

# **Transitional Personal Advisor Service**

## **Policy and Practice Guidance**

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## **1 INTRODUCTION**

There are several Looked After Children in Nottinghamshire who are based in Residential placements, as these are appropriately meeting their care needs. However, it is recognised that on occasions, these placements are not always appropriate for the longer-term care planning in meeting the needs of young people when they are on their pathway of transition into adulthood and requiring some increasing levels of independence. It is also acknowledged that longer-term provision of Residential placements can leave young people placed away from their families and communities. In recognition of the identified needs for there to be some short-term intense involvement by professional(s) with a good skill-base and knowledge to assist young people into successful transitions from Residential placement to independence/semi-independence, Nottinghamshire Social Care have developed a bespoke plan and package of support, based within the Leaving Care Team and identified as the Transitional Personal Advisor Service.

### **1.1 TRANSITIONAL PERSONAL ADVISOR (TPA) SERVICE AIMS**

This is a county-wide service, focusing on 16–17-year-old Looked After Children with the aims of:

- Improved Care Planning for independence and transition into adulthood/independence for young people aged 16 – 17 years currently in Residential placements
- Short-term intensive support for young people by experienced and skilled staff
- Limited caseloads to ensure regular availability of time to spend with young people and respond timely to their needs in order to assist and build a network of support and positive relationships to achieve planned objectives and continue development of their independence
- Flexible and bespoke packages developed around the individual young person's needs and wishes via a multi-agency approach
- Working together with the allocated Social Worker (Looked After Children's Team) in successfully achieving specific targets within the young person's Care Plan.
- Contributing to independence plans for young people that are both right for that young person, and that are meaningful as a longer-term independence plan.

### **1.2 CRITERIA FOR REFERRALS TO THE TPA SERVICE**

The main function of the Transitional Personal Advisors will be to jointly agree and then undertake short-term intensive direct work with a limited number of children aged 16 to 17 years, who are currently placed in Residential care. Alongside the children's allocated Social Worker, the focus will be for the TPA's to support the development of the young person's Care Planning to safely move them into semi-supported/independent accommodation. The main focus of this work will include support to develop their independence skills, such as problem-solving, personal care, budgeting, understanding the dangers of risk-taking behaviour and working with these children around decision-making, responsibility and the emotional impact of transitioning into independence. In turn, this will assist the young people to develop their resilience, so that they begin to develop better coping mechanisms and problem solving skills as they become adults. Although, there will be some flexibility offered by the Transitional Personal Advisor Service when appropriate, the main focus for referrals to the service are that:

- **They are a Nottinghamshire Looked After Young Person aged between 16 (statutory school leaving age) and 17 years old and currently placed in Residential care**
- **There has been some multi-agency discussion in respect of the young person exiting Residential placement and their transition into semi-supported/independent accommodation**
- **There has been some discussion with the young person about the TPA Service and their role**
- **There are identified additional needs which require short-term intensive support in order to achieve a successful outcome within their transition into semi-supported/independent accommodation**

At the Allocations Meeting then the above criteria will be considered. However, if the criteria is not met, or there are extenuating circumstances and that the TPA Service is appropriate for involvement in a specific case then the TPA Nomination Referral Form (see appendix 1.0) should still be completed listing the full details of why the TPA Service is suitable and the reasons around this. This will then be considered within the TPA Allocation Meeting

## **2.0 TPA ALLOCATIONS AND TRACKING**

The TPA Service is a short-term, intensive support service and so access to this will be limited by appropriate criteria (1.2). If criteria is felt to be met for a referral to the TPA Service, then this should be agreed within a multi-agency context and a lead professional (usually the allocated LAC Social Worker) will be identified as the nominated person to complete the TPA referral. The nominated professional will complete the TPA Referral Form (Appendix 1.0) detailing the required information for consideration at the TPA Allocation Meeting.

### **2.1 TPA ALLOCATION MEETING**

The TPA Allocation Meeting will be held every 4 weeks and chaired by the appropriate Social Care Group Manager for the TPA Service. The purpose of the Allocation Meeting will be to consider the referral nominations for the TPA Service and consider whether the request meets the criteria of the TPA Service.

Expected attendance at the TPA Allocation Meeting will be:

- Children’s Service Manager for Leaving Care / Looked After Children Team (Chair)
- Team Manager Leaving Care/TPA Service
- Representative from Nottinghamshire Social Care Placements Team (if available)
- Representative from Nottinghamshire Social Care’s Countywide Disability Service (if appropriate)
- Social Work Support Officer (Minutes and Tracking if available)
- Transitional Personal Advisors

The TPA Allocations Meeting will identify what cases will be linked to the TPA Service. All referral forms shall receive feedback as to the outcome of the TPA Allocation Meeting and this feedback will be emailed to the nominated professional who completed the TPA Referral Form.

There will be three likely outcomes from the TPA Allocation Meeting:

1. Referral Acceptance and allocation to a named Transitional Personal Advisor
2. Referral deferred pending further actions, information gathering/clarification for further consideration the next TPA Allocation Meeting

3. Referral Rejected as not being appropriate for the TPA Service involvement at that present time, but there will be consideration as a result of the referral whether early allocation to a Personal Advisor is appropriate.

## **2.2 TPA PLANNING MEETING**

If the referral is accepted and a TPA is allocated, then a multi-agency TPA Planning Meeting will need to be arranged by the allocated Social Worker, ideally within 10 working days of receiving notification of the TPA allocation. The purpose of this meeting will be to bring together all the relevant professionals involved with the young person in order to discuss their Care Plan and identify the time-framed actions required by the TPA in order for the young person to successfully exit Residential placement and transition into semi-supported/independent accommodation.

The TPA Manager can be invited to this and will be the Chair of this meeting if required. During this meeting, it will be agreed and recorded what actions the TPA will be undertaking and the timescale aimed for this to be achieved. It is recognised that the planning for young people to exit Residential placement and transition into semi-supported/independent accommodation can be challenging and so to ensure a cohesive and agreed plan then it is aimed for all professional conflict and disagreement to be resolved by agencies prior to the TPA Service referral/involvement. However, if there are concerns in respect of professional disagreements about the plan for the young person to exit Residential placement and transition into semi-supported/independent accommodation then this will be a discussion between the TPA Manager and the Looked After Child (LAC) Team Manager.

## **2.3 TPA REVIEW MEETING**

It is expected that there will be regular TPA Review Meetings held to ensure that the plans to exit Residential placement and transition into semi-supported/independent accommodation are being met and actions tracked appropriately. It is expected that there is a TPA Review Meeting held every 4 – 6 weeks, which will be expected to be arranged and facilitated by the allocated Social Worker. However, if the TPA would like to review their involvement with professionals, then this can be initiated by the TPA. At times, it may be appropriate for the LAC Team Manager or TPA Team Manager to attend a TPA Review Meeting, if there are concerns in respect of professional disagreements about the plan for the young person to exit Residential placement and transition into semi-supported/independent accommodation.

## **2.4 TPA TRACKING MEETING**

The TPA Tracking Meeting will be held every 4 weeks (usually just prior to the TPA Allocation Meeting) and will be chaired by the appropriate Social Care Children's Service Manager for Looked After / Leaving Care. The purpose of the Tracking Meeting will be to consider the current TPA Service allocations and to track the progress and consider whether there needs to be a continuation of TPA Service involvement.

Expected attendance at the TPA Tracking Meeting will be:

- Children's Service Manager for Leaving Care / Looked After Children Team (Chair)
- Team Manager Leaving Care/TPA Service
- Representative from Nottinghamshire Social Care's Countywide Disability Service (if appropriate)
- Social Work Support Officer (Minutes and Tracking if available)
- Transitional Personal Advisors

## **2.4 ENDING TPA INVOLVEMENT**

The TPA Service is aimed at specific, timely interventions to assist Nottinghamshire Looked After young people to exit Residential placement and transition into semi-supported/independent accommodation. Therefore, involvement by the TPA Service will be reviewed regularly and tracked within the TPA Tracking Meetings. Once it has been identified that the planned aims have been achieved (or may not be achieved at that current time) but it is identified that the TPA intervention is no longer appropriate, then there should be a step-down to a Personal Advisor within the appropriate Leaving Care Team. This process will follow the current guidance in respect of the allocation of a Leaving Care Personal Advisor to a Looked After/Leaving Care entitled young person. It is good practice for there to be a smooth transition between the TPA and the newly allocated Personal Advisor and so it is expected that there will be at least one joint introduction visit to the young person where the ongoing support plan / Pathway Plan is discussed and agreed upon.

## **2.5 ESCALATION PROCESS**

If there are concerns in respect of professional disagreements about the plan for the young person to exit Residential placement and transition into semi-supported/independent accommodation then attempts at resolution should be made between the allocated Social Worker and the TPA. If there are still disagreements then this should be raised with the appropriate Team Manager(s) to discuss and resolve. If there are issues with external agencies/professionals in respect to the plan for the young person to exit Residential placement and transition into semi-supported/independent accommodation then it may be appropriate for the LAC Team Manager to attend the TPA Review Meeting or a similar statutory multi-agency meeting. In the absence of a LAC Team Manager, then another Team Manager (e.g. TPA Team Manager) can attend.



## Transitional Personal Advisor (TPA) Nomination Referral Form

<b>Prior to completing and sending this form, please consider whether any of these suggested criteria below are met and then expand on any relevant information within the referral itself. If the criteria is not met, then do not allow this to prevent you from making a referral to the TPA if you think this is appropriate:</b>	<b>Indicate which criteria is met (please tick ✓)</b>
1. This is a Nottinghamshire Looked After Young Person aged between 16 (statutory school leaving age) and 17 years old and currently placed in Residential care	
2. There has been some multi-agency discussion in respect of the young person exiting Residential placement and their transition into semi-supported/independent accommodation	
3. There has been some discussion with the young person about the TPA Service and their role	
4. There are identified additional needs which require short-term intensive support in order to achieve a successful outcome within their transition into semi-supported/independent accommodation	

<b>Name of Young Person:</b>		<b>Mosaic ID:</b>	
<b>Date of Birth:</b>		<b>Age:</b>	
<b>Current Residential provider:</b>			
<b>Allocated Social Worker:</b>			
<b>Reason for referral and current plan for young person's move on:</b>			

<b>Name of Lead Nominator</b>	

Please return completed forms to Transitional Personal Advisor Referrals via: [tpa.referrals@nottsc.gov.uk](mailto:tpa.referrals@nottsc.gov.uk)