



Northumberland  
County Council

# Northumberland Supported Tenancy Scheme

## Accessing NAS Supported Tenancies

Version No:	1
Dare Issued:	August 2023
Previously Issued:	August 2023
Authorised:	
Review Period:	Every 3 years unless there is a change in legislation
Projected Review Date:	August 2027

### 1.0 INTRODUCTION

1.1 The purpose of this procedure is to inform staff from Children Social Care on how to access NAS Supported Tenancies on behalf of a young person.

### 2.0 RESPONSIBILITIES

2.1 The accommodation team manager or the service lead can provide advice about accessing the service, all referrals will need to be made through the completion of an accommodation referral via ICS or EHM.

2.2 The allocated worker for the young person will need to provide an up to date risk assessment or safety plan for the young person. - see template attached - [SOS Safety plan MASTER.docx](#)

2.3 The accommodation team manager, service lead will assess all documentation and match the needs of the young person to an appropriate vacancy within the scheme.

**2.4** The team manager/service lead will arrange meetings with the young person, their allocated worker and the accommodation support worker for the property to discuss the potential placement

**2.5** The accommodation team manager/service lead, the social worker/LCSW will draw up the placement agreement with the young person re the level of support needed and the relevant licence agreement will be completed. See placement plan template - [Placement Plan Master](#)

**2.6** It will be the responsibility of the allocated accommodation worker to provide direct support to the young person in placement and to work alongside the allocated worker for the young person. This can be overseen by the accommodation team manager or service lead in the absence of the accommodation worker.

**2.7** The allocated accommodation worker should attend all care team meeting and CLA reviews/CIN reviews to provide an update on the progress the young person is making in placement.