**Appendix One: Staying Put Agreement**

**‘Staying Put’ Agreement**

**(Young People Aged 18 remaining in Staying Put Arrangements)**

This Staying Put Agreement provides a framework that sets out the house rules & expectations of young people & their carers where young people remain living with their former foster carer/s after their 18th birthday & under a ‘Staying Put’ arrangement.

The Staying Put Agreement should be based on the information set out in the preceding Placement Plan & the agreements set out any ‘Delegated Authority’ framework. Whilst the Staying Put Arrangement is a formal document setting out everyone’s expectations the majority of house rules & expectations will be the same as those in place prior to the young person’s 18th birthday; so most of the requirements will remain broadly the same. However, reaching the age of 18 & adulthood is a good opportunity to revisit this & see what needs to change.

The Staying Put Arrangement is a flexible document & should be used to set out tasks, expectations & house rules which help the ‘Staying Put’ arrangement run smoothly. This should be reviewed every 6 months by the Family Placement Service & would need to provide evidence that the young person still in full-time education

In order to ensure that everyone knows what is expected of them this should be completed prior to the young person’s 18th birthday & be signed & linked to the young person’s Pathway Plan. Ideally it should be discussed & completed at the last statutory CLA review meeting.

The Staying Put Arrangement contains three main areas:

1. **Responsibilities of everyone who signs the agreement,**
2. **House rules & support,**
3. **Payments.**

The information in this document should cover all of the day to day arrangements that are needed to ensure that all the positive aspects of fostering transfer to the ‘Staying Put’ arrangement.

Please sign the Staying Put Agreement after discussing & agreeing everyone’s expectations.

Signed copies of this document should be given to each person to keep & a copy should be placed in the young person’s file.

1. **RESPONSIBILITIES**
   1. **Young Person**
      * Engage in the support detailed in the ‘House Rules & Support’ Section (below) & the Pathway Plan in order to develop independence skills.
      * Behave in a reasonable way, showing respect for my carer(s), their property, neighbours, other children/young people in the placement & the local community.
      * Not behave in a manner that causes upset &/or harm to others or that would be deemed anti-social.
      * Keep to any house rules set out in this Staying Put Arrangement.
      * Pay rent each week, either from earnings or by claiming social housing benefit or by a combination of earnings & housing benefit. – see Staying Put Policy.
      * Let my after-care worker & foster carer know in advance if I wish to end the Staying Put arrangement.
      * Maintain my room, furnishings & fittings in good order (& be responsible for replacing any items that are damaged &/or stolen).
      * Contact my after-care worker/family placement worker if I would like to change this Staying Put Arrangement or raise concerns/make a complaint.

Please detail any specific agreements in relation to the young person wishing to have another person staying overnight in the same bedroom. The arrangement/agreement to this will be included here, particularly if the Staying Put foster carer is continuing to foster other children.

* 1. **Staying Put Foster Carer**
     + Inform the young person’s after-care worker, fostering supervising social worker if the young person ceases to reside at the accommodation, or is no longer in full-time education, in order to prevent overpayment of Staying Put allowance as any overpayments will be recouped.
     + Respect confidentiality (within agreed parameters) at all times regarding personal details of the young person.
     + Ensure the accommodation is of a good standard.
     + Inform the young person’s after-care worker/personal advisor/social worker as soon as possible of any significant incidents & if the arrangement is likely to be disrupted/end prematurely.
     + Provide 28 days’ notice to end the Staying Put Arrangement.  
       Ensure there is adequate insurance in place to cover acts of accidental damage, deliberate damage or theft.
     + Provide support (as detailed below in the ‘House Rules & Support’ Section) to prepare the young person for the independent living & adulthood.
  2. **Family Placement Service/After-Care Team** 
     + Advise & assist the young person with a housing benefit claim.
     + Advise & assist the young person with any other benefit claims & financial matters in order to maximise income.
     + Advise & assist the young person with any applications for moving on to other accommodation.
     + Advise & suggest house rules (in addition or variance to those below).
     + After-care worker will visit at the request of the young person.
     + Review this Staying Put Arrangement & the ‘House Rules & Support’ Section (below) at least every six months.

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| **STAYING PUT AGREEMENT** | | | |
| Name of Young Person | |  | |
| Date | |  | |
| Name of Staying Put Foster Carers | |  | |
| Address | |  | |
| Young Person’s date of birth | |  | |
| Next of kin | |  | |
| Primary Language | |  | |
| Young Person’s Mobile No. | |  | |
| Carer(s) Mobile / Telephone number | |  | |
| Family Placement Worker  Contact details | |  | |
| After-care Worker  Contact details | |  | |
| Team/Duty Manager Name  Contact details | |  | |
| 1. **HOUSE RULES & SUPPORT** | | | |
| The points & headings set out below are not intended to be a definitive list; they provide a broad set of topics which should be discussed, clarified & expectations set out. It will be important to add other topics relevant to the individual Staying Put household.  Each household will have different rules & expectations, some of these will depend on who else lives in the household, for example, where younger foster children are living in the house, it may not be appropriate to have a boyfriend or girlfriend stay over.  Any young person residing with carers, under a Staying Put Arrangement, cannot have more than three overnight stays away from the carer’s home, per week. | | | |
| **Suggested topics for discussion:**  Issues regarding privacy, for example when it is acceptable to enter a young person’s bedroom, which parts of the house are private, shared etc. | | | |
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| What time is the young person expected to return in the evening, what are the arrangements if the young person is going to be late, or wants to stay out overnight etc.? | | | |
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| What are the arrangements for ascertaining the young person’s whereabouts if they do not return on time? | | | |
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| What are the arrangements for reporting the young person missing if they cannot be located, how long would you continue to try to contact them before reporting them missing? | | | |
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| What are the arrangements for the young person having &/or visitors for friends staying overnight &/or boyfriends/girlfriends staying overnight – what is deemed acceptable? | | | |
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| What are the arrangements if the young person smokes, what are the rules on consuming alcohol? | | | |
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| What are the rules & arrangements regarding the young person having a mobile phone contract, credit arrangements, catalogue cards etc.? | | | |
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| **ARRANGEMENTS FOR HELPING WITH THE DEVELOPMENT OF LIFE SKILLS** | | | |
| Cooking & food preparation | | | |
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| Laundry, ironing & household chores | | | |
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| Budgeting & money management | | | |
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| Arrangements for dealing with administrative tasks & officialdom renewing housing benefit claims | | | |
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| Returning official forms (e.g. electoral roll register) | | | |
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| Arrangements for helping with any health needs setting up & attending appointments | | | |
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| Any specific health needs | | | |
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| Arrangements for education, training or employment activities | | | |
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| Support for college work/assignments | | | |
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| Attending 6th form college or university open days etc. | | | |
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| Support with maintaining contact with family & extended family members | | | |
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| Support in maintaining appropriate relationships | | | |
| **ARRANGEMENTS FOR HOBBIES, LEISURE ONTERESTS & SPORTIC ACTIVITIES** | | | |
| Support with identifying & trying new activities | | | |
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| What are the appropriate behaviour codes & the safer caring arrangements? | | | |
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| Other issues to be added | | | |
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| 1. **Payments** | | | |
| Staying Put Fee | | | £250.00 per week |
| Young Person Rent Payment | | | £ |
| Young Person contribution to household expenditure | | | £ |
| Total Staying Put fee | | | £ |
| Date of next review (within the next 6 months) | | |  |
| **Signatures** | | | **Date** |
| Signed young person |  | |  |
| Signed foster carer |  | |  |
| Signed foster carer |  | |  |
| Signed After-Care worker |  | |  |
| Signed Family Placement worker |  | |  |
| **Agreement to funding** | | | |
| Signed Family Placement Team Manager |  | |  |