

<b>TITLE:</b>	<b>Transitions, Children Looked After and Care Leavers</b>
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# Transitions Children Looked After and Care Leavers Thurrock Council

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**PLANNING EXCELLENT TRANSITIONS FOR THURROCK YOUNG  
PEOPLE**

**A WHOLE COUNCIL APPROACH  
'MORE PARENTING LESS CORPORATE'**

Naintara Khosla

## TRANSITION FLOWCHART

This flowchart outlines the process for young people who are or who have been looked after and are Care Leavers. The flowchart incorporates the responsibilities of the Aftercare Service, commissioners, Head Start Housing and Housing Solutions including Housing Allocations, Adults Services (including Mental Health), Education and Childrens Services.

### Principles

The Council has a responsibility to provide services as a Corporate Parent. This embodies a culture of supporting young people and treating them in a way you would if they were your own children. This approach should mean that bureaucratic processes are overridden and decisions are made with the child's needs in mind and as a priority. For example the term intentionally homeless would not be applicable to care leavers.

These principles have been endorsed and agreed across the Directors for Adult, Housing, Education and Childrens Services

### Childrens Social Care: Planning Transitions

All young people who are turning 18 in the preceding 12 months will have their care plan for independence confirmed at **Placement Panel**.

The Service Manager Aftercare is responsible for the Pipeline Tracker being updated and all young people appropriately being presented to panel.

1. All young people must be presented to Placement Panel as they turn 17 years to confirm their accommodation plan and the contingency plan for their accommodation
2. Placement Panel will confirm the accommodation plan for the young person

The options include:-

- i. Staying Put with foster carers, with the rate agreed and the length of time the young person is likely to remain staying put
- ii. Remaining with independent commissioned providers; most likely to be 16+ semi-independent provision. The young person will have positive and important enduring, safe, relationships with staff. This provision will most likely suit the young people with highest needs or risks.
- iii. Living in shared accommodation with appropriately matched young people. Matching is the responsibility of the Aftercare Service, ensuring account has been taken of risk assessments and individual young people's needs. Homes that are shared will be provided by Thurrock Housing Department or Head Start Housing

- iv. The CLA and Aftercare Service preparing the young person for living independently in social housing; this includes all documentation required to 'bid' for social housing
  - v. Shared Lives for those vulnerable adults with additional needs. This requires a referral to Adults Transition Panel, with agreement to be sought for Adult brokerage to undertake a placement search. Budget and payment for Shared Lives placement needs to be in place prior to the young person moving into accommodation
  - vi. Adult UASC without immigration status are considered for either individual properties which are licensed by Childrens Services or houses where young people can share until they are in a position to 'bid' for social housing when they receive their immigration status
3. Presentation to Placement Panel will include a copy of the latest pathway plan with the accommodation and living arrangements sections fully completed
  4. Placement Panel agreement must be in place prior to any referral to Head Start Housing (HSH) and the type of HSH provision confirmed at panel in line with the assessed independence needs of the young person.
  5. The **Head Start Housing Transition Panel** must oversee the offer of all HSH provision, so there is appropriate matching and utilisation of resources. The pathway plan must be submitted for the HSH Transition Panel. In the absence of an available Panel date, a decision to place a young person in any HSH provision may only be confirmed by the Strategic Lead for Aftercare Services
  6. The young person must then be presented to the next available panel to confirm the decision making and timescales for progression to independent accommodation
  7. The Head Start Housing Transition Panel chair has strategic oversight of the accommodation available along with the appropriate care planning

## Transitions Pipeline Tracker



Pipeline for  
Transitions February

The panel processes for young people who are becoming adults are in place to ensure young people are assured of their living arrangements, financial entitlements and access to services as they turn 18 years. The Pipeline Tracker is in place to follow the journey of young people from age 17 until they have been able to secure their own accommodation usually through social housing tenancies. It tracks all young people who require permanent accommodation. Strategic overview of the Pipeline Tracker is in place with weekly meetings chaired by the Service Manager, Team Manager and Senior Practitioners (Aftercare Service) and HSH colleagues are also able to attend. The tracker is updated and provides the agenda for both Placement Panel and Head Start Housing Transition Panel.

## The Head Start Housing Tracker



Headstart Housing  
Properties.obr

The HSH Tracker provides all the information on accommodation available and provided by Head Start Housing. This is held and managed by Finance. There is a monthly meeting to review the budget and ensure there is value for money in relation to the utilisation of HSH properties including commissioned provision, (Sanctuary Supported Accommodation) and Head Start Housing units. The meeting is attended by Head Start Housing Strategic Lead, SCS Strategic Lead along with representatives from Aftercare and HSH. The meeting projects potential VOIDS and the Aftercare Service can plan for young people to be matched into short term accommodation and plan transitions.

## Readiness for Tenancy Panel



Tenancy Readiness  
Panel 6.1.22 - tracke

The young people are presented to the Readiness for Tenancy Panel so the numbers and types of accommodation are known in advance so Housing colleagues can plan their support for young people. Young people are supported to manage their tenancies and avoid homelessness. Thurrock believe that Care Leavers are rarely made intentionally homeless; in circumstances where a young person is struggling and at risk of intentional homelessness their Personal Advisor can make representations to panel so this would be avoided.

## Principles of Transition Planning

- The young person should be supported to transition from a 'child looked after' into adulthood. The care and parenting should be the same as that afforded to any child being cared for by a reasonable parent

'Care leavers should expect the same level of care and support that others would expect from a reasonable parent. The local authority responsible for their care should make sure that they are provided with the opportunities they need, which will include offering them more than one chance as they grapple with taking on the responsibilities of adulthood'<sup>1</sup>.

**CA1989 Transitions Guidance.**

- The young person's views about the care they receive is taken into account as part of the transition process and includes where they would like to live

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1051441/CA1989\\_Transitions\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1051441/CA1989_Transitions_Guidance.pdf)

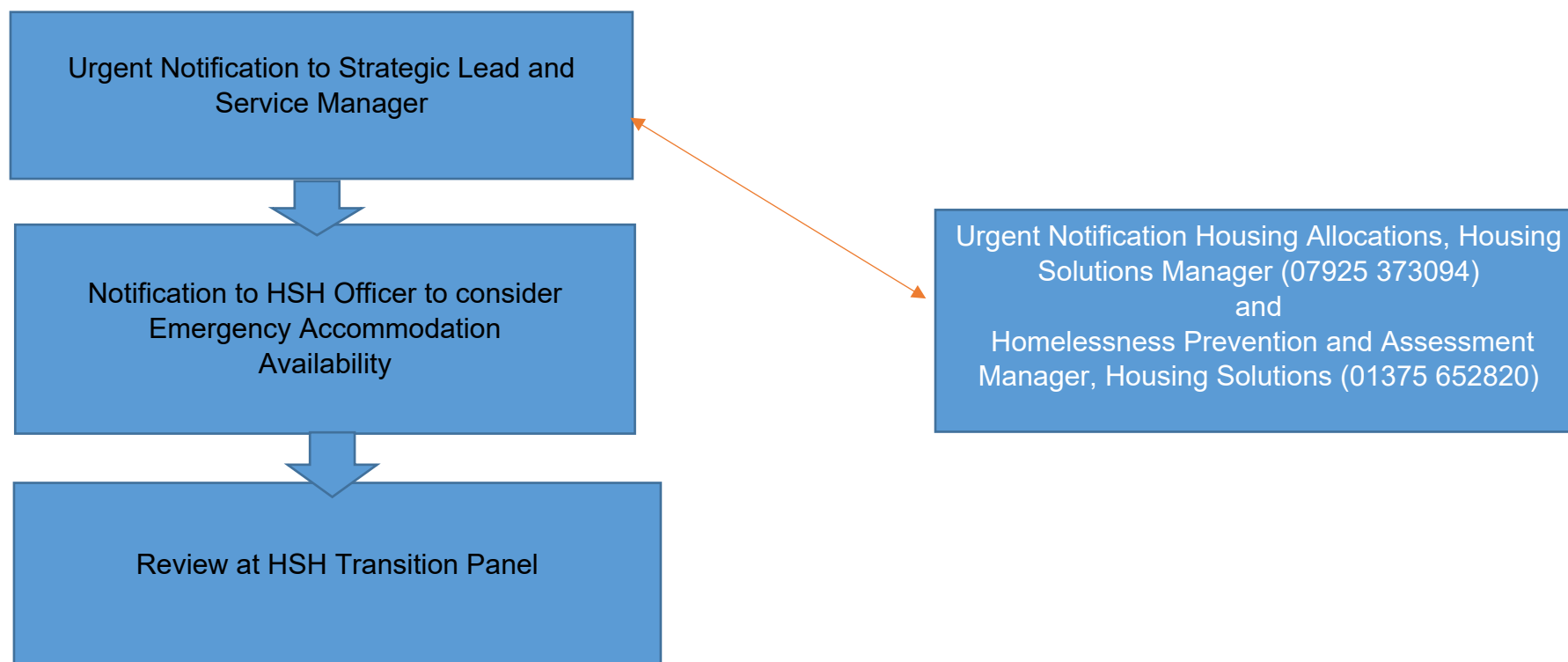
- Young people should be afforded stability with their accommodation being maintained as far as possible
- HSH is short term accommodation which assists young people to gain independence skills, develop confidence, develop maturity and understanding of the responsibilities that come with a tenancy. Its purpose is not to provide long term lets
- Intentional Homelessness for young people who achieve social housing tenancies should be avoided. Thurrock Council resources will be provided to ensure the necessary support to enhance successful tenancies.
- All young people at risk of homelessness, who are in social housing, should be presented to the Readiness for Tenancy Panel so this can be avoided.
- 'Direct Offers' which are available from Housing Allocations must be suitable for care leavers which includes an environment and accommodation that is reflective of a place a reasonable parent would want their child to live.

## Flowchart Homelessness for young people aged 18+ with Care Leaver Status<sup>2</sup>

Young person who is a care leaver is considered Homeless when they have reached the age of 18 and have no suitable accommodation will be provided with suitable accommodation.

### Homeless young person with Care Leaver Status

**The young person who is homeless can access support from Aftercare Service up to the age 25, regardless of whether they have an allocated Personal Advisor or not. Housing Solutions must consider their responsibility to provide accommodation to homeless young people with care leaving status.**



<sup>2</sup> The Local Authority has a duty towards eligible, relevant, former relevant and qualifying children

## **Planning for transition of young people from Childrens Services into Adult Services.**

Childrens Social Care will:

1. Provide a list of young people who will be reviewed at Adults Transition Panel in the year they turn age 18. The transition form attached at Appendix 1 is completed in advance of the Adults Transition Panel. This should be completed within 3 months either side of the 17<sup>th</sup> Birthday. For CLA this should coincide with their LAC review
2. The Adults Transition Panel will manage all those young people who require assessment and services either for Adult Mental Health or for Adult Services.
3. Dates for the Adults Transition Panel will be set at an interval of not less than every 2 months. There may be occasions where it is necessary, due to the numbers of cases for review, the Panel operates more often.
4. The Adults Transition Panel will be responsible for the administration and minute taking for the panel.
5. The care plans for the young people will be clear and timescales for assessment will be agreed. Following consideration at transitional panel, adult services will complete a draft needs assessment and formally agree that adult services will be involved post 18. This decision will be reflected in the minutes of the transitional panel which will be uploaded onto the young persons file by their allocated social worker.



## Transition Panels Decision Making

Young Person aged 16 and 17 years Assessed by Childrens Services as having additional needs  
(SEN with EHCP, Services from EMWHS, meets CWD criteria)



## Referral to Childrens Services Placement Panel

Transition paperwork and pathway plan completed  
Confirmation of the primary and contingency plan for post 18  
Placement panel agree

1. Referral to Adults Transition Panel (Young People with additional needs)
2. Referral to Headstart Housing and Accommodation Panel for matching to appropriate post 18 accommodation.
3. Referral to Readiness for Tenancy Panel, in preparation for the Young Person to have their own tenancy



**Adults Transition Panel  
confirm agreement for an  
assessment under the  
Care Act 2014**

**Referral to Head Start  
Housing and  
Accommodation Panel**

**Readiness for  
Tenancy Panel**

## **Terms of Reference Head Start Housing Transition Panel**

### Head Start Housing Transition Panel

#### Purpose of Panel

1. Young people can progress into HSH accommodation with the oversight of the panel
2. Ensure appropriate matching for young people and their accommodation needs. Prioritises young people for supported accommodation based on risk assessment, vulnerability and need
3. HSH Transition Panel assesses matching and ensures the risks are manageable for young people placed in supported accommodation (commissioned contracts) or Houses of Multi Occupancy
4. Confirm VOIDS and HSH contracted and commissioning availability
5. Support progression of young people developing and enhancing their independence skills
6. Review of care plans for young people who are in HSH, ensure care plans are progressed to Social Housing and Independence Tenancies
7. Confirm the young people bidding and those who require Direct Housing Offers from Thurrock Housing, ensuring appropriate progress to social housing/independence and ensure referral to the Readiness for Tenancy Panel
8. HSH Transition Panel also oversees Adult UASC ensuring appropriate recourse to public funds is in place and immigration needs are met including tracking immigration appeals and completing as necessary Human Rights Assessments for All Rights Exhausted
9. Review benefit claims and particularly ensure Housing Benefit is being claimed appropriately
10. Aftercare Service, through line managers hold responsibility for care planning and decision making to ensure accommodation is the right 'fit' and provision for a young person with the young person included at all points of the discussion about their future accommodation needs.

#### **Frequency**

1. HSH Transition Panel is held weekly and Chaired by the Strategic Lead Aftercare
2. The Service Manager Aftercare is the vice chair
3. 1 x month the Transition Panel meets with finance to review the HSH accommodation for budget and void purposes
4. Once every quarter the applications for Housing Benefit are reviewed to ensure all young people are claiming as necessary and it is being paid to HSH

#### **Outcomes**

Ensure young people are supported to only move when necessary and reducing the number of moves will create stability; recognising that suitable accommodation is key to successful employment, training and education. Young people are able to report

they experience positive transitions where they know what their plan is and where they will live.

## **Terms of Reference Readiness for Tenancy Panel**

### **Purpose of the Meeting**

- To ensure that our young people have been prepared to take on a tenancy; the accommodation section of the pathway plan has been discussed and completed with the young person
- Confirm that young people have the appropriate skills and knowledge to support managing their tenancy
- Identify areas where the young person requires support or there are areas for their development, with an appropriate package of support to ensure success
- A team around the young person is available (Housing Allocations, Tenancy support, Housing Safeguarding and Aftercare Services) for young people to successfully manage their tenancy and provide reassurance they have help whilst they are developing into adulthood
- Confirm that young people understand the application and process for becoming social housing residents and the responsibilities that accompany tenancy agreements

### **Participants on the panel:**

HSH lead, Team Manager Aftercare/Senior Practitioners Aftercare, Housing Allocations and Housing Support

- The Personal Advisors for the young person will present the outline of the support provided to the young person and discuss the completed Accommodation Section of the pathway plan. Young people will be given the opportunity to attend if they wish, but this is not expected.

### **Frequency:**

The panel will meet on a monthly basis on the first Thursday of the month between 9.30-11.30am

### **Meeting Structure:**

- The panel participants will review the accommodation plans for young people who have been prepared and are ready for social housing
- The Aftercare Team Manager will be responsible for setting the agenda and agreeing those young people whose plans are to be presented each month
- The meeting agenda will be shared with the panel members one week prior to the meeting with the agreed accommodation support plans for the young people
- The meeting participants are able to timetable for cases to return to the panel as necessary.

### **Outcome**

- Partnership working across Thurrock to ensure appropriate Team around the young person to improve support for care experienced young people to manage their tenancies
- Earlier intervention to prevent tenancy disruptions

### **Escalation Process**

The escalation process can be used where there are differing views about the readiness of a young person for a tenancy or there is delay in progressing tenancies.

Initial resolution should be attempted at the level of Service Manager from Childrens Services and Housing Allocations

Where agreement cannot be reached and further oversight is necessary the Strategic Lead for Housing and for Aftercare will review each case and agree a way forward.

Resolution will normally be at Strategic Lead level and rarely will require escalation to Assistant Director.

**Directorate: Childrens Social Care: Lead Officer, Aftercare Strategic Lead;**

**Directorate: Adults, Housing, Health: Lead Officer, Housing Strategic Lead**

## Thurrock Council

### Adult Social Care

#### Transitions Funding and Challenge Panel - Terms of Reference:

##### 1. Purpose, aim and Principals of the Panel:

The purpose of this document is to provide information of a new proposed funding and challenge panel for disabled children and young people transitioning into adult social care from 17 years age.

The Panel's aim is to oversee and plan for a smooth transfer to adult services for children who will or will likely require continued services. In line with expectations in the 2017 Children and Social Work Act that all services should work more closely together to promote the health and well-being of children and young people, families and carers. It also puts into consideration the Care Act 2014 requirements in regards to the young people transitioning into Adult services and Preparing for Adulthood. We aim to demonstrate clear signs of success under the Signs of Safety practice model.

Our Aims are:

- Confirmation from Adults (within 3 months either side of the 17<sup>th</sup> Birthday. For CLA this should coincide with their LAC review) of budget and care responsibility for future care needs when the threshold is met.
- Responsibility will pass to Adults (where agreed) when Young Person turns 18 years
- Personal Advisor will remain allocated to support with the Aftercare Legislation and relationship support for the young person
- Children and their families should have a clear, agreed and understood assessment and a plan for services prior to the child turning 18
- Children and their families experience continuous service in line with the agreed plan where it is identified they may be in need of Adult Social Care support
- To raise aspirations, expectations and encourage thinking from an early age about what the future might look like for the young people
- To promote a focus on outcomes that support the young people to manage as independently as is appropriate with the use of the assessed and required resource.

The panel is guided by the Well-being principals, as follows

- Personal dignity
- Physical, and mental health and emotional well-being
- Protection from abuse and neglect
- Control by the individual of their day to day life
- Participation in work , education, training and recreation
- Social and economic well-being
- Domestic, family and personal relationships
- Suitability of accommodation
- The individual's contribution to society- volunteering, community engagement.

The outcomes from panel should be

- An assessment is undertaken and there is an agreed SMART plan in place, this will be finalised no later than three months prior to the 18<sup>th</sup> birthday this plan may be reviewed and updated at subsequent panels, until the child is aged 18 years or services are no longer required
- If it is assessed that the case will not progress to Adult Services, the child, their family and carers are updated on the progress of the plan
- If it is assessed that the young person will require commissioned services from adult services, the case will be presented to the adult resource panel.
- There is clarity on the Preparing for Adulthood role and SEN within the EHCP review closest to the 18 birthday
- There is an adults social worker allocated by the 17<sup>th</sup> birthday so there is a smooth transition of professional relationships from Childrens Services to Adult Services.
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## **2. Frequency and recording:**

The Transition panel will meet once every 6? weeks (this will be subject to review after 6 months)

Outcome, decisions and actions are added to documents on LCS and LAS for each child by the allocated worker(s).

The administrator in children services will maintain a spreadsheet of children's referred and check this against LCS dashboard information for Looked After Children and children open to CWD aged over 16

The administrator will provide a list of children who are not referred to panel to be checked by the relevant team managers to ensure all appropriate referrals have been made.

## **3. Agenda and Referrals to Adults Transition Panel**

The administrator will add children to the agenda at 16.5 years where the child is:

- Open to the Children with Disabilities Service
- Referred to the panel by their social worker in other services

Referrals can be made for any case of concern by any of the agencies attending by emailing the Panel admin in Adult services [Transitionsdfa@thurrock.gov.uk](mailto:Transitionsdfa@thurrock.gov.uk) with the child's details and brief reasons for referring

The draft agenda will be sent to the chair two weeks prior to panel and the agenda sent out to invitees 1 week prior to panel

The transitions referral form should be completed prior to the first panel the child attends and be updated as panel's progress. It's the responsibility of the child's Social Worker to update this form and it should be reviewed by the team manager responsible for the case

#### **4. The panel**

**Chair:** Head of Adult Social Care & vice chair Service Manager for CWD  
Supported by a designated PA.

Standing Members are invited from the following teams/agencies:

- Strategic Lead Adults
- Team Manager Transitions: Preparing for Adulthood Team
- Allocated Workers from Transition: Preparing for Adulthood Team
- Team Manager for the child (social work to attend if not available)
- Service Manager for After Care
- NELFT Lead Adults
- Thurrock Coalition ULO
- Corporate Finance Team
- Contracts Manager Adults
- Contract Manager Children
- Virtual School Representative
- SEN Representative
- Commissioning Representative
- LAC Heath Nurse

If the usual representative cannot attend then an appropriate person from that service should attend

#### **5. Funding decisions:**

If additional Children's Service funding is required as the result of a decision at Transition Panel the case should progress to TARP panel for multi-agency review

If additional Adult's Service funding is required as the result of a decision at Transition Panel the case should be progressed by adults to the appropriate resources panel

#### **6. Escalation**

All members of the panel and referrer may escalate unresolved issues to:

- Individual cases should be referred to the responsible Strategic Leads and an issues resolution meeting arranged
- Strategic issues should be referred to the CLA steering group

#### **7. Review of Terms of reference**

This was last reviewed September 2022  
Lead Officer: Strategic Lead Adult Social Care





## Appendix 1 Transition Document

# TRANSITIONS PLANNING TEMPLATE GUIDANCE FOR SOCIAL WORKERS and MINUTE TAKERS

1. The Transitions Template ('template') is designed to provide a record of each child's transitions planning journey towards adulthood and independence and will be used at Adult Service's Transition Panel (ATP)
2. The template should be completed by the social worker prior to an Adults Transition Panel, for young people aged at least 16 years and above.
3. Subsequently, social workers will update the template before each Adults Transition Panel.
4. The template should be submitted to the Panel Administrator or ATP Chair 2 working days before the meeting.
5. Panel Administrators will aim to circulate templates and the Agenda to attendees at least 1-2 working days prior to each meeting.
6. By using the template to provide a 'running record', actions that remain outstanding will not be lost but will be carried forward until they are completed, and there should be less duplication for social workers in terms of providing background information to meetings. The Chair of each meeting will agree when actions can be removed from the template.
7. Minute takers will use the template provided by the social worker to record key discussion points and actions set by each Adults Transitions Panel.
8. Following each meeting, within 2 working days minute takers/social worker will upload the updated template into Documents on LCS making reference to it in the child's case note.

## Transitions Planning Template and Checklist For use in Adults Transition Panel

Attendees/ Apologies	Name	
		Transitions Worker
		Child's Social Worker
		Minute Taker
		<i>(Please delete those not invited)</i>

<b>Type of Meeting:</b>	<b>Adults Transition Panel</b>
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<b>Child's Name:</b>	
<b>Ethnicity:</b>	
<b>Parent Passport Father Mother</b>	
<b>UK Citizenship or settled status Eligibility:</b>	
<b>Dob:</b>	
<b>LCS ID:</b>	
<b>Siblings:</b>	
<b>Legal and Eligibility status</b>	<p><b>Legal Status:</b></p> <p>Open to CWD</p> <p>CIN</p> <p>CP</p> <p>Looked After S20 S31</p> <p><b>CARE LEAVING STATUS</b> Eligible</p>

	<p><b>Relevant</b></p> <p><b>Former Relevant</b></p> <p><b>Qualifying</b></p>	
<p><b>Date of last CE Risk Assessment and Score Risks</b></p>		
<p><b>Current placement:</b></p>	<p><b>Current placement address and provider</b></p>	
	<p><b>Total placement cost and Staying Put Rate</b></p>	
	<p><b>Head Start Housing Rate</b></p>	
	<p><b>Housing Benefit Claimed/Paid to Landlord</b></p>	
	<p><b>Housing Benefit Claimed and Paid to YP</b></p>	
	<p><b>Shared Lives</b></p>	
	<p><b>CQC Registered Care/Provider/Residential School</b></p>	
<p><b>If a care package (respite) or direct payments are being provided please provide the weekly hours and costs breakdown here:</b></p>		
<p><b>Proposed post 18 plan including date of Adult Assessment under the Care Act 2014 and respite services:</b></p>		
<p><b>Date of EHCP/review. Confirmation a copy is on the file</b></p>		

<b>EET plan with September offer</b>	
<b>Readiness for work and any support (e.g. work experience, apprenticeships)</b>	
<b>Outcomes to be achieved: (How would we know that continued services have made a difference)</b>	

<b>Social Worker:</b>	
<b>Adult Social Worker (3 months prior to 18 years)</b>	
<b>Team:</b>	
<b>Personal Advisor:</b>	
<b>Supervising Social Worker (if applicable)</b>	Date of Joint Visit and updated placement agreement: Outline Transition/Staying Put arrangements
<b>Transitions planning: What is working well?</b>	
<b>What are we worried about? Issues causing delay</b>	

<b>Date of ATP:</b>	
<b>PRACTICE CHECKLIST</b>	<b>UPDATES</b>
Independence Assessments including Adult Assessment Mental Health/Learning Disability Completion dates/delay reasons to be included:	

Details and Date of Referral to Adult Services/Adult Mental Health	
Planning and arrangements to meet the young person's independence skills needs Including progress through the BWW Thurrock Care Leaver Local Offer <a href="http://www.thurrock.gov.uk/bigwideworld">www.thurrock.gov.uk/bigwideworld</a>	
Planning and arrangements to meet the young person's housing needs including information about matching (who are the other young people in the property) and type of shared accommodation facilities.	
Confirm Budget for Accommodation	<b>HSH</b>  <b>Aftercare</b>  <b>Placements</b>  <b>Adult Services</b>
Contingency planning for young person if primary housing option does not progress	
Young person's views	
Planning and arrangements to meet the young person's Mental and Emotional Health needs	
Planning and arrangements to meet the young person's physical health needs including disability, including cultural and identity needs	
<b>Date of Final CLA Review or CIN meeting prior reaching 18 years</b>	
<b>Notes and Actions</b> <i>(with timescales and lead person)</i>	