 'submit'

Don't forget! – if the young person is liable for council tax, then an application for Council Tax Support should be made.

## Additional Supporting documents

To be read in conjunction with this policy:

- Staying Put policy - <https://www.kent.gov.uk/about-the-council/strategies-and-policies/childrens-social-work-and-families-policies/staying-put-policy>
- Care Leaver Offer - <https://www.kent.gov.uk/about-the-council/strategies-and-policies/childrens-social-work-and-families-policies/care-leavers-local-offer> - **under review**
- Vulnerable Adult Protocol - <https://kentcountycouncil.sharepoint.com/sites/KNet/asch/asch-documents/Vulnerable%20Adult%20Joint%20Working%20Protocol.pdf#search=vulnerable%20adult%20protocol> – **under review**
- DCYPS Panel Protocol – **waiting for finalised version**