This protocol provides a guide for effective and timely transfer of case work to ensure that care leavers experience a more consistent service whilst moving from the support of one worker to another. This includes when young people initially move from Childrens Social Work teams to the support of the Care Leavers Service as well as case transfers between personal advisors within the care leavers service.

This protocol outlines how care to plan and organise Child Looked After to Care Leaver Service transfers and also provides a guide for case transfers within the Care Leavers Service between workers and/or Care Leaver Teams. Case work should only be transferred in good order and in accordance with the expectations set out in this protocol.

The transfer and movement of cases is a safeguarding matter. It is important that full information is provided so that the Care Leavers service Personal Advisor and the Care Leaver Team Manager have a good understanding of each young person’s circumstances, needs, vulnerabilities and any risks that need to be understood.

Care to Leaving Care initial Case Transfer

The Transition from care to Leaving Care is a difficult and anxiety provoking experience for young people. Effective communication and sharing of knowledge when transferring cases also improves practitioners’ confidence and ability to support young people through the transition to leaving care. Poor case handovers can exacerbate the existing challenges and difficulties young people experience through this transition and negatively impact on their wellbeing and outcomes through this transition and beyond.

1. ***Allocation of Personal Advisor at 17.5 years***

Eligible Care Leavers will be allocated a Personal Advisor 6 months prior to the month of their 18th birthday.

The Care Leavers Team manager will send an allocation email to the Childrens Social Work team manager at the point of allocation at 17.5 years, providing details of the Personal Advisor allocated. The email will also include the pre-transfer documents required to be completed by the Childrens social work team and agree a date for the case transfer meeting.

The allocated Personal Advisor will be assigned as an additional worker ‘Personal Advisor’ on Mosaic alongside the allocated social worker. The Personal Advisor will be changed to the Allocated worker the week of the young person turning 18 years of age and only once the transfer tasks and actions outlined in this protocol are completed correctly.

1. ***Pre-Allocation Checks and Transfer Documents***

The Team Manager transferring the case will check and ensure that essential information is up to date and accurate on Mosaic and that the social work Chronology is completed and up to date.

Any outstanding Looked After Mosaic workflows must be completed prior to any case transferring to the Care Leavers service. This includes the correct allocation of onward Statutory Mosaic Workflows needed for the personal advisor and Care Leaver Team Manager to continue statutory casework post 18.

A check will be completed 4 weeks prior to the young person’s 18th birthday to ensure that transfer tasks and actions are completed. Any checks and transfer tasks not completed will be escalated to the respective Service managers to ensure timely completion and allocation to the Personal Advisor.

1. ***Case Transfer Meeting***

The case transfer meeting will take place within 8 weeks of the Personal Advisor being allocated. The transfer meeting is best undertaken through a face to face meeting including the Children’s social work manager, Care Leavers Team manager, Personal Advisor and Social worker.

The Children’s social work manager will ensure that the Mosaic case transfer summary, transfer check list and Risk/Vulnerability Screening tool and Matrix are completed in advance of the transfer meeting. These documents will be discussed in the case transfer meeting between the Child Looked After Allocated Social Worker and Manager and the Care Leavers Service Personal Advisor and Team Manager. The case transfer summary needs to be completed on Mosaic and the transfer checklist and Risk/Vulnerability Screening tool and Matrix uploaded into documents.

1. ***Young people transferring to a new Personal Advisor***

When changing allocated Personal Advisor, the transfer protocol applies. Cases should only be handed over in good order in accordance with the expectations set out in this protocol. Transfer meetings must be held between teams when allocating a new personal advisor, with both Personal Advisors, Team managers and where relevant the service advanced practitioner.

A Mosaic Case summary must be completed by the transferring allocated worker alongside an updated Risk/Vulnerability Screening tool and Matrix, completed in advance of the transfer meeting.

**Transfer Documents**

**Transfer Check List- To be completed by Allocated Worker and Team Manager prior to case transfer meeting.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Item** | **Completed Yes/ No**  | **If no, who will be responsible to complete** **More detail**  | **Date to complete** |
| **Mosaic Information and Workflows** |
| Personal Information Up to date on Mosaic (*Demographic information, Personal relationships, Genogram)* |  |  |  |
| Personal Advisor Invited to last Pathway Plan Review Meeting  |  |  |  |
| Mosaic Warnings Up to date/ Relevant to Remain on Mosaic |  |  |  |
| Other professionals involved contact information on Mosaic |  |  |  |
| Email address Up to date and verified |  |  |  |
| Outstanding CLA workflows finished |  |  |  |
| Chronology Up to Date  |  |  |  |
| Review Pathway Plan - No longer Looked After Mosaic Workflow allocated to personal Advisor |  |  |  |
| Case Supervision Allocated to receiving team manager  |  |  |  |
| Care Leaver Contact Workflow allocated to personal Advisor |  |  |  |
| Local Offer Information Given and Explained to Young person  |  |  |  |
| Introduction to the Hub  |  |  |  |
| Care Leaver Pledge and Agreement given to and Explained to Young person |  |  |  |
| Copy of Pathway Plan provided to Young Person  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Item** | **Completed Yes/ No**  | **If no, who will be responsible to complete** **More detail** | **Date to complete** |
| **ID and Essential Documents**  |
| Birth Certificate Provided to Young person |  |  |  |
| Passport provided to Young Person Number recorded on Mosaic |  |  |  |
| Driving licence applied for |  |  |  |
| National insurance number and card provided to Young Person Number recorded on Mosaic |  |  |  |
| Young Person has Memory Box/ Life Story Work  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Item** | **Completed Yes/ No**  | **If no, who will be responsible to complete** **More detail** | **Date to complete** |
| **Finances** |
| Bank Account Open  |  |  |  |
| Junior ISA/ Savings  |  |  |  |
| Criminal Injuries / Compensation Award Made/Received (if applicable) |  |  |  |
| 18th Birthday grant applied for |  |  |  |
| Universal Credit Claim Made |  |  |  |
| Bridging Payment Applied for |  |  |  |
| Benefit Check completed if applicable |  |  |  |
| Maternity/paternity grant |  |  |  |
| Details of any other financial requests submitted |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Item** | **Completed** **Yes/ No**  | **If no, who will be responsible to complete** **More detail** | **Date to complete** |
| **Health**  |
| Registered with DoctorCorrect on Mosaic  |  |  |  |
| Therapeutic Social Work Service  |  |  |  |
| Registered with DentistCorrect on Mosaic  |  |  |  |
| Health Passport provided to Young Person  |  |  |  |
| Details of other Involved Health services and Professionals recorded on Mosaic  |  |  |  |
| Active Leeds membership |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Item** | **Completed** **Yes/ No**  | **If no, who will be responsible to complete** **More detail** | **Date to complete** |
| **Education, Employment and Training Status**  |
|  GCSE GRADES, A-Level, T Skills Certificates Given to Young Person and Recorded on Mosaic  |  |  |  |
| Education Provision recorded on Mosaic |  |  |  |
|  EHC Plan -date of next due review  |  |  |  |
| Post 18 PEP Required  |  |  |  |
| Laptop Provided if in education *(DoFE Laptops are available from the Care Leavers service for young people in Education)* |  |  |  |
| Education top up applied for |  |  |  |
| Referral for EET support Needed |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Item** | **Completed** **Yes/ No**  | **If no, who will be responsible to complete** **More detail** | **Date to complete** |
| **Immigration status** |
| Refugee status |  |  |  |
| UASC leave |  |  |  |
| Indefinite leave to remain |  |  |  |
| Discretionary Leave |  |  |  |
| Humanitarian Protection |  |  |  |
| Asylum seeking-awaiting initial decision |  |  |  |
| Asylum seeking-pending 1st appeal |  |  |  |
| Asylum seeking-pending 2nd appeal |  |  |  |
| Appeal rights exhausted |  |  |  |
| Appeal rights exhausted; fresh Claim Lodged |  |  |  |
| Is YP EU National |  |  |  |
| Have they applied for settled status |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Item** | **Completed** **Yes/ No**  | **If no, who will be responsible to complete** **More detail** | **Date to complete** |
| **Needs, Vulnerability and Risk**  |
| Risk/Vulnerability Screening tool and Matrix completed and uploaded to Mosaic |  |  |  |
| NRM referral  |  |  |  |
| Preparation to Adulthood Forum Advice Uploaded to Mosaic  |  |  |  |
| Last VRMP shared and discussed  |  |  |  |
| Lone Working Risks  |  |  |  |
| Support package in place? |  |  |  |
| MARAC Information discussed -Actions |  |  |  |
| MAPPA  |  |  |  |
| Parenting Support Needed  |  |  |  |
| Involvement with C&F services in relation to children |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Item** | **Completed** **Yes/ No**  | **If no, who will be responsible to complete** **More detail** | **Date to complete** |
| **Housing and Accommodation**  |
| Staying put arrangements agreed |  |  |  |
| Setting up home allowance Spend |  |  |  |
| Suitable Luggage /Luggage Grant applied for |  |  |  |
| TV licence 1st year  |  |  |  |
| Housing bidding number |  |  |  |
| 1st year winter fuel allowance |  |  |  |
| 2nd year winter fuel allowance |  |  |  |
| Placement Move Request made on Mosaic if applicable  |  |  |  |

**Work confirmed as completed:**

|  |  |  |
| --- | --- | --- |
| Social Worker  |  | Date  |
| PA |  | Date  |

**CLS Risk/Vulnerability Screening tool and Matrix- To be completed by CLA Social Worker and Team Manager prior to case transfer meeting.**

|  |  |
| --- | --- |
| **YP Name**  |  |
| **Date of Birth** |  |
| **Mosaic ID** |  |

**1) Does the young person pose a risk to others?**

|  |  |
| --- | --- |
| Yes | No  |

**2) Is the young person physically or emotionally vulnerable?**

|  |  |
| --- | --- |
| Yes | No  |

If you have ticked ‘No’ for 1) and 2), please sign and upload to Mosaic.

If you have ticked ‘Yes’ for 1) and/or 2), please complete sections 3), 4) and 5)

**3) Risk and vulnerability factors**

Provide the level at which you believe the young person is where 1 = Negligible, 2 = Low, 3 = Moderate, 4 = High, 5 = Very High.

|  |  |
| --- | --- |
| **Risk/vulnerability factor** | **Level** |
| Mental health needs/diagnosis |  |
| Personality disorder  |  |
| Learning difficulties/disability |  |
| Suicidal ideation |  |
| Self-harm  |  |
| Domestic Abuse |  |
| Disappearances |  |
| Drug misuse |  |
| Alcohol misuse  |  |
| Violent behaviours |  |
| Unpredictable element to behaviour |  |
| Homeless/vulnerable accommodation |  |
| Offending behaviour |  |
| Other Vulnerability Factor/s? |  |

**4) Protective Factors**

1 = Very High, 2 = High, 3 = Moderate, 4 = Low, 5 = None.

|  |  |
| --- | --- |
| **Protective factor** | **Level** |
| One supportive adult |  |
| Social network  |  |
| Placement stability  |  |
| Personal resilience / coping skills |  |
| Employment/Training/Education  |  |
| Specialist service involvement |  |
| Engages with services  |  |
| Adheres to prescribed medication |  |
| Positive self esteem  |  |
| Other Protective Factor? |  |

**5) Risk/vulnerability and protective factor levels**

|  |  |
| --- | --- |
| **Risk/Vulnerability**  | **Protective Factors**  |
|  |  |

|  |  |
| --- | --- |
| **PA / SW Name**  |  |
| **Date**  |  |

|  |  |  |
| --- | --- | --- |
|  |  | **Risk/Vulnerability**  |
|  |  | **1****Negligible** | **2****Low** | **3****Moderate** | **4****High** | **5****Very High** |
| **Protective Factors** | **1****None** | Medium | High | Very High | Very High | Very High |
| **2** **Low** | Medium | High | High | Very High | Very High |
| **3** **Moderate** | Low | Medium | High | High | Very High |
| **4** **High** | Low | Low | Medium | High | High |
| **5****Very High** | Low | Low | Low | Medium | Medium |

**Overall RVPF Level**

|  |  |
| --- | --- |
| **YP RVPF Level** |  |
| **PA / SW Name**  |  |
| **Date**  |  |