**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 agesAre 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.***