



Transition To Adulthood

Preparation For Independence and
Pathway Planning Checklist

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The Assessment and Pathway Planning Checklist

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Aims of this Assessment and Pathway Planning Checklist

Introduction

This checklist has been produced to aid discussion, planning and assessment in relation to your preparation for independence and planning for transition to adulthood issues. It has been developed in conjunction with young people, foster carers, social workers, residential keyworkers, and leaving care personal advisers. It is intended that the checklist will prove useful to all these groups and those supporting young people to make the transition from care to independent living and adulthood. The checklist has been arranged into a number of broad categories for ease of use, but also recognises that many topics cross these categories. The importance of some topics will change over time and new topics will arise. It is important that the checklist is worked on as a joint project between young people, their foster carers, residential keyworkers, social workers, leaving care personal advisers and, where possible, family and friends.

For Young People:

It is hoped that this checklist will help you to identify knowledge, skills and types of support you may have already, plus skills and goals you may need to think about as you move towards independence and adulthood. There are no set ways to undertake tasks, or right or wrong answers to many of the questions. The questions have been set as a guide to aid and promote discussion and to help you think about issues that all young people need to be aware of, regardless of whether they are in care. It is expected that there will be lots of questions people don't know the answer to, but hopefully they will find them out e.g. by looking online. If you have difficulty answering some of the questions, or have not had experience of some of the tasks don't worry, it takes everyone a long time to become independent. Talk to someone about this and begin to think about tasks you can work on and which ones are important to you.

For Carers and Workers:

It is hoped that this assessment tool and checklist will complement the care and pathway planning and will act as an aid to your work with young people around independence issues, by bringing them more into focus. The dialogue and discussion produced by this checklist should help to identify independence tasks and types of support young people will need as they move towards independence and adulthood. It should also help to identify ways to undertake these tasks and broaden young persons' support networks. It is fundamentally important that carers and workers supporting young people build a positive working relationship in order to explore what is often a difficult period of transition and will need to work at the young person's pace.

Young person signature

Helper signature

Date page completed

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Independent Living Assessment and Pathway Plan Checklist

(Please can the young person and helper date and sign each page when worked on, it is understood that the Checklist will be completed over time and things can change.)

Background Information

Name _____

Date of birth _____ Age _____

Address _____

Type of placement _____

Legal status under Children Act (1989)

Immigration status _____

Keyworker or Foster Carer _____

Social Worker / Leaving Care Personal Adviser

School or College attended _____

Traineeship/Training course attended _____

Work/full time or part time _____

National Insurance Number _____

National Health Number _____

People who will help with this checklist _____

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1. Education, Employment and Training

a) Which of the following are you currently undertaking? (Tick the appropriate box and provide the name of the course and place of study in the space provided)

a) School? College? University?

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.....

b) Traineeship, Employment Based Apprenticeship, Programme Led Apprenticeship, (General National Vocational Qualification, GNVQ)?

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.....

c) Employment?

.....
.....

d) Unemployment?

.....
.....

e) Other?

.....
.....

Do you already have any qualifications?

.....
.....

What sports, hobby awards or general certificates do you have?

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.....

Do you have any experience of courses, such as first aid, that may help when you apply for jobs?

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What career path do you wish to follow?

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Have you thought about going to college or university in the future?

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.....

If you wanted to go to college or university where would you go to find out more information?

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.....

Where is your local Careers Office and who can support you with a CV, work and training?

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.....

Have you got a CV and when was it last updated?

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.....

Can you list some of the positive things you have achieved?

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.....

Is English your first Language?

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.....

Do you speak a second language, if so what is it?

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.....

Are you undertaking an ESOL Course?
(English for Speakers of Other Languages)

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.....

What do you understand by the following...

Dyslexia?

Literacy difficulties?

Education, Health and Social Care Plan (EHCP)?

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Do you know if there are any groups or organisations in your area that can provide help with these?

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.....

Who would you ask to help you to complete forms?

.....
.....

What strategies do you have in place to assist you with remembering and keeping appointments such as a job interview? Tick as many as you use;

- Keeping it in my mind
- Putting an alert on my phone
- Writing it on a calendar
- Asking someone to remind me

Others;
.....

If you have children do you know where to go for information about childcare if you continue to study?

.....
.....

(The 'Care to Learn' fund helps you if you have parenting responsibilities and want to access education - you can find more information online.)

Are you aware of the 16 – 19 Bursary Education Scheme for Care Leavers? Have you applied for this? Are you receiving the money?

.....
.....

At what age are you legally allowed to leave education? (Tick the correct answer)

10.....16.....18.....20.....

What is your National Insurance Number? And why is this important?

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Do you know what a P45 is?

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Do you know what a P60 is?

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.....

What are Working Tax Credits?

.....

(Depending on how much you earn you will be expected to pay tax and NI contributions from you wages. There can be serious consequences for not doing this.)

Jobs & Training

Have you attended any job interviews including work experience?

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.....

What questions do you think you might be asked at an interview? What questions would you ask?

.....
.....

What opportunities have you had to practice interview questions?

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.....

Have you been offered jobs or place on a training scheme?

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.....

How many hours per week can you legally work at these ages?

16..... 17..... 18 (adult).....

What is the minimum wage for the following age groups?

Young people aged 16 to 18..... Young people aged 18 to 21.....
Adults 21 to 24..... Adults 25 and older.....

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What work experience placements or casual jobs (such as a paper round) have you undertaken?

.....
.....

What skills and strengths do you have which may help you to find and keep a job?

.....
.....

Education

If you go to college or university, do you know what financial support you may be entitled to?

(Possibilities include; benefits, grants, student loans, bursaries, Children's Services allowances)

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How and where would you claim them?

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2. Immigration and Asylum

(If you are a British Citizen this section is unlikely to apply to you. If this is the case write 'British Citizen, N/A')

What is your immigration status:

Applying for Asylum

Granted Asylum/Accepted as a Refugee (with Indefinite Leave to Remain)

Humanitarian Protection

Discretionary Leave to Remain

Applying to extend Humanitarian Protection or Discretionary Leave to Remain Appealing a decision

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.....

When does your leave to remain expire?

.....
.....

How long before your leave to remain expires can you apply to extend your leave to remain?

.....
.....

Who will assist you to apply to extend your leave to remain, or appeal an adverse asylum decision?

.....
.....

Who is your solicitor and what are his or her contact details?

.....
.....

Are you happy with your solicitor?

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.....

Where do you keep your immigration documents and do you have copies of these documents?

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.....

What support can you receive from the Refugee Council?

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Date page completed

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With a person of your choice, make a list of organisations that can provide advice and support with your cultural needs, such as a support group from your cultural background?

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How will your immigration status affect your entitlement to welfare benefits when you reach the age of eighteen?

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.....

How will your immigration status affect your education, training and employment opportunities?

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.....
.....

To be able to claim welfare benefits at the age of eighteen you must be able to prove that the Home Office received your application to extend your leave to remain (or you are appealing an adverse decision) before it expired; how would you prove this?

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.....
.....

What support can the Voluntary Assisted Returns Programme provide?

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.....

Where would you go to find out information about the Voluntary Assisted Returns Programme?

.....
.....

What do you understand by the term 'All Rights Exhausted' and what are your options?

.....
.....

What do you understand by a Human Rights Assessment and what do you think it does?

.....
.....

If you receive 'Removal Directions' and decide to 'go underground' what dangers would you face?

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Date page completed

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3. Practical Life and Independence Skills, Key Identity and Citizenship Documents

Make a list of the positive things you could gain from being independent. Some examples might be; more freedom, a chance to develop more skills.

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.....

Make a list of the practical skills you feel you will need in the future, especially when you are independent.

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.....

What does the term independence mean to you?

.....

Have you had the opportunity to?
(tick each for 'yes')

- shop for food you like?
- prepare and cook food you like?
- wash and iron your own clothes?
- use a launderette?
- sew buttons and repair clothes?
- change a fuse/light bulb?
- discuss keeping your home safe and secure?
- develop a budget plan and plan your expenditure?

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.....

Which of the following shops represent good value for money and why? Rank them in the order which you think they represent good value.

- Marks and Spencer
- Lidl
- Aldi
- Iceland
- Tesco
- Waitrose
- Sainsbury
- Morrisons
- Asda
- Local shop

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Date page completed

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Have you had the chance to use a bus or train timetable or route planner app to plan a journey?

.....
.....

What would an oyster card provide? What are the age rules about using an oyster card and where would you get an oyster card from?

.....
.....

What age do you have to be before you can hold a provisional driving licence?

.....
.....

What are the minimum ages for driving / riding;

- a motor car?
- a motor bike?
- a moped?

What documents must you have to legally own and drive a motor vehicle? (tick all the correct answers)

- V5 Logbook
- Insurance
- Appropriate Driving Licence
- A-Z Map

(You will also need to tax the vehicle)

What experience do you have of using maps and planning journeys? How would you find an address far away for the first time?

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.....

Can you think of possible difficulties which you may experience when you move into your new home setting such as:

- ▶ Friends coming round to your new place, who you may not want there and want to ask to leave....

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▶ If you have noisy neighbours?

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▶ If your neighbours feel you are being noisy?

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Saying no to people when they want you to do things you don't like or want to do...

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.....

What do you understand by the term assertiveness?

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On a scale of one to ten how confident do you feel about being assertive? (Ten being very confident; one being unconfident)

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Have you ever been encouraged to become a 'gang' member? What are the negative implications of becoming a 'gang' member?

.....
.....

Do you have a copy of your birth certificate or passport and where is it?

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.....

Do you have a folder containing copies and originals of all your important documents?

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.....

Who would help you to create such a folder if you do not have one?

This should contain (please tick and date when done):

- Education certificates;
- Passport;
- Nationality/Immigration documents;
- Tenancy agreement;
- National Insurance number;
- National Health number;

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- Immunisation card;
- Health passport;
- Birth certificate;
- Benefit details;
- Bank details;
- European Health Insurance Card (EHIC);
- Important addresses;
- Important dates

How would you keep your important documents safe?

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Do you keep photocopies of important forms and documents?

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How long should you keep important documents, such as bank statements, wage slips etc?

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What do you understand by the term cyber bullying and e-safety?

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What are some of the risks associated with social networking sites and the internet?

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What do you understand by the term 'child sexual exploitation'?

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What do you understand by the term 'county lines'?

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4. Finances, Money Management and Budgeting

Have you had the opportunity to discuss money management and budgeting with your Foster Carer/s, Keyworker, Social Worker or Leaving Care Personal Adviser?

Yes No

If so who?.....

Can you make a list of what you are currently spending your money on?

How do you think this list will be different when you live independently?

.....
.....

What items will become more important?

.....
.....

What items will become less important?

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.....

What opportunities have you had to practise buying food for yourself or others?

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.....

Where can you buy the food you enjoy and how much does it cost?

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When you have your own home which of the following bills do you think you will have to pay? (tick them)

- Rent
- Gas bills
- Electricity bills
- Water rates

Young person signature

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Date page completed

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- Telephone charges
- Television licence
- Service charges
- Council Tax
- Household insurance

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How often do you think you would have to pay these bills?

Weekly Monthly Quarterly Annually

Can you make a list of the different methods of paying bills?

What is the difference between a standing charge and a direct debit?

.....
.....

What do you think will happen if you don't pay your bills?

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.....

On average, how much do you think you would spend on electricity per week if it was your only form of heating and cooking for example in a:

Studio Flat

One Bedroom Flat

Shared house

House

.....
.....

What methods do you use to save money?

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.....

How would you open a post office, bank or building society savings account?

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What information and proof of identification would be required when opening an account?

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Young person signature

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Who would help you to open an account?

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How much does a television licence cost and where would you buy one?

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How much is the fine you receive if you do not have a television licence?

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Where would you go to get help with debt and credit difficulties?

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Where would you go to claim benefits that you may be entitled to?

Leaving Care Team

Job Centre

Bank

Supermarket

What benefits are available to you at the age of eighteen?

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How much savings are you entitled to have before your benefits are affected?

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Have you had the opportunity to discuss any of the following?

- Jobseekers Allowance
- Income Support
- Universal Credit
- Employment & Support Allowance
- Housing Benefit/Local Housing Allowance
- Universal Credit
- Disability Living Allowance
- Personal Independence Payment
- Sure Start Grant (for first time mothers)

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- Child Benefit
- Allowances and Benefits for Mothers & Babies
- Income Tax
- Council Tax, Council Tax Support and possible exemptions and benefits
- National Insurance
- Salaries & Wages
- Leaving Care Allowances

(If not, discuss them with your worker or carer)

Which organisations and individuals could provide you with information about any the issues with the above?

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What assistance can the Citizens Advice Bureau provide?

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What is a credit rating?

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How do you build a credit rating?

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How can you check your credit rating?

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What do you understand by the term APR?

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What are some of the risks regarding loan sharks, pay day loans, debt and high interest rates?

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What are the risks associated with gambling or betting?

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Young person signature

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Date page completed

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5. Family, Friends and Support Networks

Can you make a list or a diagram setting out the people who help you and are important to you?

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How will these people assist you when you are living independently?

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Do you feel you have enough contact with them?

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What type of contact do you have with them now? i.e. telephone, visits etc. How will this change when you are living independently?

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How often could you visit them and what support could you get from them?

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Do you have a home base (your own family, foster family or former children's home, "Staying Put" home) where you feel welcome and where you can drop in without an invitation if you are bored or lonely; expect help if some crisis occurs; expect to go for big occasions such as Christmas; be sure of a bed if necessary?

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How do you feel about spending time on your own?

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Do you think you would be isolated or lonely when you live independently?

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What would you do to cope with and overcome loneliness?

Where could you go to, and which organisations could assist you if you do feel lonely?

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.....

With your Foster Carer/s, "Staying Put" Carer/s, Keyworker, Social Worker or Leaving Care Personal Adviser make a list of the people and organisations in your area that you could get support from when you are independent?

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Would you find it useful to visit some of these organisations and be introduced to them by your Keyworker, Foster Carer, Social Worker or Leaving Care Personal Adviser?

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What do you usually do in your spare time?

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Do you attend or belong to any youth, sports or hobby clubs?

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Can you make a list of leisure facilities in your area such as swimming pools; leisure centres; libraries; and/or youth & community centres?

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What do you understand by the term identity?

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Who do you talk to about issues such as your identity?

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Young person signature

Helper signature

Date page completed

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When you meet new people who ask about your background, do you tell them you are in care?

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.....

Who would you talk to (if anyone) about your identity as a person in care or leaving care and portraying this in a positive way?

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.....

When you meet new people how would you explain who your foster carer/s, leaving care personal adviser, keyworker or after care social worker are?

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Would you tell people you have a care background? If not, why not? how do you think this may impact on you in the longer term?

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Where would you go to get support and help in cases of racial discrimination or sexual harassment?

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What assistance can the Citizens Advice Bureau provide in these situations?

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What are their contact details?

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.....

What religious faith do you belong to, if any?

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Who could you talk to about your cultural and/or religious beliefs?

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If you do belong to a religious faith do you know where to go to practice your faith?

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Young person signature

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Date page completed

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If you have children do you know where to go for information about childcare?

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.....

How can the 'Care to Learn' fund help you if you have parenting responsibilities? Where would you go to find information about this initiative?

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What groups in your area can provide support if you have children? E.g. young mother or young father groups.

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What support can the Sure Start initiative provide for young parents? Where would you go to find information about this initiative?

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What support can Children's Centres provide for young parents? Where would you go to find information about your local Children's Centre?

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What is the name and contact details of your local Advocacy Project/Children's Rights Officer?

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What is a 'mentor' and how could they support you?

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Date page completed

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6. Health and Development

Do you know the contact details of your:

Doctor

Dentist

Optician

(tick the box for 'yes')

How would you register with a new Doctor, Dentist or Optician when you move house or area?

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.....

What is the name and contact details of the Looked After Children Nurse? What support do they provide to young people until they are 18?

.....
.....

Do you know your National Health Number?

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If you do not have a National Health Number how would you get one?

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Where would you go to get information on the following? write down the contact details.

a) Contraception

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b) Counselling

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.....

c) Drug & Alcohol issues

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Date page completed

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d) Sexually Transmitted Infections (STI's)

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e) Pregnancy advice and Parenting Support

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f) Terminations

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.....

Have you had your annual health assessment which is available up until your 18th birthday and when was it?

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.....

Who do you feel comfortable discussing the following issues with?

a) Sexual relationships and staying safe

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.....

b) Your sexuality

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.....

Gender Identity

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.....

d) How to practice safer sex

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.....

Have you got a record of your immunisations?

.....

If you haven't got a record of your immunisations how would you go about getting one?

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Young person signature

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Date page completed

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Do you know how much an item on prescription costs?

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Which groups of people are exempt from prescription costs?

.....

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What will form HC1 (SC) and HC1 provide?

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Do you have a first aid kit in your home? What items do you feel are useful to include in a first aid kit?

.....

.....

Do you have any extra health needs you require specific help with (such as adapted accommodation or a special diet)?

.....

.....

Where is your nearest NHS local walk-in medical centre located?

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Where is your nearest casualty/accident and emergency (A & E) department located?

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What is the NHS Direct Phone Number?

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7. Accommodation and Living Independently

What type of accommodation/placement do you currently live in?

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What type of accommodation do you think is available when you leave care? (tick a box for 'yes')

A Shared house?

A standalone flat/studio through a provider?

A flat, young person's own tenancy?

Continuing to live with foster carers (Staying Put)?

Continuing to live in a semi-independent placement?

A studio in a block with concierge (person at reception)?

Help with getting a private rental property?

What type of accommodation would you prefer when you leave care?

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What do you understand by the term "Staying Put"?

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What do you understand by the term "Staying Close"?

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What do you understand by the term "Shared Lives"?

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.....

When you have your own accommodation how will you decorate it? Who will help you to decorate?

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.....

If you have a pet, for example a cat or dog, do you think it may affect the type of accommodation you could live in?

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Young person signature

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Date page completed

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How much do you think it costs to look after a pet?

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On a scale of one to ten how confident do you feel about managing in your own accommodation? (Ten being very confident; one being unconfident)

.....

How old do you expect to be when you leave care?

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How long do you expect to stay in your first home?

6 months

1 year

2-3 years

Longer

.....

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At what age can you complete a housing application form with your local housing department?

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How much do you think it costs to rent a bedsit or flat in your area from:

A private landlord? housing department? housing association?

.....

.....

How much do you think housing benefit will cover? (You can look online for the answer)

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Who will help you to fill-in a housing application form?

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Where can you apply for local authority housing (council and housing association accommodation)?

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What do you understand by the term 'Originating' housing authority?

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What safety equipment such as fire extinguishers, carbon monoxide detectors and fire blankets should you have in your home?

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At what age do you become responsible for paying your own rent?

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What is the Local Housing Allowance?

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If you have difficulties with your neighbours who would you complain to?

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What are the main reasons young people get evicted from their accommodation?

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How would you ensure you are a responsible tenant?

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What are the main differences between private sector and local authority tenancies?

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Can you make a list of items you will need for setting up your home?

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How much is the Leaving Care 'Setting Up Home Allowance'?

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.....

What items do you already have that can help furnish your future home?

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Where is your local community furniture store?

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.....

What furniture and items could they provide when you are setting up home?

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Which of the following items would be your priority when you are setting up your home?

- Bed
- Chest of Drawers/Wardrobe
- Duvet, Covers and Pillows
- Towels
- Bedside Table and Lamp
- Curtains/Blinds
- Cooker/Microwave
- Fridge/Freezer
- Washing Machine
- Kettle, Cooking Pans, Plates, Mugs, Cutlery, Storage Containers, Washing Up Rack
- Mop, Dustpan and Brush, Vacuum Cleaner
- Iron and Ironing Board, Clothes Airier
- Smoke Detector, Fire Blanket, Door Chain, First Aid Kit
- Television, Music Player
- Settee, Table and Chairs

Lots of people who live on their own leave lights on, or the radio on at night in order to feel comfortable and safe; what would make you feel at ease?

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Some care leavers think they will automatically get a council flat when they are 18, this is not the case. What is your understanding of the Care Leavers Tenancy Nomination Panel?

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If someone else moves into your accommodation how do you think it will affect your tenancy, benefits and council tax?

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How do you think your immigration status will affect you getting your own tenancy?

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Glossary

The Care Planning, Placement and Case Review Regulations and Guidance 2010 Revised (July 2015) and the Planning Transition to Adulthood Guidance which includes the Care Leavers (England) Regulations 2010 (Revised Jan 2015) define four different groups of young people (care leavers) who will receive support from Children's Services.

Eligible Young People - Young people who have been in care (looked after) for 13 weeks from the age of 14 and who are still in care and are aged 16 or 17.

Relevant Young People - Young people who have left care (ceased to be looked after) and are aged 16 or 17, and were previously Eligible Young People.

Former Relevant Young People

Young people aged between 18 and 21, or over 21 if they started a designated education course before the age of 21 and were previously either Eligible and/or Relevant Young People (until the end of the course being undertaken on their 21st birthday). Young people can return to the local authority at any point between their 21st and 25th birthday to resume education or training and recommence being a Former Relevant Young Person.

Qualifying Young People Over 16 – Young people who have been in care

(looked after) at some point after their 16th birthday (minimum 24 hours) but for less than 13 weeks since the age of 14. Young people who have been privately fostered and young people who were looked after prior to becoming subject to a Special Guardianship Order are also deemed Qualifying.

The Responsible Authority

This term comes from the Care Leavers (England) Regulations 2010 and means that the Children's Services department which last 'looked after' the young person will remain responsible for supporting the young person (care leaver) even if he/she moves to another area.

'Looked After' This is the legal term for being in 'Care' which can also be called 'Public Care'.

'Accommodated' Section 20 - Children Act 1989

'Accommodated' this term applies to young people who are in 'Care' with the agreement of their parents and where parents retain parental responsibility.

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'Care Order' Section 31 – Children Act 1989

'Care Order' this term applies to young people who are in 'Care' following Children's Services applying to the Family Court for a Section 31 Care Order. Children's Services then shares parental responsibility and should try to work in partnership with the young person's family.

Care Plan

All young people in 'Care' should have a Care Plan which should set out the needs of each young person and how Children's Services proposes to meet these needs. The Care Plan should be reviewed and updated every six months or whenever a significant change takes place in the plan for the young person.

Leaving Care Assessment of Need

The Care Planning, Placement and Case Review Guidance and Regulations

2010 and the Care Leavers (England) Regulations 2010 requires Children's Services to explore the leaving care needs of all young people in 'Care' by the age of sixteen and three months or within three months of becoming an Eligible or Relevant child.

Pathway Plan

The Care Planning, Placement and Case Review Guidance and Regulations

2010 requires Children's Services to provide each young person in 'Care' with a Pathway Plan by the age of sixteen and three months ('Eligible'). The Plan should be reviewed and updated at least every six months. The Pathway Plan should highlight what needs to be done to help the young person become independent; it should also explore who will assist the young person. The Planning Transition to Adulthood for Care Leavers including the Care Leavers (England) Regulations 2010 sets out the Pathway Planning and Review framework for 'Relevant' and 'Former Relevant' care leavers.

Preparation for Independence

This describes the process of assisting young people to become independent. It covers practical and emotional skills and who is responsible for helping the young person. Preparation for independence should begin with small tasks from the day a young person comes into 'Care'.

Leaving Care Social Worker

A worker who will help and support a child and young person manage their care planning and pathway planning needs.

From the young person's 16th birthday the social worker will also be deemed the leaving care personal adviser and will help to focus the preparation for independence planning.

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Leaving Care Personal Adviser

A worker who will help the young person to prepare for leaving care and then support the young person when they are living independently from age 18.

Semi-independent Accommodation

This describes the term for a variety of types of accommodation that provide a stepping stone between foster care or a children's home and independent living. Semi-independent accommodation ranges from supported lodgings to private provider hostels and Registered Social Landlord hostels. This type of accommodation is usually not registered under the Care Standards Act 2000 and is not inspected by Ofsted. Generally, this accommodation is regulated through the 'Other Arrangements' framework.

Young Person's Financial Responsibility

For young people (including some UASC) who are able to access public funds:

They should be aware that from their 18th birthday they are responsible for their income, assuming their immigration status gives them access to public funds. Income can come from state benefits, employment or student loans. For to this reason Enfield Leaving Care Team is no longer responsible financially towards the subsistence for these young people. Emergency payments can be considered from our service depending on the young person's circumstances and in lieu with our current financial policy on emergency payments.

For young people who do not have access to public funds or are appeal rights exhausted:

They are not entitled to public funds due to their current immigration status i.e. appeal rights exhausted. Enfield Leaving Care Team may remain responsible for the subsistence and accommodation costs up to their 21st birthday pending the outcome of a Human Rights Assessment and possible action towards the regularisation of their leave to remain in the UK.

Young person remains responsible to let their PA/SW know of any changes in their immigration status.

For young people who are eligible for Benefits:

They are responsible for maintaining their claim for IS/JSA/ESA/UC (as applicable) with the DWP and make enquiries around it as necessary.

Any changes in the young person's income should be reported to the DWP, Housing Benefits and Council Tax Department as it could affect any claims in place. For young people struggling to claim successfully they should explore options with the Job Centre first.

Emergency payments can be considered from our Service depending on the young person's circumstances and in lieu with our current financial policy on emergency payments.

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Housing Benefit and Council Tax Support

These benefits are administered by the local district or borough council and help people on a low income to meet their housing costs and council tax costs.

Local Housing Allowance

This is a method of calculating the level of Housing Benefit paid to private sector tenants who rent from a private landlord. The independent Rent Officer will set the level of the Local Housing Allowance for the different types of property in the area. These levels will then be widely publicised.

Single Room Rent Restriction

Young people under the age of 35 are limited in the type of accommodation that they can rent and receive Local Housing Allowance for, if the accommodation is privately rented. Generally, they can only rent 'a room in a shared house'. Care leavers are exempt from this restriction until their 22nd birthday.

Tenancy Agreement

This is a legal document that a young person receives when he/she moves into accommodation provided by the Local Council, Housing Association or a Private Landlord. The Tenancy Agreement should set out the rules and regulations covering where the young person lives i.e. when he/she moved in, how much rent he/she must pay, how much notice he/she has to give when leaving etc.

License Agreement

This is a type of Tenancy Agreement which covers the accommodation arrangements where a young person lives in the same house as their landlord, i.e. "Staying Put".

Deposit

A deposit is usually paid when renting private sector accommodation and is often the equivalent of one month's rent and is used to cover any damage caused or non-payment of rent.

Inventory

This is a list of items (furniture, kitchen equipment etc) that is provided in privately rented accommodation. It will be checked on leaving the accommodation in case anything is damaged or missing.

Utilities

This is the term used for facilities and services that are needed to run a home. For example, bills for gas, electricity, water and sewage, telephone etc.

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National Insurance Number

Everybody is given a National Insurance Number just before their sixteenth birthday. The number is required when working and is used to record and track the Income Tax and National Insurance paid and any benefits received.

P45

A form that is received when finishing or leaving a job stating how much Income Tax and National Insurance has been paid from the beginning of the financial year until the finish of the job.

P60

A form that states how much Income Tax and National Insurance has been paid during the previous financial year.

Her Majesty's Revenue and Customs (HMRC) (Inland Revenue) This is the Government department that manages Income Tax and National Insurance contributions and payments.

Curriculum Vitae (C.V.)

A Curriculum Vitae is a document that sets out skills, qualifications and work and life experience. A C.V. is often required when showing an initial interest in a job.

Discretionary Learner Support Fund

This is a fund that all colleges and universities have that is used to assist young people who have financial difficulties. Students have to apply for support from the fund and are not guaranteed of receiving financial help.

Citizens Advice Bureau

The Citizens Advice Bureau provides free advice on benefit and legal matters. There are C.A.B. offices in most large towns. It is best to ring to make an appointment rather than drop-in.

Staying Put

This is the name given to 'arrangements' where a young person continues to live with their former foster carer when they reach the age of 18.

Staying Close

This is the name for a government scheme to enable young people leaving residential care, when they reach the age of 18, to live near to, and retain links with, their children's homes.

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