**Durham County Council**

**Supported Lodgings Service**

**SCREENING FORM – INITIAL ENQUIRIES**

***Briefly explain role of the provider and the assessment process, then complete the following form.***

|  |  |
| --- | --- |
| Name/ Names (if a couple) |  |
| Address |  |
| D.O.B(s) |  |
| Telephone number  (best time to contact) |  |
| Email address |  |
| If a couple, how long have they been together (are they well established)? |  |
| Type of accommodation |  |
| Have they got a spare bedroom?  How many? | Yes/No |
| Number of household members |  |
| Names and ages  Are all household members aware of the application and in agreement? | Yes/No  (if no, explain that they must be informed and their views gained before application if submitted) |
| Children living away from home | Yes/No (if Yes please give details) |
| Employment | Yes/No |
| Job Title |  |
| Hours of work |  |
| Employer |  |
| Any other commitments | Yes/No (if Yes please give details) |
| Checks -   * DBS – do you have any previous convictions or cautions * Health Medical – Do you have any current of previous health issues? (including mental health) * Children’s Services – Have you had any involvement with children’s service before? As a child yourself or in regard to your own children? * References – Do you think your children, employer would provide positive references. Can you think of friends who would be prepared to do this? | Yes/No (if Yes please give details)  Yes/No (if Yes please give details)  Yes/No (if Yes please give details)  Yes/No |
| Training – are they able to commit to attending our training sessions every 2 months. | (Yes/No) |
| What is their motivation? |  |
| Have they any experience with children/ young people? |  |
| Where did they hear about us? |  |
| Have they ever applied to supported lodgings before or to foster/ adopt? | Yes/No (If Yes what was the outcome) |

|  |  |
| --- | --- |
| Enquiry taken by |  |
| Date |  |

|  |  |
| --- | --- |
| Application form sent  (if no please give reasons) | Yes/No |

* ***If positive explain that we send out an application pack and will need this back within 2 weeks to progress to initial visit. Email admin to send out relevant forms.***
* ***Any concerns discuss with manager and call back enquirer to advise if unable to proceed and reasons why.***