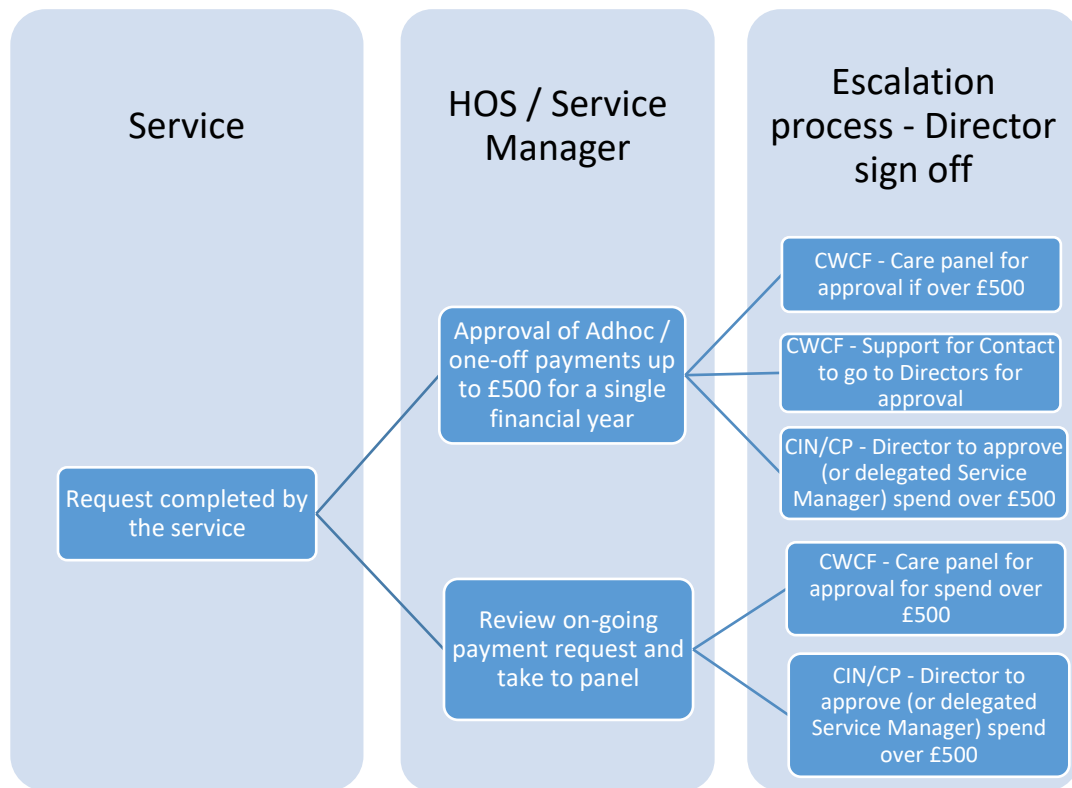
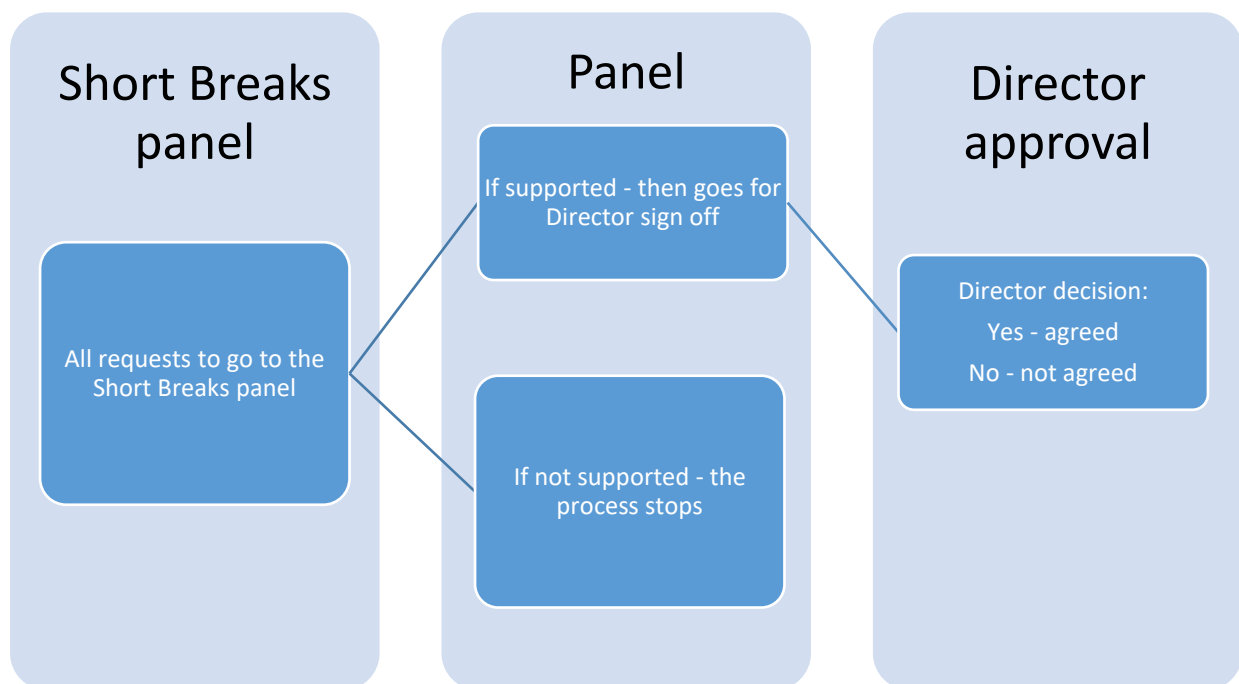


Financial policy around additional payments to CWCF, CP and CIN January 2026

Approval process for payments – the below thresholds relate to the cumulative cost of additional support to an individual child within a financial year and not on an individual payment basis:



For Short Breaks the process is as per below:



Payment request requirements:

All requests for additional payments need to be recorded on the 'Request for Finance' form.

For adhoc payments – if a payment has already been made relating to a child and the current request will take the manager over their authorisation threshold, then escalation of this payment is required to the next level – see above diagram.

All child related costs are included in this policy and below gives guidance around the circumstances in which payments will be made:**Transport costs:**

For contact – The Local authority has a duty to promote contact for Children We Care For and will assess each individual case. The Management decision needs to be recorded on the child's record as a Management decision. All contact costs relating to Children We Care For will be picked up by the CLA budget.

All options need to be assessed to ensure best value has been considered. Options include public transport either by bus or train, or mileage of 25p per mile.

Parents going to court – these costs should be picked up by the parent's solicitor and not a cost to SBC.

For School transport – Carers should be providing transport to and from school in the first instance. If travel to and from school independently is part of the child's care plan then the request will need to go to Care Panel for approval.

If the child is in our care and residing with a foster carer, then they are responsible for ensuring the child in their care is taken to and from school. If there is an issue with this then it should be raised through either the in-house fostering service or the Placement teams for IFA's.

If transport to school is required, this will be an on-going payment and will need to go through the relevant panel. Transport to and from school should aim to be provided via a bus pass in the first instance, where this is not feasible then other options need to be considered including taxi.

Adhoc requests – circumstances need to be considered by the Service Manager or Head of Service (within their approved limits), but the most cost effective option should be pursued.

Interpretation costs:

Requests for interpretation should continue to be processed in the same way, once authorisation has been given by the relevant manager, see table above.

Day care:

Will only be provided in exceptional circumstances and will need Service Manager or Head of Service approval to go to panel and then panel agreement for any on-going payments.

Personal Needs (including Cash Support):

Cash support should only be given in exceptional circumstances, if support is required to overcome a crisis, then the preferred method is the direct purchase of goods or payment of utility costs.

Clothing and Equipment can only be provided where an assessment determines items identified as essential to meet the needs of the child and/or to prevent a child from suffering significant harm.

At the point of request for financial support it should be confirmed that there are no alternative sources of finances available to the family, for example Benefits, support from other agencies or charities etc.

No Recourse to Public Funds

Guidance on Families with No Recourse to Public Funds can be found on Tri.x.

As these will result in a longer term cost, all cases will need to go to a Director for approval.

When assessing the need for on-going financial support to families the below rates which are based on the Home Office rate for refused asylum seeker benefits will be the starting point for the financial assessment. All payments should be based on assessed needs.

Section 95 support:	Weekly rate
Payment per person in your household	£49.18
Payment if your accommodation provides your meals	£9.95

[Asylum support: What you'll get - GOV.UK](#)

Foster carer payments

There is a separate policy around payments in relation to our in-house foster carers – please refer to the latest Foster Cares Finance Handbook for further information around additional payments.

Positive Futures payments

There is a separate policy around payments in relation to young people support by the Positive Futures team – please refer to the latest Leaving Care Financial policy and guidance for further information on payments.