



Children's Safeguarding and Family Help

Discharge from care and transfer to the Care Experienced service procedures

Transfer to Care experienced service

Policy

Introduction

It is Camden's policy that young people remain looked after for as long as necessary for their care and permanence plan to be implemented and in general this will be until they are 18 unless they return home.

The following procedures set out the joint work that needs to be carried out by CLA social workers and personal advisors to facilitate the transfer of a looked after child to the Leaving Care Service, with the work starting once the young person is 17½. The procedures should be followed by CLA social workers, personal advisors, team managers and allocated IROs.

Young person's status

A young person's status during the transition from care to independence will change in the following way:

- Up to the age of 18, the young person will be an *eligible child* and will remain looked after with an allocated CLA social worker who will continue to undertake statutory duties under the care planning regulations.
- If a young person aged 16 or 17 wishes to be discharged from care prior to 18 but is not returning home, they will be a *relevant child* and will continue to be supported by CSFH via a pathway plan and an allocated personal advisor. Discharge from care prior to the young person's 18th birthday must be discussed and agreed in advance at the statutory CLA review.
- Once the young person is 18, they will be discharged from care and will be a *former relevant child*. The statutory duties under the Leaving Care Act will be carried out by the young person's personal advisor.

Discharge from care

Discharge from care should be planned for within the CLA statutory review framework from at least 6 months prior to the young person's 18th birthday and arrangements agreed at the final CLA review meeting.

Transfer to Care experienced service

The Care Experienced service should allocate a personal advisor when the young person is 16 and six months ahead of transfer will work jointly with the social worker to prepare the young person for discharge and explain the changes that will take place once they leave care and how CSFH will continue to support them.

Formal discharge from care should take place as soon as practicable following the young person's 18th birthday with the CLA manager completing the *Discharge from care* episode on MOSAIC. For more details see: [mosaic-managers-guidance-discharge-from-care.pdf \(camden.gov.uk\)](https://www.camden.gov.uk/mosaic-managers-guidance-discharge-from-care.pdf)

Procedures

The first case discussion should take place between the social worker, personal advisor and their supervisors/seniors within 2 weeks of the case being allocated for joint working. The social worker is responsible for convening a Teams meeting and recording the discussion on young person MOSAIC record.

The young person will remain allocated to the social worker until their 18th birthday and their social worker will continue to undertake their statutory duties, ie; 6 weekly visits, health assessments, PEP, etc.

The first case discussion meeting must address the following:

- The tasks on the check list (see below) must be discussed at this meeting to identify what needs to be completed at the handover stage.
- The young persons entry to care and their circumstances.
- Any issues of concern
- Any health issues that they are receiving treatment for and any diagnosis of illness or pending referral for assessments.
- Current placement and how they are developing their independence skills.
- Education Employment and Training
- Things that are going well for the young person
- Immigration status (as appropriate)
- Emotional and social development and identity
- Current care plan to be discussed
- Finance – has the young person been informed about the changes in finance when they turn 18 for example, the clothing allowance will end, the £20.00 engagement allowance will end and some young people will need to be apply for benefits
- AOB

Transfer to Care experienced service

The social worker should:

- arrange a joint visit to introduce the personal advisor to the young person and their key worker or foster carer;
- invite the personal advisor to attend the last CLA review to contribute information about the Care Experienced service and any views that will support the young person's Pathway Plan going forward;
- invite the personal advisor to PEP meetings
- ensure that the young person's MOSAIC record is up to date and tasks on the transfer check list have been completed before the final handover meeting
- liaise with the CLA Business Support Officer and the young person to arrange to hand over the young person's savings (see the CLA savings policy for details): [saving-for-cla-policy.pdf \(camden.gov.uk\)](https://www.camden.gov.uk/sites/default/files/2022-03/saving-for-cla-policy.pdf)
- arrange a handover meeting around the young person's 18th birthday with the both managers and the personal advisor present to share information; this can be via Teams and the CLA manager should record this on MOSAIC as joint supervision. Managers need to go through the check list as part of the handover supervision session.

The personal advisor should:

- discuss the following with the young person and their key worker/carer:
 - the role of the personal advisor
 - the expectations of the working relationship
 - the frequency of visits
 - the independent living skills the young person should be developing in preparation to leaving care
 - documents that need to be in place before the young person's 18th birthday
 - the Pathways Accommodation process.
- give the young person information about the Pocket PA app, the Camden Offer for care experienced young people and any other relevant information
- arrange to meet the young person at the Drop-in for a check in so that they know where the Care Experienced Service is based and informed of the support that is offered
- arrange additional visits to meet with the young person to build on their relationship.

Transfer to Care experienced service

Leaving Care Transfer Checklist

Seniors should ensure that the following tasks are completed before transferring an 18+ young person to a Personal Advisor

| Task Check list | Date Completed |
|---|-----------------------|
| Up-to-date pathway plan recorded on young person case file | |
| Visits up to date and recorded on young person case file | |
| Up to date supervision recorded on young person case file at the hand over meeting | |
| The young person should have a National Insurance number, passport, travel document, Home Office documents e.g., Biometric card, if applicable, and any other important documents uploaded onto MOSAIC. | |
| Chronology updated in last 4 weeks prior to transfer | |
| The young person has a bank account and CLA savings have been transferred to their account | |
| Any arrangements for the young person to remain with their foster carer under Staying Put arrangements have been discussed and agreed by CLA Service Manager/ Head of Corporate Parenting service | |
| All tasks and documents on the young person's MOSAIC record have been completed, signed off and finished e.g., IRO's have signed off reviews | |
| Genogram on file | |
| 'Discharge from Care' to be completed on MOSAIC for children looked after and turning 18 (CLA manager) | |
| Confirm that the 'Your Health Information' leaflet has been given to the young person and a copy has been uploaded on MOSAIC by the social worker | |
| OC3 Education data to be completed before transfer of case at 18 | |