

Staying Put Agreement

Private and Confidential

Thank you for agreeing to be a Staying Put host and giving *…………………………….………….(YP name)* an opportunity to achieve their aspirations. *………………………………….…….(YP name),* we know that Staying Put will give you stability and consistency, enhancing your independence skills for when you leave home.

This agreement is a contract between you ………………………………………..…………*(YP name),* and ……………………………………………………… the future **Staying Put Host** (Former Foster Carer) and **Northamptonshire Children’s Trust**.

This agreement will supersede all other arrangements previously signed to provide suitable accommodate to …………………………………………………...…….*(YP name)*  immediately upon / after their 18th birthday.

|  |
| --- |
| This contract is between the ‘Contracting Authority’: |
| **Northamptonshire Children’s Trust** |
|  |
| The ‘Staying Put Host’ (Print Name below): |
|  |
|  |
| And the ‘Adult Care Leaver’ (Print Name below): |
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|  |
| Date effective from (Print below): |
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|  |

This Staying Put Arrangement will be reviewed after the first 3 months (check finances), then every 6 months thereafter with the Pathway Plan. **A new agreement will be required yearly.**

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| --- | --- |
| **The next review date will be**  |  |

| 1. Parties to the Agreement |
| --- |
| a) The Contracting Authority |
| **Name of Contracting Authority:** | Northamptonshire Children’s Trust |
| **Duty Phone numbers:** | 01604 364778 or 01604 364779 |
| **Address:** | Russell House, Rickyard Road, Northampton, NN3 3QZ |
| b) The Staying Put Host |
| **Name:** |  |
| **Address:** |  |
| **Phone number:** |  |
| c) The Young Person |
| **Name:** |  |
| **Date of birth:** |  |
| **Phone number:** |  |

| 2. Duration of Placement (please give comments and assumptions about expected and actual dates) |
| --- |
| **Have you been with your current foster carer longer than 28 days prior to turning 18?** |  |
| **Staying Put start date:** (18th birthday) |  |
| The Staying Put arrangement is expected to continue until either: * ……………………………………..…………..*(YP name)* leaves home – this terminates the ‘arrangement’
* ………………………………………………………………….………..*(YP name)* reaches their 21st birthday. The Trust will no longer financially support this agreement and it can become a private arrangement between yourselves.
 |

| 3. Contacts  |
| --- |
| **a) Personal Advisor (PA)** |
| **Name:** |  |
| **Department:** | The Leaving Care Service  |
| **Telephone:**(Mobile) |   | **Telephone:**(Duty) | 01604 364778/9 |
| **Email:** |  |
| **b) Social Worker**  |
| **Name:** |  |
| **Department:** |  |
| **Telephone:**(Mobile) |  | **Telephone:**(Duty) |  |
| **Email:** |   |

| 4. Exit plan: *Over the next 3 years or less what are we all working towards? Please update every review.*  |
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| 5. Roles and Responsibilities: |
| **STAYING PUT HOST** *(name):** Provide one single fully furnished room and provide heating, hot water, lighting **– (*It is not an expectation of the Staying Put Host to provide food or to prepare cooked meals*).**
* Support the young person to continue developing their independent living skills. The ASDAN living independently course may be suitable. Please speak to the PA if you want to know more about this option.
* Support the young person to achieve the actions of their Pathway Plan and encourage attendance at the Independent Living Programme (ILP) where appropriate.
* Provide feedback on the agreed format monthly to PA. See Appendix 4.
* Support the young person to find suitable accommodation near the time when they are ready to move on into a place of their own; with support from the PA and before the young person reaches 21.
* Inform the Personal Advisor of any significant incidents.
* Maintain the accommodation to an adequate standard. PA and Host to refer to commissioning checklist for standards.
* Ensure that there is insurance to cover any deliberate acts of damage or any stolen property. This is not covered by Northamptonshire Children’s Trust.
* Inform Buildings & Contents insurers of the Staying Put Arrangement. Failure to do so may result in insurance cover being void.
* Inform mortgage Staying Put Hosts or landlords of the Staying Put Arrangement. Failure to do so may be a breach of Mortgage /Tenancy requirements.
* Check with HMRC to confirm the impact of the Staying Put Scheme on tax implications.
* Inform the DWP and/or Housing Benefit Office if claiming any means tested benefits as some payments received for a Staying Put Arrangement may be affect a claim you may be in receipt of.
* Provide a rent book which highlights ……………………(*YP name)* financial contribution; rent, utilities, food.

**If the staying put host is fostering a child (under 18) in the household, it is the responsibility of the staying put host to ensure that adequate DBS checks are completed on all adults in the household including** ……………………(*YP name)* **prior to them turning 18. The DBS check is funded by the approving fostering Staying Put Host.** |

| 6. Living Together | Yes, all Agree, (please tick) | No, Disagree, please add comments |
| --- | --- | --- |
| **In general**,..…………………….*(YP name)* has exclusive use of his/her/they/them bedroom and will have access to communal areas and white goods, which they will keep clean and tidy. The Staying Put Host will ensure the bedroom furniture is fit for purpose and in good condition. **Damages** caused by *………………(YP name)* will need to be paid for or repaired.**Changes to the room** will need to be agreed to prior to being made. |  |  |
| **Noise,** please avoid playing loud music, TV or games consoles, and be considerate of your household and neighbours. |  |  |
| **Visitors,** you must inform the staying put host of anyone they want to bring home. If you want someone to stay over, please discuss this in advance. |  |  |
| **Staying out,** if you are going to be staying out late or overnight, please let someone know. Please be considerate of others when you come home late. |  |  |
| **Routine,** young people are expected to be in either education, training, employment or working towards achieving this. |  |  |
| **Finances,** if you are not in any form of employment or full-time education, then it will be expected that you claim any benefit you are entitled to. |  |  |
| **Personal and household expenses,** when a young person turns 18, they will become reasonable for purchasing their own, clothes, food and toiletries. They will also have to contribute towards the cost of utilities (see below). **Please tell us how this will work:** |  |  |
| **Pets,** you will need to agree on this before any animal is brought home. |  |  |
| **Disputes,** if you can’t sort it out between yourselves, please inform the PA or supervising Social Worker. |  |  |
| **Social groups,** community groups, interests, activities. Is there a healthy routine, positive lifestyle?**Please tell us how this will work:** |  |  |
| **Identity culture, religion**Does the YP regularly attend a place of workshop? Are there any support needs around this?**Please tell us how this will work:** |  |  |
| **Family time,** does the young person have children or siblings and if so, do they have family time? **Please tell us how this will work:****Anything else?** |  |  |

| 7. Finances |
| --- |
| NCT will pay the Staying Put Host **£168.33 per week**.The host will also receive **£100 per week** and will be paid directly or indirectly by the young person in one of the following ways:* Where a young person is claiming ***Housing Element of Universal Credit*** this will be **paid directly to the host**, any shortfall will be paid by NCT.
* Where a young person is **not entitled** to ***Housing Element of Universal Credit*** because they are employed the young person will pay up to £100 to the staying put host. Any shortfall will be paid by NCT.
* In addition, the **young person will pay a £15 per week** utility contribution.
* NCT would not expect any young person to contribute more than **25%** of their income whether they are in employment or claiming benefits.
* When a young person is awaiting an outcome to an asylum claim, NCT will pay the £100.

**Additional** **expenditure:** Food, toiletries and sundries will be paid for by ………………*(YP name).*  **Additional information:*** *Housing Allowance one bedroom rates can be found here –* [Search for Local Housing Allowance rates by postcode or local authority : DirectGov - LHA Rates (voa.gov.uk)](https://lha-direct.voa.gov.uk/Secure/Search.aspx)
* *A YP placed with family members can still claim the Housing Element of Universal Credit*

 *if not in work.* * *If the host is claiming Housing Element of Universal Credit, the YP can also make a claim, you may wish to speak with The DWP about this change in circumstances. More information and guidance can be found here;* ["Staying Put" (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/201015/Staying_Put_Guidance.pdf)

*All care leavers under the age of 21 can claim a higher level of Housing Benefit at a ‘One bedroom’ rate, regardless of if there are other occupants living within the same household.*If ………………………..*(YP Name)* moves out to complete higher education and commits to returning home to the staying put host for a minimum of 6 weeks per year, the retainer fee of **£130.12 per week** will be paid by NCT to the Saying Put Host. NCT will pay the host £268.33 per week for every week …………………… *(YP name)* is at home. Individual circumstances will be considered. |

| 8. Staying Put Calculator Agreement  |
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|  |  |  |
| --- | --- | --- |
| **Description of financial contribution:** | **Source responsible of financial contribution:** | **Weekly Amount to be paid to Staying Put Host:** |
| **Staying Put Allowance**  | Northamptonshire Children’s Trust | £168.33 |
| **Staying put contribution of £100** | *(YP name)* wages | £ |
| *Housing Element of Universal Credit*  | £ |
| **Shortfall if applicable** | *NCT* | £ |
| **Utilities contribution**  | *(YP Name)*  | £15 |
|  | ***Total*** | **£** |

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|  |

| 9. Notice Periods |
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| **The agreement will terminate automatically when a young people person becomes 21 years old.**

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| **Notice periods** |
| **24 hours** | Will only be considered if there are safeguarding concerns |
| **7 days** | Where a young person is in Staying Put Arrangement between 7 days and 12 weeks.  Will be considered if a child or young person is absent for a continuous period of 28 days due to hospitalisation. A retainer may be considered. In the event of a fatality |
| **28 days** | Where a young person is in Staying Put Arrangement over 12 weeks |

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| --- |
| 10. Signatories |
| The Staying Put Host, the Contracting Authority and the Young Person agree to the foster placement converting into a Staying Put Arrangement immediately upon the young person’s 18th birthday, in accordance with the details set out above within this agreement. |
| a) The Contracting Authority |
| **Name:** |  |
| **Position:** | Service Manager |
| **Based at:** |  |
| **Signature:** |   |
| **Date:** |  |
|  |
| b) The Staying Put Host |
| **Name:** |   |
| **Signature:** |   |
| **Date:** |   |
|  |

|  |
| --- |
| c) The Young Person |
| **Name:** |   |
| **Signature:** |   |
| **Date:** |   |
|  |

***Appendix 1***

Your name

Leaving Care Team

Russell House

Rickyard Road

Northampton

Northants

NN3 3QZ

Tel: your mobile

Email: your email

|  |
| --- |
| Department for Work & Pensions (DWP)  |

Date

To whom it may concern

Re: Young person name

Address Young person address

DOB Young person DOB

Young person’s name is a (insert care leaver status) care leaver who is currently being supported by the Leaving Care Service (LCS), Northamptonshire. I write this letter in support of the benefit claim that young person’s name has applied for. The DWP and Northamptonshire Children’s Trust (NCT) have committed to work together to support our care experienced young people therefore could you ensure that your records reflect this young person’s care leaver status.

As the allocated Personal Advisor for young person’s name, I would also ask that you record my details on your data base so that the DWP can contact me should there be any issues or concerns relating to their Universal Credit account.

Please find young person’s name written consent below for the LCS & the DWP to share information in support of this claim, could you also record this information on your records.

I young person’s name give consent for the LCS & the DWP to share information about my Universal Credit account. I am aware that I can withdraw consent at any time by contacting the DWP.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yours sincerely,

*Your name*

Personal Advisor

Leaving Care Service

Northamptonshire Children’s Trust

***Appendix 2***

**Staying Put License Agreement**

This document has been co-produced by Northamptonshire Children’s trust, The Department of Work & Pensions to support a claim for the Housing Element Universal Credit where a Care Leaver is in Staying Put accommodation.

### The Property: (Insert full address)

is managed by **(insert Staying Put Host).**

This agreement sets out the terms of your Staying Put agreement. This agreement is made between *Name* **(insert full name of Licensee)** and your Staying Put Host **(insert Staying Put Host name)**.

Start date: **(insert date)**

The weekly charge for your Staying Put agreement includes an accommodation cost which is

**(Insert** [**LHA**](https://lha-direct.voa.gov.uk/search.aspx) **at the one bedroomed rate £…..)** per week.

The accommodation cost may be met by claiming the Housing Element of Universal Credit, and the Local Authority if you have entitlement. You are responsible for ensuring that accommodation payments are made to your Staying Put Host.

If you need any help in understanding this license agreement, please ask your

Personal Advisor or Social Worker to explain it to you.

This license is an agreement which allows you to occupy the property on a temporary basis until you decide to move on or **(insert Staying Put Host)** terminates this license agreement.

## (Insert Staying Put Host name) will:

* Ensure that the external repairs and decoration are carried out
* Decorate the inside of the home
* Make sure the heating, lighting, and plumbing work adequately
* Provide staff to support you in your home and oversee the proper running of the house
* Ensure that the house is insured against fire and the other usually insured risks
* Arrange fire precautions and make sure they work
* Ensure the contents at the property belonging to **(insert Staying Put Host name)** and your personal belongings up to a set amount.

## You have the right to:

* Have any section of this agreement explained to you
* Be consulted about the running of the home
* Information about **(insert Staying Put Host)** and its policies for the way the home is run
* Assistance or support from the **(insert Staying Put Host)** staff
* A say with other residents on what kind of furniture or decorations you like
* Make a complaint to **(insert Staying Put Host)** staff about how the home is run
* Choose someone to speak on your behalf

## You are expected to:

* Occupy the premises for residential purposes
* Not annoy or be a nuisance to other residents or neighbours
* Pay the occupancy charge where appropriate
* Not to allow noise, voices, or music to be heard outside the property at any time
* Be responsible for your visitors and never to leave them in the property when you are not there
* Not smoke or allow your visitors to smoke in the premises except for e-cigarettes
* Not keep or use illegal substances / drugs on the premises
* Not keep or use any substance known as ‘psychoactive substances’ or ‘legal highs’ on the premises
* Not be violent or aggressive towards other residents, their visitors, neighbours, or staff
* Not keep or store any weapons or dangerous items in the property
* Not damage the property or any of its contents
* Do as you are asked on the property fire plan or other health & safety precautions
* Tell your Staying Put Host if something is broken or needs repairing
* Not to keep pets without permission

## (Insert Staying Put Host) are keyholders to the property and can enter at any time but will always try and arrange with you before entering. (Insert Staying Put Host) may enter the property if they are concerned about or have not heard from you. You should be aware that you may not have exclusive possession of the full property and another young person could be placed in the property with you.

You can end this agreement by giving four weeks’ notice.

### Signed for or on behalf of (insert Staying Put Host):

............................................................................... Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Signed by the Licensee:

.............................................................................. Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Appendix 3***

**INDEPENDENCE MONTHLY TRACKER**

**FEEDBACK FORM**

**Name of host:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number for Staying Put Host:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Young Person’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Worker / Personal Advisor / NCT allocated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Worker / Personal Advisors Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Period of Report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evidence to Support the Number of Supported Hours**

|  |  |
| --- | --- |
| Keywork Session Titles  |  |
| Dates  |  |
| Times |  |

**Young Person’s Engagement**

|  |  |
| --- | --- |
| Examples of engagement with young person |  |
| If the young person is not engaging with your service, please give examples (what and when) you have made attempts to engage the young person |  |

**Independence Skills**

On the following pages please rate the following areas by level of ability

0 = Will always need support with this

1 = Currently being fully supported to achieve this

2 = Starting to be able to do this with support

3 = Being able to do this without support

4 = Fully confident and happy to do this without support

**Daily Living Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area**  | **Examples**  | **Feedback**  | **Level**  |
| Food Shopping  | Support the young persons to the shops, purchasing items, planning meals. Support young people to compare prices in different shops.  |  |  |
| Cooking  | Ability to cook, plan meals, store food, safe whilst cooking, able to wash up and keep the kitchen clean |  |  |
| Laundry  | Understanding how a washing machine works, understanding the purchase and use of detergents, drying, and putting away laundry  |  |  |
| Budgeting / Money Management  | Weekly / monthly budgeting, understanding bills, understanding contracts, rent payments, credit score, debt, credit. Setting up direct debits, standing orders and saving, consequences of debt, reading metres, bank account, bank card, electric and gas cards and remembering pin numbers. Online banking.  |  |  |
| Transport / Getting Around  | Getting a bus, understanding timetables, bus pass, access to a bike.  |  |  |
| Tenancy rules and contracts  | Understanding tenancy, contracts, housing officer role in a council property. |  |  |
| Right and Entitlements as a Care Leavers  | Understanding what they are entitled to as a care leaver. Council tax exemption etc.  |  |  |
| Advocacy  | Understanding how to access advocacy |  |  |
| Complaints / complement  | Understanding how to make a complaint or compliment relating to NCT or Staying Put Host  |  |  |
| Access and awareness of The Young Northants Website | Young person has website details for Young Northants and what is on there for care leavers  |  |  |
| Buying household items  | Looking at second-hand goods and cheaper options.  |  |  |

**Health and Wellbeing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Example**  | **Feedback**  | **Level**  |
| Healthy Routine  | Sleep pattern, engagement with positive activity, volunteering, and exercise |  |  |
| Personal Hygiene | Maintaining cleanliness, showering, shaving, tidy dress  |  |  |
| Special Educational Needs and Disability  | Understanding their own struggles and attributes relating to this. Able to communicate their needs and abilities. Able to access help and support.  |  |  |
| Cleanliness of property / ability to clean own environment | Cleaning and tidying own environment  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Informal Education | Informal conversations about any area of development  |  |  |
| Any other activities (Social/Cultural)  | Social groups, community groups, hobbies, interests, culture, activities, engagement in religious activity  |  |  |
| Physical health | Any physical struggles, illness, or injury  |  |  |
| Mental Health:  | Accessing services, support, groups, and / or attending counselling. Understanding of any conditions If taking medication- maintaining taking it. Understanding crises support services and having support numbers. |  |  |
| Sexual health/ Sexuality/ Gender | Maintaining sexual health. Understanding how to access these services. Access to information and support relating to sexuality or gender  |  |  |
| Identity / Sense of Belonging | Having self-esteem around identity. Having a sense of belonging. And feeling safe to express themselves in a non-judgemental environment.  |  |  |
| Healthy Eating | To understand and maintain a healthy diet  |  |  |
| Relationships with family | To understand, form boundaries and maintain healthy relationships with family  |  |  |
| Relationships with friends | To understand, form boundaries and maintain healthy relationships with peers |  |  |
| Risks and resilience | Behaviour and being safe  |  |  |
| Registration  | Registered with a doctor, dentist, and opticians.  |  |  |
| Communication and attending services / appointments  | Supported with in person appointments / phone callsAbility to call doctors, dentist, 111, opticians, counselling, and hospital. Ability to make appointments and attend them. Ability to read letters and understand them. Keep appointments and attend them.Order, collect and understand perceptions and exemptions. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Documentation  | Keeping documents safe, shredding bills etc. Keeping and filing documents. Keeping your personal information safe.  |  |  |
| Internet  | Understand how to keep safe whilst using the internet and have healthy boundaries in relation to social media  |  |  |

**Work and Learning**

|  |  |  |  |
| --- | --- | --- | --- |
| Area  | **Example**  | **Feedback**  | **Level**  |
| If in Education, Employment and Training. What are they doing? | Employment, college, school, apprenticeship, princes trust, volunteering, university. Is the young person enjoying what they are doing? Are they up to date with any homework or assignments?  |  |  |
| If not in Education, Employment and Training. What opportunities have been explored?  | Appointment with prospects services, up to date CV, support to find work on internet or at the job centre, support to apply for higher education, Goodwill Solutions, Volunteer Impact services, and gaining Interview skills  |  |  |
| Tax codes, contracts of employment  | Understanding of tax codes, pensions, national insurance, and membership to unions. |  |  |

**Income**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area**  | **Example**  | **What income**  | **Amount Per Week**  |
| If the young person has an income, what income does the young person have?  | Young Person’s Allowance or Universal Credit  |  |  |

**Documents** (Please tick if the young person has or has access to the following documents if applicable and if they are up to date)

|  |  |
| --- | --- |
| Health Passport  |  |
| Pathway Plan  |  |
| Passport  |  |
| Driving License  |  |
| National Insurance Number  |  |
| Proof of Address  |  |
| Education Certificates  |  |
| Resident documents  |  |
| Birth Certificate  |  |
| NHS Number  |  |

**Independence, what has improved or what do we need to work on?**

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|  |

**Staying Put Host signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Young Persons Feedback on Keywork Sessions**

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|  |

**Young Persons Feedback on Staying Put**

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|  |

**Young Persons Comments**

|  |
| --- |
|  |

**Young Persons Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Young Person has been given a copy**

***Appendix 4***

**Staying Put Arrangements Milestones**

**Aged 15 ¾**

* Consider a YP’s level of vulnerability and what support they are likely to require living independently beyond their 18th birthday alongside a needs assessment.
* If there are concerns that the young person may have additional needs that could require the future support from Adult Services, i.e. (Mental Health / Transitions Team) then consideration should be given for a Capacity Assessment to evidence their level of capacity and to determine if an appointee is required to support management of young person’s finances.
* Consideration should also be given to *shared lives* at this stage of care planning which can be accessed through adult’s services.

**Aged 16**

* **Needs assessment and Pathway Plan to be undertaken by the allocated Social Worker**. If these assessments identify Staying Put as being suitable the Social Worker will share with potential Staying Put Hosts and the YP the NCT Staying Put agreement.

**To ensure a smooth transition the following should be considered:**

* Young person’s overall strengths and needs in preparation for adulthood and independence tasks; healthy cooking, cleaning, self-care, using appliances
* Young person’s capacity to live independently
* Living Together which will be explored in section 6 of the Staying Put Agreement
* The young person ability to manage their finances, we may need to consider, opening a bank account, budgeting with small amounts
* Friends and partners visiting and staying at the address, staying away for nights/weekends
* Education, training and employment activities and health arrangements
* Move-on arrangements
* Other children in the household; safeguarding, positive role modelling
* Identification; (Birth Certificate / Passport /Current/Savings accounts/National Insurance Number).
* The allocated Social Worker will be responsible for presenting the staying put agreement to the Service Manager of LCS.
* The Bank Mandate Form and BACs Request will be completed by the Social Worker
* Where fostered children are living in the household a DBS will be completed by the Fostering Agency.
* Where foster children are in placement, the foster carers will need to be returned to the fostering panel due to a change in circumstances as the child/young person who is Staying Put will have reached adulthood and become an adult member of the fostering household.
* A referral/application to the appropriate Social Housing Department should also be considered.
* At the Final CiC Review the IRO will check that all preparations for staying Put have been completed.
* If there is an entitlement to claim benefits a young person will be supported to make a claim prior to their 18th birthday; Universal Credit and/or Housing Element of Universal Credit.
* Where a YP is undertaking A levels and will turn 18 over this period the LCS may consider offering additional financial support to the Staying Put Host up until the YP completes A level education; this will be considered on an individual basis.

**Aged 17 ½**

* The allocated Social Worker/Personal Advisor will be responsible for presenting the staying put agreement to the Service Manager of LCS.
* The Bank Mandate Form and BACs Request will be completed by the Social Worker
* Where fostered children are living in the household a DBS will be completed by the Fostering Agency.
* Where foster children are in placement, the foster carers will need to be returned to the fostering panel due to a change in circumstances as the child/young person who is Staying Put will have reached adulthood and become an adult member of the fostering household.
* A referral/application to the appropriate Social Housing Department should also be considered.
* At the Final CiC Review the IRO will check that all preparations for staying Put have been completed.
* If there is an entitlement to claim benefits a young person will be supported to make a claim prior to their 18th birthday; Universal Credit and/or Housing Element of Universal Credit.
* Where a YP is undertaking A levels and will turn 18 over this period the LCS may consider offering additional financial support to the Staying Put Host up until the YP completes A level education; this will be considered on an individual basis.

* The Staying Put Arrangement will be reviewed after the first 3 months (check finances), then every 6 months thereafter with the PWP. **A new agreement will be required yearly.**
* If the YP wishes to remain after they turn 21 this would need to be a private arrangement between the young person and the former Staying Put Host and will not involve NCT.
* The Staying Put Arrangement will be reviewed after the first 3 months (check finances), then every 6 months thereafter with the PWP. **A new agreement will be required yearly.**
* If the YP wishes to remain after they turn 21 this would need to be a private arrangement between the young person and the former Staying Put Host and will not involve NCT.
* The Staying Put Arrangement will be reviewed after the first 3 months (check finances), then every 6 months thereafter with the PWP. **A new agreement will be required yearly.**
* If the YP wishes to remain after they turn 21 this would need to be a private arrangement between the young person and the former Staying Put Host and will not involve NCT.

**Aged 18 – 21**

* The Staying Put Arrangement will be reviewed after the first 3 months (check finances), then every 6 months thereafter with the PWP. **A new agreement will be required yearly.**
* If the YP wishes to remain after they turn 21 you may wish to consider a private arrangement between the young person and the former Staying Put Host. Please note that all Staying Put arrangements will end when a young person turns 21, NCT will no longer be involved.

***Appendix 5***

You may want to consider a Home Safety Checklist:

|  |  |
| --- | --- |
| **Name of Staying Put Host** |  |
| **Date of safety check** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FIRE SAFETY** | Safe | N/A | Unsafe |
| Smoke alarms (BS EN 14604:2005) are fitted and working on every level of the house. Date tested: |  |  |  |
| Chimney flues have been inspected and swept within the last year (smokeless fuel) or six months (wood/coal). Date: |  |  |  |
| Escape routes are planned, appropriate and understood by household members (household fire plan). |  |  |  |
| Keys to window locks are accessible  |  |  |  |
| Electricity sockets are not overloaded (should not exceed 13 amps). |  |  |  |
| There is no evidence of scorched sockets, frayed wires, or anything to suggest an electrical check is needed. |  |  |  |
| Any electrical work has been completed by a qualified and registered electrician.  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

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| --- | --- | --- | --- |
| **FALLS** | Safe | N/A | Unsafe |
| Floors, stairs, and outside spaces are well-maintained, and free of obstacles and trip hazards. |  |  |  |
| Lighting is appropriate throughout the home. |  |  |  |
| Banisters are strong. |  |  |  |
|  |
| **BURNS AND SCALDS** | Safe | N/A | Unsafe |
| Consideration has been given to the dangers linked to hair straighteners and irons. |  |  |  |

 |
|  |
| **POISONING** | Safe | N/A | Unsafe |
| Carbon monoxide alarms are fitted and working in rooms with a fuel-burning appliance. Date tested: |  |  |  |
| Fuel-burning appliances have been serviced within the last year by a registered engineer. Date serviced: |  |  |  |
| Medicines are safely stored. |  |  |  |
| Household chemicals such as cleaning materials, weed killer, anti-freeze, DIY materials and button batteries are safely stored. |  |  |  |
| Alcohol and liquid nicotine (found in e-cigarettes) are safely stored. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CUTTING AND CRUSH INJURIES**  | **Safe** | **N/A** | **Unsafe** |
| Kitchen knives and razor blades are safely stored. |  |  |  |
| Equipment, tools, and sharp items used for work, DIY or hobbies are safely stored. |  |  |  |
| Ceremonial swords are safely stored. |  |  |  |
| Tall furniture and appliances are safe and secure, and fixed to the wall where necessary. |  |  |  |
|  |
| **OTHER** | Safe | N/A | Unsafe |
| The home is warm, in good decorative order, and furniture is sufficient, suitable and in good repair. |  |  |  |
| Locks on bathroom doors are suitable and allow access in an emergency. |  |  |  |
| Home insurance is in place in line with local policy, and insurers have been informed if the applicant has a staying put agreement in place. |  |  |  |

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| --- |
| **SPECIFIC CIRCUMSTANCES** |
| Firearms are stored on the property | YES / NO |
| The home is also a working farm | YES / NO |
| Hazardous work equipment/materials are stored on the property | YES / NO |
| If the answer is yes to any of these questions, please see the accompanying notes and provide additional information below.  |

**STAYING PUT HOST DECLARATION**

* I/we have read and considered home safety and accident prevention.
* I/we undertake to follow this safety advice and inform the LCS of any difficulties.
* I/we understand that we should use this form to review safety in the home, if required.

|  |
| --- |
| **Any comments:** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of applicant/staying put host carer 1** |  | **Date** |  |
| **Signature of applicant/staying put host carer 2** |  | **Date** |  |

|  |
| --- |
| **Additional information** |
|   |
| **Outstanding action** |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signature of SW or PA** |  | **Name** |  | **Date** |  |