

GUIDANCE ON UASC

Actions to take upon arrival of UASC / Young Person

If under 16 – Duty Senior to complete on day of arrival/next day:

NOTE: All UASC should be made and treated as LAC (Section 20) upon arrival.

1. Case should come via MASH. If it was not dealt with by MASH please refer case back to MASH.
2. MASH need to complete the Contact and Referral Record and task the specialist UASC Assessment to LAC and CL Duty Manager.
3. Duty Senior to liaise with Fostering and Resources in respect of a placement for the young person (if not already placed).
4. Duty Senior to email all LACCL Seniors in order to get an allocated social worker for the case (case to be allocated via 'Start' once identified).
5. Duty Senior to go into UASC Assessment and complete section 3 'Agreed timescales and planning for assessment':
 - a. Please complete a list of what needs to be covered in the UASC assessment under the 'Plan for Assessment' – For example:

Assessment to consider:

 1. Meet with (insert young person's name) to discuss the need for assessment and advise of the checks that will be undertaken – ensure checks are completed;
 2. Complete a genogram with (insert young person's name);
 3. Discuss with (insert young person's name) how s/he arrived in the country, his/her childhood, upbringing and family;
 4. Liaise with family members if possible and gather further information around the family;
 5. Liaise with the Home Office in respect of any further appointments – ensure application for asylum process has been started;
 6. Support (insert young person's name) in accessing a Solicitor;
 7. Discuss with the professional network (insert young person's name)'s needs from their involvement with her; and
 8. Include the refugee council if necessary to support the young person in your assessment.
 - b. Target completion date – this should be 30 working days from the date of referral (as it needs to be signed off by a Senior/Manager by 35 working days at the latest);
 - c. Midway review – this should 8 working days from the date of the referral (Child needs to be seen at least once within these first 7 days and the Supervisor needs to carry out a Supervision Record on the case on this date.
 - d. Send an email to the allocated social worker (once identified) and their senior with the dates in b and c;
 - e. Reallocate the UASC assessment to the allocated social worker (once the above completed).
 - f. Allocated social worker should ensure that they attend the initial Home Office screening interview with the young person.
 - g. Allocated social worker should ensure that they attend the initial health assessment with the young person.
6. Duty Senior to seek for LAC & CL Duty Worker to complete the following:
 - a. Collect/Meet with the Young Person to gather as much information as possible – complete Annex 2 – Unique Unaccompanied Child Record with the young person.

- b. Take photo of young person and upload this to their file on Mosaic (Marco Reis / Rodney Ayer have the camera)
 - c. Identify any urgent needs for the young person ie. clothing, toiletries and make a request for money from Resources in order to purchase items.
 - d. Take Young Person to identified placement.
 - e. **Complete a Placement Request Form (Duty Senior will need to sign this off and ensure that it is tasked to LAC Admin in order to make the young person Section 20).**
 - f. Complete a LAC Health Assessment Request.
 - g. Inform Natalie White / Mary Holder of the Young Person's arrival, their identified placement in order for the search for education to be started
 - h. Complete the Annex 2 – Unique Unaccompanied Child Record (and send to UASCCentralAdmin@homeoffice.gsi.gov.uk including Marco Reis and Rodney Ayer and the allocated social worker in the email)
7. Duty Senior to sign off the Placement Request Form
- a. Task the form to LAC Admin Crowndale and put in the notes section the following information:
 - EFFECTIVE DATE OF CHANGE** – The date child became lac or moved placement.
 - REASON FOR PLACEMENT CHANGE CODE** – See codes attached to this guidance.
 - PLACEMENT ADDRESS** – note if this is a change in placement.

NOTE: This will trigger the memo being sent by Admin in order to get an IRO etc.
8. On the front screen of the young person click on 'legal status'
- a. Add service user group 'Unaccompanied Asylum Seeking Minor' from 'Person's details' tab
 - b. Add legal status 'Unaccompanied Asylum Seeking Minor'
 - c. Go to person details – service user group, to add one against the record.
9. **Email Marco Reis/ Rodney Ayer and Julia Simmonds/ Ana Popa to inform of the young person's arrival**
10. If aged 15 or above: On the front screen click on 'registrations'
- a. Add Education, Training and Employment
 - b. Put category as NEET - Other
 - c. Open documents and 'create' Additional EET information - start this and put in the date that the young person arrived in Camden – ensure that you leave this document open for the allocated social worker to update until the young person is no longer NEET.
- * Allocated social worker to then take forward the case including ensuring that the young person claims asylum – if they have not already ***

If UASC aged 16 or 17 years and referral is via the Croydon Rota – Duty Senior to complete on day of referral:

You will get a total of 3 emails in respect of this young person as follows:

- Initial alert email about the young person's need to be placed in Camden's care;
 - A second email with the '*transfer booking form*' which needs to be completed and sent back (this comes from a Westminster email address);
 - A third email with the referral documents for the young person.
1. Duty to seek for LAC & CL Duty Social Worker to complete the following:
 - a. Liaise with Kim Abou-Obida (or Keri Deasy in Kim's absence) in respect of an appropriate placement for the young person and a date for the young person to arrive (must be within 5 working days);
 - b. Complete the transfer booking form and ensure that the place of arrival for the young person to arrive at Crowndale Centre.
 2. Duty Senior to create a new file for the young person on Mosaic – by going '*find person*', type in their details, click '*add new person*' at the bottom;
 3. Duty Senior to add a Service User by going to '*person details*' then down to '*Service User Groups*'. Add 'absent parenting' in group and then 'unaccompanied asylum seeking child' in sub-group.
 4. Duty Senior to liaise with Seniors / TMs in order to get an allocated social worker for the case (case to be allocated via 'Start' once identified).
 5. Duty Senior to complete the Contact and Referral Record from '*start*' (ensure that you attach the referral documents to this record) and task the Child & Family Assessment to LAC or CL Duty Manager.
 6. Duty Senior to go into Child & Family Assessment and complete section 3 'Agreed timescales and planning for assessment':
 - a. Please complete a list of what needs to be covered in the assessment under the 'Plan for Assessment' – For example:

Assessment to consider:

 1. Meet with (*insert young person's name*) to discuss the need for assessment and advise of the checks that will be undertaken – ensure checks are completed;
 2. Complete a genogram with (*insert young person's name*);
 3. Discuss with (*insert young person's name*) how s/he arrived in the country, his/her childhood, upbringing and family;
 4. Liaise with family members if possible and gather further information around the family;
 5. Liaise with the Home Office in respect of any further appointments – ensure application for asylum process has been started;
 6. Support (*insert young person's name*) in accessing a Solicitor;
 7. Discuss with the professional network (*insert young person's name*)'s needs from their involvement with her; and
 8. Include the refugee council if necessary to support the young person in your assessment.
 - b. Target completion date – this should be 30 working days from the date of referral (as it needs to be signed off by a Senior/Manager by 35 working days at the latest);
 - c. Midway review – this should 8 working days from the date of the referral (Child needs to be seen at least once within these first 8 days and the Supervisor needs to carry out a Supervision Record on the case on this date.
 - d. Send an email to the allocated social worker (once identified) and their senior with the dates in b and c;

- e. Reallocate the assessment to the allocated social worker (once the above completed).
- f. Allocated social worker to attend initial screening appointment at the home office with the young person.
- g. Allocated social worker to attend initial health assessment appointment with the young person.
- 7. Duty Senior to seek for LAC & CL Duty Worker to complete the following (on day of referral):
 - a. Complete paperwork in preparation for the Young Person's arrival (e.g., include £57.90 subsistence for 1 week, and if needed, up to £150 emergency payment for clothing or toiletries depending on the case) – ensure a copy of paperwork is uploaded on MOSAIC and case note recording paperwork is with Finance.
 - b. Inform Natalie White / Mary Holder of the Young Person's planned arrival, their identified placement in order for the search for education to be started.
- 8. On the front screen of the young person click on 'legal status'
 - a. Add 'Unaccompanied Asylum Seeking Minor'
- 9. **Email Rodney Ayer / Marco Reis and Julia Simmonds / Ana Popa to inform of the young person's arrival**
- 10. On the front screen click on 'registrations'
 - a. Add Education, Training and Employment
 - b. Put category as NEET - Other
 - c. Open documents and 'create' Additional EET information - start this and put in the date that the young person arrived in Camden – ensure that you leave this document open for the allocated social worker to update until the young person is no longer NEET.

Duty Senior to seek for LAC & CL Duty Worker to complete the following:

- 1. Duty Social Worker to complete the following on the arrival day:
 - a. Meet with the Young Person at the Crowndale Centre to gather as much information as possible – complete Annex 2 – Unique Unaccompanied Child Record with the young person as well as Risk Assessment and Safety Questionnaire;
 - b. Collect money from Finance (as arranged on duty);
 - c. Take Young Person to identified placement;
 - d. **Complete a Placement Request Form (Duty Senior will need to sign this off and ensure that it is tasked to LAC Admin in order to make the young person Section 20);**
 - d. Complete the Annex 2 – Unique Unaccompanied Child Record (and send to UASCCentralAdmin@homeoffice.gsi.gov.uk including Marco Reis and Rodney Ayer and the allocated social worker in the email).
- 2. Duty Senior to sign off the Placement Request Form
 - a. Task the form to LAC Admin Crowndale and put in the notes section the following information:
 - EFFECTIVE DATE OF CHANGE** – The date child became lac or moved placement.
 - REASON FOR PLACEMENT CHANGE CODE** – See codes attached to this guidance.
 - PLACEMENT ADDRESS** – note if this is a change in placement.

NOTE: This will trigger the memo being sent by Admin in order to get an IRO etc.
- 3. Duty Senior to check the paperwork from the Home Office in respect of whether the young person is age disputed. If so, please liaise complete age assessment referral form and send through to UASC lead in order for age assessment to be allocated

*** Allocated social worker to then take forward the case ***

If referral through anyone other than Croydon Rota (ie. EDT, MASH, Police) for a UASC aged 16 or 17 years of age – Duty Senior to complete on day of referral:

****** Please also see National Transfer Scheme instructions below ******

Duty Senior to consult with LACCL Seniors in respect of who will take the case forward. **Duty Senior to complete the following – please ensure you are clear who will be completing this and one person follows through.**

1. Case should come from MASH. If it has not been dealt with by MASH please refer case back to MASH.
2. MASH need to complete the Contact and Referral Record and task the Child & Family Assessment to LAC or CL Duty Manager.
3. If the young person is already in a placement please liaise with Kim Abou-Obida about whether this is where they will stay or if they need to move placement.
4. If not currently in a placement please liaise with Kim Abou-Obida (or Keri Deasy in Kim's absence) in respect of an appropriate placement for the young person.
5. Duty Senior to email Rodney Ayer / Marco Reis and Julia Simmonds / Ana Popa to alert to the young person's arrival in Camden.
6. Duty Senior to liaise with LACCL seniors about who will be allocated to the case.
7. Duty Senior to arrange for Duty LAC & CL Social Worker to complete the following:
 - a. Complete paperwork for the Young Person (e.g., include £57.90 subsistence for 1 week, and if needed, up to £150 emergency payment for clothing or toiletries depending on the case) – ensure a copy of paperwork is uploaded on MOSAIC and case note recording paperwork is with Finance. Ensure this is given to the staff member from their placement when they come to the office;
 - b. Ask placement to bring young person to the Crowndale Centre to meet with Social Worker today – with their belongings if they need to move placement (as per point 3);
 - c. Meet with the Young Person to gather as much information as possible – complete Annex 2 – Unique Unaccompanied Child Record with the young person + Risk Assessment and Safety Questionnaire;
 - d. Take Young Person to identified placement (if placement move necessary) or they can return with the staff member from their placement.
 - e. **Complete a Placement Request Form (Duty Senior will need to sign this off and ensure that it is tasked to LAC Admin – Section 20).**
 - f. Inform Natalie White / Mary Holder of the Young Person's arrival, their identified placement in order for the search for education to be started
 - g. Complete the Annex 2 – Unique Unaccompanied Child Record (and send to UASCCentralAdmin@homeoffice.gsi.gov.uk including Marco Reis and Rodney Ayer and the allocated social worker in the email)
8. Duty Senior to go into Child & Family Assessment and complete section 3 'Agreed timescales and planning for assessment':
 - a. Please complete a list of what needs to be covered in the assessment under the 'Plan for Assessment' – For example:

Assessment to consider:

 1. Meet with (insert young person's name) to discuss the need for assessment and advise of the checks that will be undertaken – ensure checks are completed;
 2. Complete a genogram with (insert young person's name);
 3. Discuss with (insert young person's name) how s/he arrived in the country, his/her childhood, upbringing and family;

4. Liaise with family members if possible and gather further information around the family;

5. Liaise with the Home Office in respect of any further appointments – ensure application for asylum process has been started;

6. Support (insert young person's name) in accessing a Solicitor;

7. Discuss with the professional network (insert young person's name)'s needs from their involvement with her; and

8. Include the refugee council if necessary to support the young person in your assessment.

b. Target completion date – this should be 30 working days from the date of referral (as it needs to be signed off by a Senior/Manager by 35 working days at the latest);

c. Midway review – this should 8 working days from the date of the referral (Child needs to be seen at least once within these first 8 days and the Supervisor needs to carry out a Supervision Record on the case on this date.

d. Send an email to the allocated social worker (once identified) and their senior with the dates in b and c;

e. Reallocate the assessment to the allocated social worker (once the above completed).

f. Allocated social worker to ensure they attend initial home office screening appointment with the young person.

g. Allocated social worker to ensure they attend initial health assessment appointment with young person.

9. Duty Senior to sign off the Placement Request Form

a. Task the form to LAC Admin Crowndale and put in the notes section the following information:

EFFECTIVE DATE OF CHANGE – The date child became lac or moved placement

REASON FOR PLACEMENT CHANGE CODE – See codes attached to this guidance

PLACEMENT ADDRESS – note if this is a change in placement.

NOTE: This will trigger the memo being sent by Admin in order to get an IRO etc.

10. On the front screen of the young person click on 'legal status'

a. Add 'Unaccompanied Asylum Seeking Minor'

11. Email Rodney Ayer / Marco Reis and Julia Simmonds / Ana Popa to inform of the young person's arrival

12. On the front screen click on 'registrations'

a. Add Education, Training and Employment

b. Put category as NEET - Other

c. Open documents and 'create' Additional EET information - start this and put in the date that the young person arrived in Camden – ensure that you leave this document open for the allocated social worker to update until the young person is no longer NEET.

d. Service User Groups – absent parenting – UASC

e. At this point case can be allocated!

1. Duty Senior to check the paperwork from the Home Office in respect of whether the young person is age disputed. If so, complete age assessment referral form and send through to UASC lead in order for age assessment to be allocated ;

*** Allocated social worker to then take forward the case including ensuring that the young person claims asylum – if they have not already ***

National Transfer Scheme instructions:

Whilst the London Borough of Camden remains above the national quota of 0.07 of the overall children in Camden, which according to the 2014 census is currently 31 children, we will NOT be on the Croydon Rota and will transfer all new UASC to the National Transfer Scheme. Please follow the steps below:

1. The YP expresses a wish to claim asylum
2. Local authority to request a screening appointment at the asylum intake unit (Child.ASUappointment@homeoffice.gsi.gov.uk)
3. Screening appointment should be within 3 working days of day of request
4. Once YP has had above appointment and become a UASC, local authority to fill in Part A and B of UUCR with as much detail as possible and forward to UASCcentralAdmin@homeoffice.gsi.gov.uk

If any difficulties regarding this transfer then please contact the UASC National Transfer Team - Resettlement, Asylum Support and Integration (RASI) UKVI - Home Office Tel: 0208 196 0600

Age Assessments

When the age of the young person is questioned by the duty social worker and/or other professionals, then consideration should be given to completing an age assessment for the young person. The case should be discussed with Senior Practitioner and respective Team Manager then if it is deemed appropriate, a completed referral form should be sent to Julia Simmonds.

Julia will allocate social workers based on the age assessments rota.

If a decision is made not to age assess a young person, Julia and/or Ana will respond in writing to the social worker making the referral outlining the reasons why this was not appropriate.

Please refer to the UASC policy for additional information.

Please send the age assessments to Julia Simmonds / Ana Popa for quality assurance.

Final page of the completed age assessment should be sent to the following email address:

LSEAsylumSafeguarding@homeoffice.gsi.gov.uk