Appendix 2: Staying Put Providers Agreement

Staying Put Providers Agreement between Gateshead Care, Wellbeing and Learning and

**………………………………………………………………………………**

Of

**……………………………………………………………………………………**

The purpose of the Staying Put Agreement is to provide written information about the terms and conditions of the partnership between Gateshead Care, Wellbeing and Learning and the Staying Put provider. It specifies your agreed terms of approval and sets out the expectations of both Staying Put providers and Gateshead Council.

**Definitions**

A “Staying Put Arrangement”is where an eligible young person reaches the age of 18 and continues to reside with the former foster carers as part of the household.

Within this document:

* the former Foster Carer agreeing to the Staying Put Arrangement is referred to as “Staying Put Provider” or “the Provider”
* the eligible young person is referred to as *“*the young person*”*

**Part A**

**Approval Information**

Your approval status is:

Any other conditions/requirements:

**PART B**

**Staying Put Provider Duties**

* Accommodation Services
* All staying put providers are expected to provide the following accommodation and services:
* Single, fully furnished room per Young Person
* This furniture should include a bed, wardrobe, chest of drawers, storage space, bedding and curtains
* A clean, safe and comfortable home environment
* A nutritious breakfast and cooked evening meal (part board, if included in the agreement)
* Heating and lighting
* Access to hot water, bathing/washing facilities
* 2 sets of bedding and towels (2 hand towels and 2 bath towels)
* Laundry facilities
* Access to common areas of household: this will include kitchen, living room and bathroom
* Access to cooking facilities within a fitted kitchen
* A quiet, comfortable area in which a Young Person may study
* Cleaning of communal areas
* Front door key
* To ensure that household health and safety is maintained.

**Staying Put Provider’s Duties to the Young Person**

Duties include:

* Offer emotional and practical support to the Young Person. This will include:
* Support with independent living skills such as shopping, cooking, cleaning, washing, attending appointment and, claiming benefits;
* Supporting the young person to access education, training and employment opportunities and use community resources
* Provide emotional and practical support as agreed in the pathway plan
* Attend any pathway plan meetings and reviews
* Ensure the confidentiality of the Young Person.

**Staying Put Providers General Duties and Responsibilities**

**Change in Circumstances**

Notify the supervising social worker of any change in circumstances. This may be changes in personal circumstances or changes in the make-up of the household. Changes include:

* Anyone moving into the house
* Plans to move to alternative accommodation
* Changes in health
* Changes to the house
* Any changes that may affect your capacity to support the young person
* Any incident that leads to police involvement

**Training and Supervision**

Staying Put providers are required to attend training and supervision in order to develop skills and understanding of how to support their young person. Staying Put providers are therefore required to attend any training that has been agreed arising from supervision sessions or annual reviews.

**Keeping In Touch**

Staying Put providers are required to keep in contact with the personal adviser in order to update professionals involved on a young person’s progress.

Staying Put Providers are also required to pathway plan meetings and reviews as required.

**Compliance with the Staying Put Agreement**

Staying Put providers are encouraged to discuss any difficulties regarding the young person with the personal adviser/social worker at any stage.

Following the young person’s 18th birthday the young person effectively becomes the provider’s lodger under licence and the provider the landlord. The Staying Put Agreement is effectively a Licence Agreement.

The purpose is to:

* help the young person comply with their Staying Put Agreement by setting clear boundaries and expectations
* support them in maintaining their health, safety and wellbeing within a staying put setting
* prepare the Young Person with the skills they need to become good tenants and neighbours
* support Staying Put Providers in the role they undertake

In the event of a young person breaching their Staying Put Agreement the personal adviser will convene a pathway team meeting to ensure the best interests of the young person are met.

**Young Person Missing From Staying Put Arrangement**

The Staying Put agreement and the individual risk assessment and pathway plan for the young person will outline what procedures are to be followed should they ‘go missing’, i.e. they do not return home as expected and are not contactable. Staying Put providers are also requested to contact the personal adviser if they suspect a young person has gone missing. Out of hours they should contact Gateshead’s Emergency Duty Team (EDT).

**Health and Safety**

Staying Put providers are expected to comply with Health and Safety requirements of the programme and their obligations as landlords. This may include:

* Annual gas safety certification and servicing
* Appropriately insuring vehicles if intending to transport the young person
* Fire safety – home fire safety risk assessment
* A six monthly health and safety assessment
* Notification of any structural repairs/changes to the house

**Mortgage, Insurance, Tax and Welfare Benefits**

Staying Put Providers are expected to make their own enquiries with the following agencies to ascertain how Staying Put remuneration and arrangements may affect their financial circumstances:

* HMRC
* Department of Work and Pensions
* Mortgage lender
* Household and buildings insurance provider

This may vary according to each young person’s circumstances: Personal Adviser/Supervising social worker will be able to advise you of the basis for the remuneration you receive in each case.

**Financial Arrangements and Payment Errors**

You will receive remuneration from Gateshead Council by BACS to your nominated bank account in respect of each young person. You are responsible for checking your bank account regularly (at least monthly) and to ensure the payments are correct. You are also responsible for alerting Gateshead Council to any payment errors. In the event of an overpayment to you, you agree to repay Gateshead Council the excess in full.

**Part C**

**Gateshead Council Duties Towards Staying Put Providers**

**Agency**

Gateshead Council will act as your agent in respect of:

* Coordinating the transition from a foster placement to a staying put arrangement (technically a landlord/lodger relationship)
* Drafting, completing and reviewing the Staying Put
* Coordinating remuneration as set out in ‘Rent and Charges’ below

**Supervision, Support and Training**

Gateshead Council has a duty to provide you with support and supervision in your role as a Staying Put provider and will do this by the following means:

Provide you with supervision, support and guidance to help you operate within the standards and policies of the staying put arrangement

Your named worker will arrange supervisory meetings with you that have a clear purpose. A record of the meetings will be kept on your file

Gateshead Council has duties to:

Assist you in dealing with, or gaining access to, other services such as Connexions

Give you practical support in promoting health, educational attainment, employment and leisure activities of the young person by:

Providing you information and assistance in these areas, including training events

Ensuring the young person is supported with any special health needs, such as through individual support, aids or equipment arising

Providing, or enabling access to, equipment as may be necessary to meet the educational needs of the young person

Encourage and support your continuing development by providing training in key areas, relevant to your needs as identified in supervision meetings

Convene forums to provide you the opportunity to share experiences with other providers and to contribute to the development of the service

Training and forums will be provided at convenient times and venues.

**Rent and Charges**

You will receive remuneration of amounts comprising:

If the Young Person is eligible for Housing Benefit they will be expected to establish a claim. They must agree to have their Housing Benefit paid directly as follows:

**Staying Put Agreement**

**The Purpose of the Agreement:**

The purpose of this agreement is to –

Let you know what support you can expect from your Staying Put provider

To make clear the expectations that will be placed on you whilst you live in a Staying Put arrangement

To identify areas of support which will assist you to prepare for living independently at a time when you are ready to move on to accommodation that is suitable to your needs.

**Name and details of Provider**

Name: …………………………………………………………………………

Address: ……………………………………………………………………..

……………………………………………………………………….

……………………………………………………………………….

……………………………………………………………………….

Telephone number: ……………………………………………………….

Mobile number: …………………………………………………………….

Email address: …………………………………………………………….

**Details of the young Person**

Name of Young Person: ……………………………………………….

Date of Birth: ………………………………………………………………..

Mobile number: ……………………………………………………………

Email address: ……………………………………………………………..

Name of Personal Adviser: ……………………………………………..........

Contact Address: ………………………………………………………………............

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……………………………………………………………………….

Telephone number: ……………………………………………………………………

Email address: …………………………………………………………………………

**What you can expect from your Personal Adviser**

To receive advice, support and information. This may include advice about money, jobs, benefits, and employment, training and housing options.

To be provided with information about the Staying Put Programme

To be provided with information about your rights and entitlements

Listen to you and take account of your views about the development of the Staying Put arrangement.

**What you can expect from your Staying Put provider**

Advice and support that will enable you to continue to develop independence living skills

Safe, secure and supportive environment

A bedroom of your own and access to all facilities of the home, inclusive of kitchen and laundry facilities

The provision of a front door key

Clear information about boundaries and expected behaviour