



Children's Safeguarding and Social Work

EU settlement status for children: guidance for social workers

1 Introduction and purpose

Children who are known to CSSW and who are EU, EEA or Swiss citizens will need to apply to the Home Office under the EU Settlement Scheme so that they are able to remain in the UK with the same rights and entitlements that they had before the UK left the EU.

This document sets out the process for social workers to ensure appropriate and timely applications are made for children known to CSSW. Children may be given indefinite leave to remain (settled status) or a limit of 5 years (pre-settlement status) which means they will need to reapply for settled status.

2 Roles and responsibilities

2.1 Social workers

Social work staff have a mandatory obligation to:

- identify children they are working with who need to apply to the scheme
- ensure that any required actions are carried out by CSSW where the child is LAC with Care Order, ICO or Placement order and Care leavers
- signpost and support parents so they are able to make an application for children accommodated under section 20 and CIN
- ensure all actions relating to the application are included in the child's plan and progress regularly reviewed.

Social work staff should also ensure planning records actions taken and detail any future actions that may have to be taken to confirm the child's status, for example if the child needs to apply in the future for settled status. This includes signposting parents and children.

Further details on the process are available in the Home Office guidance [Looked-after children and care leavers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

2.2 Children on care orders, interim care orders and placement orders

Where CSSW has parental responsibility, social work staff are responsible for applying online on behalf of the child unless it is thought the child is mature enough to make the application themselves, in which case staff should support the child to make the online application.

2.3 Children accommodated under section 20

Social workers must make parents and those with parental responsibility aware of the need to apply to the EU Settlement Scheme and work with them to make an application. However a child of sufficient maturity can make their own application and do not need parental consent to do so.

Where CSSW are working with a child where there is no-one with parental responsibility, the team manager should make a decision on the best course of action to take having regard for the child's welfare.

2.4 Children in need and subject to child protection plans

Social work staff must work with parents and children to promote the scheme and support them to apply.

2.5 Care leavers

Personal advisors who identify a care leaver who is eligible to apply to the Settlement Scheme should make them aware of the scheme and support them to apply.

3 Process

- Social workers should ascertain the child's wishes and feelings in relation to the application and consider whether the application is in their best interests.
- Details of the online application process are available at: [Apply to the EU Settlement Scheme \(settled and pre-settled status\): Overview - GOV.UK \(www.gov.uk\)](#) Social workers can telephone: 0300 790 0566 for help.
- Social workers should check whether the child is a British Citizen at: [Check if you're a British citizen: Overview - GOV.UK \(www.gov.uk\)](#)
- Social workers should ensure the child has documentation to prove their identity and nationality as these will need to be scanned for the online application. Documents include passports, ID cards, biometric residence cards or permits. These should be obtained before any application is made.
- Social workers should write a letter using information from the case file detailing CSSW involvement with the child as evidence of the child living in the UK and the length of time they have been resident.

- If these documents cannot be obtained, social workers will need to make a paper application to the Home Office Settlement Resolution Centre and will be advised by them on how to make a paper application and obtain a paper form.
- To start the application, go to:
[Apply to the EU Settlement Scheme \(settled and pre-settled status\): Apply to the EU Settlement Scheme - GOV.UK \(www.gov.uk\)](#)

4` Recording on MOSAIC

When you make an application on behalf of a looked after child, or if you otherwise signpost or support someone to make an application for a looked after child or care leaver, it is essential that you record key information. This information needs to be accessible in the event that you, the child or the Home Office need to check on the progress of the application and to ensure the digital status.

Detailed records and plans for monitoring the child's status, including future actions with deadlines, to be carried out in order to convert pre-settled status into settled status once the child or care leaver has accrued five years' continuous residence should be documented in the child's care plan or the care leaver's pathway plan.


Ensure your record contains the following:]


- The Unique Application Number (UAN) given when the application is made.
- The e-mail(s) and phone number(s) that were entered in the application form.
- The address that was entered in the application form.
- The answers that were given to the memorable questions at the end of the application form.
- The nationality of the child or care leaver.
- The status the child or care leaver was granted.
- The date that the child or care leaver can apply to convert their pre-settled status into settled status, and the date their pre-settled status expires (required only for those granted pre-settled status)

Once settled status is obtained, staff should ensure that the fact and date of EU settled status (date Home Office have settled status) is recorded in the Non-LAC legal status section on the LHS of the Person summary screen on the child's record:

Add person non looked after legal status - Test Test (2075012) born 19 Aug 2019 (4 years old)

Fields marked with a * are required

From Date * 

To Date 

Legal Status *

Notes

- Accommodation - agreed series short term breaks, no episode
- Appeal Rights Exhausted
- Application for further leave (In-time)
- Application for further leave (out of time)
- Child Arrangements Order
- Citizenship
- Contact Order
- Discretionary Leave to Remain
- EU Settled Status**
- EU pre-settled status
- Family Assistance Order
- Forced Marriage Order
- Forensic Services Funded Placement
- Fresh application for asylum (confirmed)
- Fresh application for asylum (unconfirmed)
- Full Care Order (For LAC from other LA's)
- Full Care Order with Placement Order
- Habitual Residency
- Homeless 16 / 17 LAC
- Humanitarian Protection