

West Berkshire Council

Passport Application Process- Looked After Children

All Looked After Children should have a passport. Please consult the **Holidays and School Trips Outside the UK** procedure, which also provides a link to the current Home Office Guidance for Social Services Departments when applying for passports on behalf of looked after children.

At the Placement Planning meeting it should be identified if a child requires a passport

It is the Social Worker's responsibility to apply for the passport, supported by their team's Business Support Team.

When a Social Worker needs to apply for a passport for a child they will inform a member of the Business Support Team who will supply them with a:

- Passport application form
- Checklist of what is required of them and the documents needed.

THE FORMS SHOULD NOT BE DATED UNTIL COMPLETED IN FULL.

Once the Business Support Team receive the application form from the social worker they will make the following checks:

1. Each section has been completed correctly
2. If the child is between 12-15 that they have signed the form themselves
3. Ensure a letter from Head of Service has been prepared and signed (see template in process folder)
4. That the Counter Signatory (usually the Team Manager or Service Manager) has signed confirming the identity of the adult completing section (usually the Head of Service)
5. That we have ALL required documents.
6. A SCF for a cheque or CASH has been raised, signed, scanned, attached to Raise; a copy saved in the idrive folder marked Finance in West and Central and a hard copy put in the Business Support Team's SCF folder.

Once the Business Support Team has the cheque or cash ; are happy that all the documents are available and that the application has been completed , **they will then DATE the form.**

The Business Support Team will then contact Newbury Post Office on 01635 38279 and make an appointment with the Check and Send service. The Check and Send service will identify any problems with the application before it is sent off. The Business Support Team

will check with the Social Worker the urgency or which service they would prefer to use. This has to be approved by the Team Manager.

The Business Support Team will record each stage of the application on the spreadsheet (which can be found on the ***idrive – Children’s Services – West and Central – Folder 5 (Processes) –Passport Applications.***

When the passport is received, the Business Support Team will record on the spreadsheet: - the date the Passport number; the date it was received; the expiry date; and the status of being ‘held in the office’ until such times it is collected by either the social worker or the carer.

The Business Support Team will obtain a signed receipt.

They will photocopy, scan and attached on Raise the first page of the passport which gives all necessary details.

The Business Support Team will inform the Social Worker that the passport has been received.

18/01/16

Mary-Anne Cosgrove