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Document last reviewed: November 2023

Reviewed by: Emma Kirkby

Next review date: November 2024

**Care Leavers Case Summary template and guidance– to be used across countywide**

**Template headings**

**Current situation and Plan (include family time arrangements, court orders, specific needs)**

**Accommodation** – *Type of provision, which housing register and are they actively bidding? If semi-independent how many hours of support, focus of support.  What does the young person still need to develop in order to be ready to live independently and how is this being addressed?*

**PEET/ NEET** – *Education & Training (Where, what level, end date, EHCP in place?) or employment – Employer, job role, full or part time, permeant, or temporary contract. If NEET, Since when? Benefits in place? What work has taken place/ taking place to change from NEET to PEET?*

**Health** – *Any issues around physical or mental health? Any diagnosis? Details of health issues, health teams/professionals involved.*

**Asylum** – Current situation and status *– refer to where relevant documents can be found e.g. age assessment, Home Office letters and where it could be found on LCS, include brief plan for independence.*

Date asylum claim made/ granted/ leave to remain until - date?

*Clarify type to status -*

*Refugee status*

*Humanitarian Protection*

*Discretionary Leave (On what grounds)*

*Calais leave*

*Indefinite leave to remain*

*British Citizenship*

What stage of asylum application? If awaiting Interview or waiting for a Home Office decision, then please state last update.

*Refused? Clarify date refused and what stage appeal:*

*Home Office refusal, UASC Leave, First tier tribunal, upper tier tribunal, awaiting right of appeal, waiting to submit further submissions, further submissions pending.*

ID? ARC card/ Biometrics.

Level of English/ Is an interpreter needed (which language)?

**Brief history -** **Background *-***Reasons why the young person became looked after*- was this a full care order or section 20? What age were they? Any key factors to consider i.e. was trafficked, previous CSE etc.  Did they receive life story work/ later life letter?*

• **Pen picture of young person (written to them)** - Voice of the young person – *What does the young person want to happen? How do they identify? (How do they describe themselves. How do others describe them?) What are their views and thoughts? What do they say is going well? What do they find difficult or see as a barrier and what do they want to achieve over the next six months and long term?*

**Progress against the plan and Contingency/Safety plan -**

**Positives** – *What is going well for the young person? What are the protective factors that will are ensuring their resilience?*

**Challenges/ barriers** – *Impact of additional needs and vulnerabilities, including childhood trauma Are there any adult safeguarding concerns? Adult social care involvement? Any issues around risk/exploitation for the young person? [Domestic abuse, unhealthy relationships, Substance & alcohol misuse, Criminal exploitation, sexual exploitation, County Lines activity, radicalisation worries] If so, is there a multi-agency plan in place to mitigate risk? Are the concerns being discussed in a multi-agency forum covering the area where the young person is living? Is there consent from the young person for this?*

**Current Risks/ Safety plan -**  *What interventions are in place/ risk management plan, are they making a difference?*

**Advocacy** *- Has advocacy ( Reconstruct) been discussed and has referral been made?*

**Key Professionals** – *Contacts-  Keyworker, probation officer etc, other significant adults such as previous foster carer, older sibling etc.*

**Key dates -** Next face to face visit and agreed timeframe of visits/ communication

Previous and next PEP dates if required, next pathway plan due date, Risk Assessment review date.

Version number:

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