

# Leaving Care Transitions

15 <sup>3</sup>/<sub>4</sub>

When a young person is 15 <sup>3</sup>/<sub>4</sub>, a referral will be made by the Children In Our Care (CIOC) service to the Leaving Care (LC) service requesting the allocation of a Personal Advisor (PA).

Referral will only be initiated once the young person's case summary has been fully updated by the allocated Social Worker (SW), alongside the young person and then quality assured by CIOC Team Manager. Referral to be initiated via a case note alert from CIOC Team Manager to the LC Team Manager.

Upon receipt of the referral (PA) to be allocated within 5 working days. PA will be matched wherever possible with a YP, taking into account their key characteristics. A joint visit to the YP will then take place with SW and PA within 10 working days of allocation.

PA to attend all multi-agency care planning meetings, which must take place, at a minimum of every 6 weeks, or every 12 weeks for a YP who is living in a long-term matched, foster home.

PA and social worker to complete joint initial joint visit to the young person, then agree a plan with the young person for how frequently joint visits will take place.

17

At 17 years old, initial transitions meeting will take place for all young people. This meeting will be chaired by the CIOC Team Manager, and attended by all other internal professionals, including accommodation manager where appropriate.

**Agenda for initial transitions meeting:**

- Consider the YP's current plan of permanence, this will be presented jointly by Social Worker and PA.
- Consider YP's current care plan/ pathway plan, ensuring this supports the plan for permanence.
- Allocation of key tasks to support proposed plan of permanence and journey through to independence.
- Consider how well the allocated Social Worker and PA are working together to support the YP.
- Consider the need to refer to Adults Social Care.
- Consider the need for additional funding.
- Consider the need for additional transitions meeting to take place.

17 <sup>1</sup>/<sub>2</sub>

At 17 <sup>1</sup>/<sub>2</sub> a review transitions meeting will take place, chaired by CIOC TM.  
**Final CLA review to take place between 17 <sup>1</sup>/<sub>2</sub> and 17 <sup>3</sup>/<sub>4</sub>.**

17 <sup>3</sup>/<sub>4</sub>

At 17 <sup>3</sup>/<sub>4</sub> final transition meeting to take place, chaired by the LC Team Manager. This will include final audit of the YP's file, completed by LC Team Manager. It is vital within this meeting all parties are clear as to the post 18 plan for permanence. Any actions needed to ensure the smooth transition to Leaving Care will be agreed, with timescales set for completion prior to the YP's 18<sup>th</sup> birthday.

**If additional funding is required this needs to be escalated to Service Lead via a Case Decision Form. This must include a clear rationale as to why additional funding is required, including how this supports the plan of permanence.**