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**Transition Planning Process**

**Age 14**

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| **Key Action required** | **Responsible officer** | **Considerations** |
| **Start to consider transition planning** | Allocated Social Worker. | Need to involve all other professionals in the team around the young person.  Consider if there is a need for advocacy at this point. |
| **Ensure that young person’s record has a clear detailed diagnosis of their disability** | Allocated Social Worker | This will be required in the future so full details need to be obtained and recorded. This may take some time, so work needs to start at this point. |
| **Transition Plan to be created** | Allocated Social Worker | This Transition Plan will need to be reviewed annually at young person’s statutory review meetings. Details of diagnosis will be required. |
| **Referral to be made to Transition Team – PfA Function** | Allocated Social Worker | Referral will enable Transition Team PfA workers to attend the young person’s EHCP annual review on a regular basis. |
| **Complete CHC checklist** | Allocated Social Worker | Need to consider health funding needs for current placement and post 18 funding. |
| **To attend SEND Annual Review** | Allocated Social Worker  Transition worker | 12 monthly |
| **Planning for Preparation for Adulthood work to commence and this is be reflected in young person’s support plans and activities going forward.** | Allocated Social Worker | Ensuring YP is prepared for adulthood in terms of health and wellbeing, relationships, education/employment/training and accommodation. |

**AGE 16**

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| **Key Action required** | **Responsible officer** | **Considerations** |
| **Full referral to be made to Transition Team if not already completed.** | Allocated Social Worker | At this stage the referral will be a flag only and the lead officer remains the Allocated Social Worker. |
| **Complete CHC checklist** | Allocated Social Worker | Need to consider health funding needs for current placement and post 18 funding. |
| **To attend SEND reviews** | Allocated Social Worker Transition Team PfA Worker | 12 monthly or as required |
| **Mental Capacity assessment may need to be considered** | Allocated Social Worker. | Does the YP have capacity? |
| **Parents to be given advice re; Deputyship and Appointeeship** | Allocated Social Worker | Are the parent/s best placed to be the Deputy or Appointee?  Consider if there is a need for advocacy at this point. |
| **Decision re; Deputyship is required** | Allocated Social Worker | If Deputyship is required, then Childrens legal services to sign off Court of Protection forms. |
| **Preparation for Adulthood reflected in young person’s support plans and activities** | Allocated Social Worker | Ensuring YP is prepared for adulthood in terms of health and wellbeing, relationships, education/employment and accommodation. |

**AGE 17**

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| **Key action required** | **Responsible Officer** | **Considerations** |
| **Follow up contact to be made with the Transition Team at 17 to confirm case allocation.** | Allocated Social Worker | This starts the joint partnership work between Transition Team and social worker. |
| **Transition Plan is reviewed updated and finalised. Clear and timely plan with key milestones to achieve plan in place.** | Allocated Social Worker/ Transition Worker | Options for future placements to be explored i.e. supported living/ return home/Shared Lives |
| **Regular tracking meetings for all young people of transition age.** | Transition Team Manager  Head of CWD  Transition Development Manager | Are all young people being captured and appropriate and timely planning in place? |
| **Preparation for Adulthood reflected in young person’s support plans and activities** | Allocated Social Worker | Ensuring YP is prepared for adulthood in terms of health and wellbeing, relationships, education/employment and accommodation. |
| **MCA considered (if not done at 16) or reviewed.** | Allocated Social Worker | Is deputyship required? |
| **Bank account to be set up**  **Benefits to be applied for** | Allocated Social Worker | Benefits will be required as part of the move on plan. |
| **If Deputyship needed – then papers to be prepared at least 3 months before the YPs 18th Birthday.** | Allocated Social Worker supported by Transition Team. | Legal oversight required. Contact may need to be established with the Adult Deputyship Team for post 18 support. |
| **Formal review of EHCP and completion of Section D** | Led by SEND colleagues  All involved professionals to have input.  Section D to be completed by Allocated Social Worker. |  |
| **If YP meets Continuing Care Criteria threshold then referral to CCG (if not completed at 16)** | Allocated Social Worker / Transition Worker | If case is adult CHC the case will move to Health and will not have the involvement of the Transition Team |
|  |  |  |

**Transition Duty Team contact number - 01276 800 270.**

**Link for referrals to The Transition Team.**

[Welcome to the Adult Social Care Transition Team (sharepoint.com)](https://orbispartnerships.sharepoint.com/sites/adult_social_care/SitePages/ASC-Transition-Team.aspx?xsdata=&sdata=aGp2RmVHRDNzVnNyRDZxNkQxc3owN1FFTHI5ZktWbUhRb25VaElobk5STT0%3D&ovuser=d961b545-104c-4ed0-8582-1f570f0595cd%2Cpaul.baker%40surreycc.gov.uk&OR=Teams-HL&CT=1677577898201&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMzAxMDEwMDkxMyIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D)

**Required information to make a referral.**

* Copy of the latest EHCP
* Completed CHC checklist
* Up to date GP Summary and formal evidence of diagnosis
* Family contact details
* Details of education background, achievements to date
* Contact details of all involved professionals

Document last reviewed: October 2023

Last reviewed by: Paul Baker

Next review date: October 2024