

Sunderland City Council

NEXT STEPS

STAYING PUT ROLES AND RESPONSIBILITIES TABLE

Children's Services



Sunderland
 “Staying Put” Roles and Responsibilities Table
 2016 - 2017

Person Responsible	Task	Timescale
Independent Reviewing Officer	Ensure the “Staying Put” criteria are met and ensure oversight of the preparatory tasks required for the transition from foster care to a “Staying Put” arrangement.	At all reviews following young person’s 16 th birthday.
Social Worker	<p>Set up “Staying Put” professionals planning meeting as part of the Leaving Care Assessment of Need process.</p> <p>NB - The meeting process should follow the three step sequence set out below:</p> <ol style="list-style-type: none"> 1. Social worker and supervising fostering officer to discuss ‘Staying Put’ issues with foster carer. 2. Social worker to discuss ‘Staying Put’ issues with young person. 3. Following separate discussions with the young person and foster carer, and when ‘Staying Put’ by the two parties is agreed in principle, formal and joint planning begins. <p>Ensure young person has all the necessary documents to submit a benefit claim at 16 if a disabled young person, when a young person becomes a parent at 16/17, or at age 18 for all others.</p> <p>Work with supervising officer and young person to ensure a DBS check and risk assessment is in place by the young person’s 18th birthday if the “Staying Put” carer will continue to be a registered foster carer. All adults living in a registered foster care household including the foster carers own children require a DBS check.</p>	<p>Initial meeting immediately prior to young person’s 16th birthday.</p> <p>Commence collecting identity documents from point of entry into the care system, fully completed when young person reaches age 15¾ or within 3 months of becoming looked after.</p> <p>Commence DBS process when young person reaches the age of 17½.</p>

<p>Social Worker <i>Continued</i></p>	<p>Submit “Staying Put” report/notification to the Head of Service (Children Looked After). Set out information about the reason for the “Staying Put” request.</p> <p>Obtain completed Sunderland Standard “Staying Put” Arrangement - Housing Benefit Claim Letter - License to Occupy – License Agreement from the foster carer or supervising social worker and submit both housing benefit claim and young person’s personal benefit claim.</p> <p>Set up and chair – placement plan/’delegated authority’ conversion to living together agreement meeting.</p> <p>Inform supervising social worker and finance team when young person’s benefit claim is submitted and again when it is in payment. Assess if the young person can claim a benefit before their 18th birthday.</p>	<p>When young person reaches the age of 16 & 17½.</p> <p>Ensure all documents are in place when the young person reaches the age of 17¾ and submit on 18th birthday.</p> <p>When the young person reaches the age of 17¾.</p> <p>Between the young person’s 16th and 18th birthday if they are eligible to claim a benefit before the age of 18.</p>
<p>Leaving Care Personal Adviser</p>	<p>Support benefit claim process; the move on planning process, and/or the transition process when allocated to the young person’s case (at age 17½) (jointly with the social worker).</p> <p>Attend – placement plan/’delegated authority’ conversion to living together agreement meeting. The living together agreement should be reviewed as part of the pathway plan review process (every 6 months).</p> <p>Take responsibility for all case planning, pathway planning and living together agreement requirements and reviews from age 18.</p> <p>Organise the young person’s £17.00 per week food contribution (made to the carer/s).</p> <p>Ensure the pathway plan and living together agreement has a focus on preparation for independence and move-on/transition planning.</p> <p>Inform supervising social worker and the finance team when young person’s benefit claim and housing benefit claim has been submitted and again when both are in payment.</p>	<p>From the point of allocation when the young person reaches the age of 17½ to 18.</p> <p>When the young person reaches the age of 17¾.</p> <p>From young person’s 18th birthday.</p> <p>Four weeks after the young person’s 18th birthday.</p> <p>From young person’s 18th birthday, review every 6 months.</p> <p>From young person’s (16th or) 18th birthday.</p>

<p>Leaving Care Personal Adviser <i>Continued</i></p>	<p>Return to the Head of Service (Children Looked After) when the young person reaches the age of 18¼ to indicate that all tasks are complete, benefit claims etc.</p> <p>Review “Staying Put” arrangement with Leaving Care and Fostering Team Manager where “Staying when young person reaches the age of 19, 20, 21 etc.</p> <p>Arrange for £52.00 per week of the leaving care higher education allowance to be paid for the young person’s rent – to the “Staying Put” budget, where a young person in “Staying Put” commences a higher education course.</p> <p>Inform supervising social worker and finance team when young person leaves “Staying Put”. Cancel Housing Benefit claim.</p>	<p>When young person reaches the age of 18¼</p> <p>Between young person’s 18th and 21st birthday.</p> <p>Between the young person’s 18th and 21st birthday.</p> <p>Between the young person’s 18th and 21st birthday.</p>
<p>Supervising Social Worker</p> <p>Supported Lodgings Officer</p>	<p>Ensure foster carer/”Staying Put” carer is familiar with the Sunderland “Staying Put” policy and the requirements regarding extending foster care as a “Staying Put” arrangement and the funding arrangements.</p> <p>Ensure the foster carer/”Staying Put” carer understands the implications of a “Staying Put” arrangement on their benefit income and tax liabilities.</p> <p>Ensure the foster carer/”Staying Put” carer understands the transition process from “Staying Put” Disability to Shared Lives.</p> <p>Ensure the foster carer/”Staying Put” carer completes the Sunderland Standard “Staying Put” Arrangement - Housing Benefit Claim Letter - License to Occupy – License Agreement.</p> <p>Attend – placement plan/’delegated authority’ conversion to living together agreement meeting.</p> <p>Support “Staying Put” carer to identify an appropriate (approved & DBS checked) “Staying Put” respite carer if the young person is not able to staying in the house overnight on their own or when the carers go on holiday.</p>	<p>At each annual review. Formally when a young person in placement reaches the age of 15½.</p> <p>From young person reaching age 16.</p> <p>From young person reaching age 16.</p> <p>When the young person reaches age 17¾.</p> <p>When the young person reaches age 17¾.</p> <p>From the young person’s 18th birthday.</p>

<p>Supervising Social Worker <i>Continued</i></p>	<p>Attend subsequent living together agreement reviews, which will take place as part of the pathway plan review.</p> <p>Obtain information regarding any change to the carers Council Tax situation. Inform Finance Team when a young person's benefits are in payment in order to cease £57.90 or £33.40 (IS, JSA, E&SA) or £41.97 (HB) (if carer is receiving a benefit). – 4 weeks after 18th birthday.</p> <p>Inform Finance Team when a carer/s or young person circumstances change in order to adjust allowances/compensation.</p>	<p>From when the young person reaches the age of 18 to point of leaving "Staying Put".</p> <p>When the young person reaches the age of 17½. When young person's benefits in payment – between young person's 16th and 18th birthday.</p> <p>When the young person reaches the age of 18 and until they leave the arrangement.</p>
<p>Foster Carer/ "Staying Put" Carer</p>	<p>Foster carer/"Staying Put" carer supports young person with preparation for independence and transition/move-on planning.</p> <p>Ensure the placement plan and living together agreement sets out arrangements for day to day living.</p> <p>Attend – placement plan/'delegated authority' conversion to living together agreement meeting.</p> <p>Attend subsequent living together agreement and pathway plan reviews.</p> <p>Complete and sign the Sunderland Standard "Staying Put" Arrangement - Housing Benefit Claim Letter - License to Occupy – License Agreement. To be submitted with the young person's housing benefit claim by the social worker.</p> <p>Manage the £17.00 per week young person's food contribution payment process.</p>	<p>From commencement of the placement.</p> <p>From commencement of the placement – living together agreement from 17¾.</p> <p>When the young person reaches the age of 17¾.</p> <p>When the young person reaches the age of 18 to point of leaving "Staying Put".</p> <p>When the young person reaches the age of 17¾.</p> <p>From 4 weeks after the 18th birthday.</p>
<p>Finance Team</p>	<p>Adjust fostering payments when young person's personal benefit claims are in payment.</p> <p>Group one – carers not on benefits:</p> <ul style="list-style-type: none"> • Reduced by £57.90 <p>Group two – carers on benefits - IS, JSA, E&SA and HB:</p>	<p>From young person's 18th birthday. (From age 16 for disabled children/lone parents).</p>

<p>Finance Team <i>Continued</i></p>	<ul style="list-style-type: none"> • Reduced by £41.97 <p>Group three – carers on benefits – HB only:</p> <ul style="list-style-type: none"> • Reduced by £33.40 <p>Adjust fostering/staying put payment when “Staying Put” carer/s circumstances/young person’s circumstances change.</p> <p>NOTE – if a young person has been claiming E&SA from the age of 16 and their “Staying Put” carer is in receipt of benefits, an increase of £24.50 or £15.93 (HB only) per week will be required (from the young person’s 18th birthday) to compensate the carer for the loss of benefit as a result of the young person’s rent payment/housing benefit claim and food contribution.</p> <p>Adjust the Skills and Training Fee to £70.00 per week if the carers were receiving over the £70.00 per week rate.</p>	<p>From young person’s 16th to 18th birthday.</p> <p>On the young person’s 18th birthday – until end of “Staying Put” arrangement.</p> <p>From young person’s 18th birthday.</p> <p>Young person’s 18th birthday.</p>
<p>Young Person</p>	<p>Engage with foster carer, “Staying Put” carer, supervising social worker, social worker, leaving care personal adviser to ensure identity documentation is in place and available, and benefit claim process is completed. Support pathway planning, placement plan and living together agreement process.</p> <p>Attend – placement plan/’delegated authority’ conversion to living together agreement meeting.</p> <p>Attend subsequent pathway plan and living together agreement reviews.</p>	<p>From commencement of care placement and more formally from 16th birthday.</p> <p>Age 17¾</p> <p>Age 18 to point of leaving “Staying Put”</p>