**HOMES FOR UKRAINE**

**Unaccompanied Minor Process Map for Westmorland and Furness**

**To be read in conjunction with Homes for Ukraine Guidance for Westmorland and Furness and Private Fostering**

1. The Foundry Team inform the Westmorland and Furness’ Refugee Resettlement Team Manager of an Unaccompanied Minor (UAM) on the Foundry portal. At this point the visa is at the ‘*pending*’ or ‘*confirmed*’ stage.
2. The Refugee Resettlement team will commence the initial checks in line with the Homes for Ukraine Policy including:

* Initial Property Inspection
* Sponsor Assessment
* DBS initiated (ID documents verified and sent to CCC Service Centre)
* ICS Consent Form
* Bank Details

Ensure host informs Refugee Resettlement Team when they have received their DBS certificate. Refugee Resettlement Team to update the Foundry once this has been received.

1. When the Sponsorship Arrangement Consent Form (UK Form) and the Notarised Consent (Ukraine Form) are received and uploaded, the Foundry Team will notify the Resettlement Programme Manager and the Refugee Resettlement Team Manager who will then submit a Single Contact Form, through the Safeguarding Hub. The Team Manager will also confirm the referral via email to the Team Manager within the Safeguarding Hub, Senior Manager for Children Looked After provider services and district Service Manager leading in Private Fostering confirming and sharing the:

* UK Form (Sponsorship Arrangement Consent)
* Ukraine Form (Notarised Consent)
* Property Inspection
* Sponsor Assessment
* ICS Consent

1. The Safeguarding Hub allocate the UAM referral to the district Support and Protect Team. A Social Worker is allocated and will subsequently arrange a joint visit with the resettlement caseworker.
2. The Support and Protect Social Worker commences the Sponsor Role and Expectations Agreement and Sponsor Arrangement Suitability Assessment (current WAF Private Fostering Assessment). **Please see Private Fostering Procedure for further guidance.**
3. Refugee Resettlement Team will check if the DBS has been verified and will confirm with the social worker when this is the case, Refugee Resettlement Team then update Foundry. Social Worker to ask Sponsor/ Private Foster Carer for a copy of the DBS check. A copy of this and the personal references must be uploaded onto the private fosterer’s electronic record.
4. Once the Sponsor Role and Expectation Agreement and Sponsor Arrangement Suitability Assessment (current WAF Private Fostering Assessment) has been signed off by the district Team Manager, the district Team Manager is required to confirm this to the Refugee Resettlement Team Manager who then update the Foundry, to allow a code to release the visa.
5. Once all checks are completed on the Foundry, the sponsor will receive an email with a verification code, the sponsor will need to share the code with the family who will in turn make direct contact with the Home Office sharing the code. This must happen before the visa can be ‘*issued*’.
6. Private Fostering Procedures to continue for the duration of the sponsor arrangement.

Global Resettlement Team Contact Details

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