[**www.surreycc.gov.uk**](http://www.surreycc.gov.uk/)

**Transfer checklist from Looked After/ Family Safeguarding /Adolescence Safeguarding/ Children with Disabilities Services to Care Leavers Service**

***When transferring a child/young person to the Care Leaving Service the following links to audit tools should be used to ensure the child/young person’s file contains the appropriate documentation. The audit tool should be completed by the Assessing/Transferring Team Manager and saved on Wisdom under the “Leaving” section.***

**Complete transfer within 2 weeks of 18th birthday**

* Transfer meeting between ongoing Social Worker, Incoming PA and TM prior to transfer.
* End Children Looked After status on LCS (within 5 working days of 18th birthday)
* Involvements Tab - To be updated & close previous professionals
* Involvements Tab – Check any outstanding forms are completed by sending team (make requests to IT for any forms that require deletion)
* Identity Tab - ID document/key information record in identity tab.
* National Insurance number and Passport/Travel Document on LCS.
* 903 data for 17th & 18th birthdays to be added to the “Care Leaver Details” in the “CLA” Tab in ICS – ETE codes set out in pages 102/103, Accommodation Codes set out in pages 104/105 - [CLA 2024 to 2025 guide](https://assets.publishing.service.gov.uk/media/66ffd683080bdf716392ee33/CLA_SSDA903_2024-25_Guide_Version_1_2.pdf)
* Genogram
* Later life letter/ life story work completed. Date YP received later life letter within case notes.
* Summary up to date. Using Case Summary Template to highlight risk/safety plan. This should include the young person’s holistic needs including health, education and time with family. Any risks identified should be considered within an updating Risk Assessment and Safety plan.
* Chronology up to date (to be updated 12 weekly)
* Recording up to date
* Pathway Plan – good quality (SMART with contingencies) and including any plans from last Health Assessment, Health History, PEP and any other planning forums (RMM, Housing Panel etc).
* Child/Young Person Risk Assessment Form to be completed/updated prior to transfer (on LCS forms)
* Supervision record within timescales
* Health history/ letter on LCS and noted on Pathway Plan. Details of Review health assessments (RHA’s) are on LCS.
* Any diagnosis to be clearly identified in Case Summary with reference to evidence of this on Wisdom folder
* Any evidence of Joint Commissioning Panel, Continuing Health Care or S117 (Mental Health 1983 – Aftercare) funding evidenced in Case Summary with reference to Wisdom Folder
* Adult Services/Transitions Support Plan with any actions to be added to the Pathway Plan
* Education & EPEP (see below) with any actions to be recorded the Pathway Plan
* EHCP to be saved on Wisdom and any Social Care Actions details in Pathway Plan
* Independence Assessment Checklist (or equivalent) noted in Pathway Plan
* Registered with housing – registration number, priority date & banding and local connection matrix to be recorded in Pathway Plan and in Case Summary
* Accommodation –
	+ Staying put – Living together agreement signed and on Wisdom.
	+ IFA’s and semi-independent provision - date panel agreed funding until?
* NRM if applicable and next date
* PREVENT referral if applicable.
* Date child trust fund/Junior ISA details shared with young person to be added in case notes
* **Asylum Experienced Young People –**
* Current asylum status in the UK on Pathway Plan/ identity tab and case summary
* Immigration solicitors’ details on LCS record.
* Whether or not YP has ARC card/BRP Card, or E-Visa recorded within the “Identity” tab on ICS
* Connect database check completed for Asylum Experienced Young People awaiting a decision?
* Triple track planning clear in Pathway Plan for all possible asylum outcomes
* Date asylum claim was made.
* Age assessment/Initial Assessment (if completed) on LCS record.
* If status is gained - Home Office letter is saved on Wisdom and identity tab completed.
* For female UASC – Discussion regarding FGM taken place?

**Role of PA after transfer**

* Relationship Tab.
* Check 903 data in Looked After section - Address code and ETE details to be added.
* Ensure Finance Requisition Form is completed for ILA payments for asylum seekers without status.

Education appendix:

EPEP - social worker to confirm the date of the last e-PEP meeting prior to 18 and invite PA to attend so that they can chair the future e-PEP's after 18 years of age. Please note PA's cannot login to welfare call until the young person has successfully transferred to CLS on LCS, so the allocated worker will be the person responsible for the e-PEP.

|  |  |
| --- | --- |
| **Title**  | **Transfer checklist from Looked After/ Family Safeguarding /Adolescence Safeguarding/ Children with Disabilities Services to Care Leavers Service** |
| **Purpose**  | **Guide for practitioners/managers of all actions which must be completed prior to transferring to the care leaving service.**  |
| **Updated by**  | **Leanne George Team Manager Care Leavers Service, Elaine Andrews Service Manager NW Looked After Team, Siobhan Walsh Assistant Director Looked After Children and Care Leavers**  |
| **Approved by**  | **Siobhan Walsh**  |
| **Date**  | 28/01/2025 |
| **Version number**  | **V1** |
| **Status**  | **Completed**  |
| **Review frequency**  | Annually |
| **Next review date**  | 28/01/2026 |