

Appendix 3: Transfer Checklist and Planning between LAC and LC for 18 plus service

Age	Role/Purpose/Function
As early as possible and regularly revisited	<p>LAC SW to discuss with young person and carer arrangements for staying put.</p> <p>If both parties are in agreement and there is no reason for the LA to not support this, then application for staying put can be made (Staying Put Coordinator to be contacted)</p>
From 14	<p>If it is expected the young person may be eligible for a service from adult services, LAC SW to forward advance notice to adult social care. This is so adults have the opportunity to review and alert LAC SW of any outstanding tasks which need to be completed as part of the formal referral process. This again supports efforts for a smooth transfer</p>
Between 15 ½ and 16 years of age	<p>LC TM will have a comprehensive list of looked after young people and will seek information as to exit plan from care for each young person.</p>
At 16	<p>LC TM will have considered which PA to allocated to each young person</p>
By 16 and 3 months	<p>Joint supervision between LC TM/ Allocated PA/ LAC TM and LAC SW. Purpose of this supervision will be to agree how PA and SW work together to build relationships with the young person and to further develop and build the pathway plan</p> <p>This supervision will identify which worker completes which task.</p> <p>Joint supervision between PA/SW and TMs will then take place at a minimum of quarterly until the young person reaches 18. They can and should take place more frequently should the needs of the young person require more detailed joint input and planning.</p> <p>There will be no expectation that the PA visit the young person at 2 monthly intervals. Visits by PAs will be determined on an individual basis and on the needs and wishes of the young person.</p> <p>Purpose of allocating the PA at this point is to build a relationship with the young person, learn about their experiences and start to work with the young person to build trust, advocate and support the young person in getting the young person what they need from the LA to support them moving on. This can include building on life story work completed so far and producing later in life letter.</p> <p>Attendance at LAC reviews and PEPs to be discussed at joint supervision.</p> <p>PA to be present at last LAC review</p>
By 16 years and 3 months of age	<p>LAC SW to apply for adult passport</p> <p>LAC SW to apply for National Insurance Number</p> <p>TM LAC and IRO to make sure first Pathway Plan is presented to LAC Review</p>

	<p>First pathway plan must be a comprehensive assessment of the history of the young person, its impact on the young person's current situation and where the young person wishes to be in their future. This will be the document that leads to their future.</p> <p>LAC SW to make full referral to adult social care if this is thought necessary. If the young person is considered eligible for adult services and that young person with carer wishes to remain together post 18, adult social care should begin their Shared Lives assessment.</p>
<p>By 17 years and 6 months</p>	<p>From 17 ½ to 18 the role of the SW will become less significant, as the balance of the day to day tasks become more weighted to PA. How this takes place will be formalised via joint supervisions</p> <p>SW will continue to complete their statutory requirements such as visits, reviews and planning.</p> <p>If the young person is to remain in placement SW and PA to support the completion of the Living Together Agreement for staying put.</p> <p>PA and SW to begin making applications to housing if this is required.</p>
<p>17 yrs and 9 months</p>	<p>PA to support young person making applications for benefits if this will be required post 18.</p> <p>SW to serve notice where applicable to housing providers if it would appear young person is unable to remain in post 18.</p> <p>LC TM to be invited and attend last LAC Review</p>
<p>17 yrs and 11 months</p>	<p>Transfer request to be forwarded to LC</p> <p>LC will carry out an audit and will seek to make sure the following are up to date and in place:</p> <p>Case summary PWP up to date and signed off Joint supervision has taken place and recorded Chronology and genogram in place Young person is on the correct work flow in LCS Life story work has been progressed All recording and visits have been recorded All basic information is up to date NI number and Passport/ Driving License number are clearly recorded on the file Relationships on LCS have been tidied and reflect current relationships for the young person Birth certificate will be available Transfer summary completed by LAC SW Current arrangements for any financial support. Legal status updated</p>

	LC will not accept the file unless all the above is in place. Leaving Care will transfer teams.
On 18 th birthday	On 18 th birthday CLA status to be ended by LAC TM Correct LC status added
From 18	PA takes full case responsibility. As close to the young person's 18 th birthday LC TM to meet with PA for full supervision.