

Care leavers in housing need: Children Services and Housing Services joint working

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Introduction

Royal Greenwich Children's Services (CS) and Housing Services (HS) are committed

to working together to provide services to children and young people that will:

- Prevent homelessness
- Support independence, access to decent housing and tenancy sustainment
- Meet the Council’s statutory duties through provision of excellent services to people in need

Our joint task and responsibility is to work together in co-operation, to implement an assessment service in accordance with the legislation and case law, which also makes best use of Council resources.

Roles and responsibilities

Job title	Tasks
Ist Base	<p>The Councils’ young people Housing Options and Support Service, based at The Point. A young people’s one stop shop. Responsible for helping young people with housing needs to prevent homelessness, completing statutory assessments, and provide floating support to help young people to manage and live independently. The team consist of:</p> <p>Housing Options and Support Officers – responsible for:</p> <ul style="list-style-type: none"> • Preventing homelessness through assessment, support, mediation and conciliation for young people aged 16/17 and care leavers aged 18–20 • Accommodating young people who are <u>not</u> a Child In Need (CIN) <p>Social Worker – responsible for:</p> <ul style="list-style-type: none"> • Completing CIN assessments • Accommodating homeless young people who are a CIN under S.20
Allocations	The Councils’ service responsible for allocating Council and Housing Association homes to people who are in housing need.
Young	The Councils’ service for ‘looked after’ children and Care Leavers.

Roles and responsibilities

Job title	Tasks
Peoples' Team (YPT)	<p>They are teams of Social Workers (SW) and Personal Advisors (PA), responsible supporting and meeting a young person's (YP) needs within the statutory framework. They Provide support to young people in their transition from care to independence. Their role is to:</p> <ul style="list-style-type: none"> • Co-ordinate a range of services identified to meet the YP needs. • Assess, plan, intervene and review the YP needs, • Maintain the YP pathway plan.

Scope

This joint working procedure includes:

- Housing and homelessness prevention for children leaving care
- Tenancy sustainment for care leavers
- Assessment and support for former care leavers over age 21
- Guidance and information (**appendix 5**)

Note: Care Leavers from outside Greenwich remain the responsibility of the placing authority.

Procedure

1. Care leavers registration and allocation of permanent housing

- 1.1 The Council's Allocation Scheme provides 'reasonable preference' (priority) to people who need to be housed on medical or welfare grounds, including young people leaving care.
- 1.2 Care leavers who are at risk of homelessness at age 18 get a 'move on' priority into their own council accommodation, *when they are ready and have the skills to live and manage independent living*. It is important all services working with young people deliver a consistent message around accommodation, so a YP understands how we work together to support them, and they move on into independent accommodation at the correct time when they are ready and able to manage.
- 1.3 A SW will meet a LAC YP around their 16th birthday, to complete a needs assessment and an on line Housing Application Form (HAF). They will also complete a Move On Registration Form (MORF) (**appendix 2**) which adds additional information on risk, or issues that would have an impact on the YP future housing. The MORF is then sent to the Allocations Service with the Housing Application registration number.
- 1.4 Upon receipt, Allocations will register the YP, create an Alert on their system with the SW contact details, award a priority Band B, then suspend the housing application so the YP is not offered accommodation through the Choice Based Lettings (CBL) scheme until the appropriate time. The registration details will be copied to the YPT. The Housing Application registration date will be:
 - Eligible Child = YP 16th birthday
 - Relevant Child = Date YP became a LAC (after age 16)
- 1.5 The YPT SW/PA will continue to work with the YP and will ensure Allocations are notified about any significant changes.
- 1.6 If a YP enters the care system for the first time and becomes a LAC after age 17 yrs 9 months, they will not meet the 13 week (cumulative) threshold to qualify for leaving care services. If they are likely to be

homeless at age 18 upon leaving care, the YPT SW/PA will inform 1st Base as early as possible, so they can together plan for the YP future housing needs.

- 1.7 A looked after YP current and future housing needs are planned for, updated, reviewed and assessed at their LAC review when the YP is around age 17 ½, and at the quarterly HS and CS Care Leavers planning meeting. Actions are agreed along with a plan to ensure information is shared and referrals happen in a coordinated way.
- 1.8 1st Base will liaise with YPT regularly to monitor referrals, discuss any updated case information, resolve issues and find solutions to complex cases.

YP is ready for independent living

- 1.9 Where a YP will need permanent accommodation on leaving care, and their SW/PA agree they are now ready and able to manage independently, the SW/PA will:
- Review all information on the YP
 - Refer the YP to The Money House – Young Person Financial inclusion project (**appendix 1**). Attendance and completing this course is compulsory for all YP leaving care and *YP will not be able to move on until this course has been completed*. However, exceptional and individual circumstances will be considered by 1st Base and CS managers on a case by case basis.
 - At the same time, refer the YP for floating support (see section 4) via 1st Base. Complete the Additional information form (ADD) (**appendix 4**). 1st Base will ensure the YP is allocated floating support as soon as possible. This will help the YP prepare for moving on and living independently. The floating support worker will support the YP with planning to move and bidding for appropriate properties, and once successful with bidding, assist the YP with the moving and settling in process.

- When the YP has completed the Money House project complete the Move On Activation Form (MOAF) (**appendix 3**) to confirm the YP housing application can be activated. This includes an update on risk (client/neighbours/staff) and any changes since the initial referral, information relevant to the type and location of property offered, the YP wishes and preferences, and the contact information for all support providers. Email the completed MOAF to 1st Base.
- The 1st Base Senior Housing Options and Support Officer will review the MOAF, if agreed, the move on will be authorised then sent to Allocations to activate the YP housing application. If the Senior HOSS has any concerns or needs further information on the YP they will contact the SW/PA before the MOAF is activated.
- Explain to the YP how the Allocation and Choice Based Lettings (CBL) scheme works, and how to bid for properties
- Attend a property viewing to advise and support the YP (where possible)
- Attend tenancy sign ups (where possible)

Note: Move On will only be agreed for a YP by agreement at the quarterly HS and CS CL planning meeting, or once a completed MOAF has been agreed and authorised by a 1st Base Senior Officer.

1.10 Upon receipt of the authorised MOAF, the Allocations Service will:

- Activate and review the housing application to ensure housing offers are made at the appropriate time.
- Send a copy of the offer letter to SW/PA if the YP is successful in bidding for a property through Greenwich Homes CBL, or if direct allocation is made.
- Notify the Housing Tenancy Services Business Support Team of the viewing date so that they can make any additional arrangements for the sign up for the tenancy if needed.
- Notify the Registered Social Landlord (RSL) where a YP is nominated to them for housing, so they can make any additional arrangements for the sign up for the tenancy if needed.

1.11 If at any time the SW/PA, on review, decides that a YP previously activated for housing should not be offered a tenancy, they will deactivate the move on request by immediately contacting the 1st Base Senior and Allocations (Move On officer x2671) by phone, then confirming this by email.

2. Care leavers assessment and allocation into supported housing

2.1 Care leavers who will not be ready for independent accommodation at age 18 because they are vulnerable, have additional needs or need additional support, may be provided with supported accommodation.

2.2 Accommodation services are funded to offer different levels of support. It is important to know as soon as possible if a YP may need supported housing, so this can be planned for as spaces are often limited.

2.3 Care leavers who need supported accommodation will be referred to 1st Base. The YPT SW/PS will:

- Contact 1st Base to arrange a Housing Options Appointment
- Print the YP assessment form and arrange for the YP to self-complete it
- Complete the 'ADD' additional Information and Referral form' (**appendix 4**) with all relevant risk information, indicating the referral reason (Supported housing) and email it to 1st Base: 1stbase-Options-Support@royalgreenwich.gov.uk
- Inform the YP of the appointment date and time, and attend with the YP if possible
- Assist the YP to complete the assessment form if needed (1st Base team will also help and go through the forms with them at the appointment).

2.4 After the appointment, 1st Base will gather additional information on the YP, look at their needs and any risk. 1st Base will then decide, taking into account all the information provided and the YP needs and

preferences, which of the supported housing projects are suitable and can meet the YP needs.

- 2.5 If there are any concerns or outstanding issues, 1st Base will contact the SW/PA to discuss the YP.
- 2.6 When a placement is identified 1st Base will contact the SW/PA to check the provider is suitable, arrange the referral and placement.
- 2.7 1st Base will arrange a TAYP meeting with the YP, their SW/PA and supported accommodation provider to introduce the YP to the project.
- 2.8 At the TAYP the supported accommodation project will arrange with the YP to attend a meet and greet meeting. This appointment is to meet the YP, explain how the provider will support and work with them, and check the provider can meet all the YP needs and is suitable.
- 2.9 After the meet and greet, arrangements will be made for the YP to move in. The supported housing provider will confirm the move in date with 1st Base, who will update SW/PA by email.
- 2.10 The SW/PA will maintain contact with the supported housing provider, to ensure the YP is supported and permanent housing is offered in a planned way.

3. Looked After Children (LAC) Placements in supported housing

- 3.1 CS fund 5 supported housing placements within 1st Base for LAC aged 16/17.
- 3.2 The criteria for these places are:
 - Age 16/17 with a current pathway plan
 - Current risk assessment in place

- Move on from foster placement, residential, or semi-independent provider

1st Base and CS will also consider referrals outside the above criteria on a case by case basis.

- 3.3 1st Base will inform the CS Personalised Commissioning Team manager when they have one of the 5 LAC placements available.
- 3.4 The Personalised Commissioning Team manager will look at all the LAC needing accommodation and identify a YP according to the above criteria.
- 3.5 A PA/SW may also identify a LAC for one of the supported housing placements. The PA/SW will refer the YP details to the Personalised Commissioning Team manager, who will consider the YP against the above criteria, then inform the SW/PA of the outcome.
- 3.6 If agreed the Personalised Commissioning Team manager will email the SW/PA.
- 3.7 ALL referrals MUST have a completed risk assessment (ADD form) and 1st Base Assessment form.
- 3.8 Once a LAC has been identified, the PA/SW must arrange to complete a 1st Base 'YP Assessment' form with the YP, and separately complete the 'ADD' additional information form (**appendix 4**), then email both of the completed forms to 1st Base.
- 3.9 When 1st Base have receive the forms they will review all the information to check that supported housing can meet the YP needs. If there are any outstanding concerns or issues, 1st Base will contact the PA/SW to discuss further. If the issues can be resolved the referral will be accepted.

- 3.10 If the issues cannot be resolved the referral will be declined. 1st Base will inform the Personalised Commissioning Team manager.
- 3.11 Once accepted 1st Base will refer the YP for supported housing and arrange a 'Team Around the Young Person' (TAYP) meeting with the YP, SW/PA, and supported housing provider. The aim of this meeting is to explain to the YP about supported housing, answer any questions the YP has about the placement and support, and to share information about the YP needs and package of support.
- 3.12 At the end of the TAYP meeting the supported accommodation provider will arrange a date and time appointment for the YP to visit the accommodation and to move in.
- 3.13 If there is not an immediate vacancy, 1st Base will place the YP on the LAC waiting list for the next available vacancy placement.

4. Moving on from supported accommodation

- 4.1 Supported accommodation enables young people to learn and develop the life skills needed to manage and live independently. When a YP has learnt the necessary skills, they will be ready for 'move on' to their own accommodation.
- 4.2 Young people in supported accommodation are awarded priority for RBG housing when ready for move on. The move on decision will be made based on the YP progress and engagement, and involves the YP, the supported accommodation support worker, 1st Base Options and Support Senior, and the YP PA/SW. This is to ensure everyone has the latest information on the YP needs/progress and risks.
- 4.3 When it is agreed the YP is ready for move on, the support worker will complete the actions in point 1.8 to activate the YP housing application.

5. Care leavers' referral process for floating support

5.1 ALL Care leavers receive support from their SW/PA, whose role is one of support and coordination, but also includes referrals to other agencies where needed to offer specific, specialised, key worker or practical support.

5.2 Floating Support is prioritised, offered and provided to ALL care leavers, to provide additional support around developing independence and the skills to live and manage independently. To refer a YP for floating support, the SW/PA will:

- complete the 'ADD' referral form with all the relevant risk information, and indicate 'floating support' (in support needs)
- email the form to 1stbase-Options-Support@royalgreenwich.gov.uk

Upon receipt of the form 1st Base will:

- Look at the YP needs
- Identify a floating support provider to meet the YP needs

The Floating Support provider will:

- Arrange to meet with the YP
- Support the YP with all aspects of preparing to move and live independently
- Explain and help the YP to understand the bidding process, and how to look at areas, rent, service charges, and that the YP only gets ONE priority offer – so to bid carefully but regularly.
- Attend viewings and sign up with the YP
- Support the YP to arrange furniture, utilities and with moving and settling in
- Meet with the YP regularly and liaise with their PA/SW

6. Tenancy Sustainment for Care Leavers

6.1 Council Housing area teams are split into Income and Tenancy. The Income Officer (IO) manages rent collection, and the Tenancy Officer (TO) is responsible for tenancy management (Anti Social Behaviour, hate crime etc).

6.2 A Customer Services Officer will conduct a sign up interview with the YP, emphasising tenant responsibilities and sources of support. The SW/PA or floating support officer may also attend if the YP needs their support.

6.3 If the SW/PA is unable to attend, and thinks it is essential to attend they can contact Income Business Support Team to request a rearrangement of the sign up appointment. The floating support officer should always attend.

NB If there are no alternative appointments available for that week, authorisation to delay the tenancy start date will have to be sought with Integrated Voids Team

6.4 Following the Sign up the Business Support Officer (BSO) will check the housing system (V5) to ensure 'Alerts' are present or created for all agencies supporting the YP, including SW/PA and floating support officer/provider details.

6.5 The IO will notify the SW/PA and floating support officer of any arrears on the YP rent account and maintain 'regular' contact with them during the escalation process of the arrears procedure. If any other significant breach of tenancy conditions occurs, the TO will notify the SW/PA and floating support officer.

6.6 If the IO or TO has any concerns or difficulties contacting the YP, they will review the history and circumstances of the YP on V5 and TRIM (including the original HAF) to ensure they are clear of the YP needs, who is/was involved with them and how to support them.

- 6.7 The IO/TO will pass any relevant concerns about the YP health/well being to their SW/PA and floating support officer. The IO/TO, SW/PA and floating support officer will liaise and cooperate to ensure every effort is made to support the YP to sustain their tenancy.
- 6.8 The SW/PA or floating support officer will provide advice and support to the YP on; paying their charges, rent, avoiding breach of tenancy conditions and maintaining the tenancy. They will liaise with the IO/TO if there are any concerns, including lack of contact.
- 6.9 The IO/TO will follow the Introductory Tenants arrears and ASB procedure, including maintaining regular contact by telephone and home visits with the YP. If the YP continues to build arrears or is responsible for ASB, the IO/TO will notify the SW/PA and floating support officer, of the 'final warning', and arrange a case conference meeting inviting all agencies involved including 1st Base.
- 6.10 If the YP breaches their tenancy conditions and does not engage or respond to efforts of support, the Council may apply to court for possession of the property. A full record of actions taken to prevent homelessness will be forwarded to 1st Base by the IO/TO. This information will be used in any future homelessness assessment.
- 6.11 CS support care leavers up to age 21. If a YP needs support to manage their tenancy beyond age 21 (and is not currently receiving floating support), the IO/TO must refer them to 1st Base for floating support.

7. Care leavers who lose accommodation

- 7.1 Care leavers who are provided with temporary or supported accommodation, are responsible for managing their accommodation, and keeping to the conditions of the tenancy or accommodation agreement. This includes paying their accommodation charges, being responsible for their own behaviour, the behaviour of their visitors, and engaging with support providers.

- 7.2 If a care leaver does not keep to the conditions of the agreement, they are at risk of losing their accommodation. HS and CS will work together on all cases where a YP is at risk of losing their accommodation, and will provide the necessary advice and support to ensure that YP are able to sustain their tenancy/license.
- 7.3 A professionals meeting will be held with 1st Base, the SW/PA and any other agency involved in ALL cases where the Council may cease to provide accommodation to a care leaver because of persistent breaches of tenancy/license conditions. The purpose of this meeting is to look at the risk, circumstances and reasons the accommodation may be ended, and why the YP is not managing or engaging.
- 7.4 The aim is to jointly agree a plan to respond to the YP behaviour and to continue to prevent homelessness. The meeting may also agree to withdraw further offers of accommodation to the YP, or to decide on what basis any further housing service will be provided.
- 7.5 Professionals meetings (case conferences) will be held on a case by case basis and decisions made based on the YP individual circumstances and needs, taking into account the Council's responsibilities toward the young person and toward other residents.

8. Surrender of a tenancy at risk

- 8.1 The Council will support young care leavers who are unable to safely sustain a Council tenancy, by enabling the tenancy to be ended by agreement and a further offer to be made when the YP is better prepared for independent living.
- 8.2 Planned surrender of tenancy will be managed through agreement with CS SW/PA, service providers and HS. The procedure will only be available to YP who fit ALL the following criteria:

- Are RBG care leavers supported by SW/PA

- Have been housed in a Council property during the past 2 years
- Are unable to manage the tenancy due to financial difficulties, or other vulnerability or because they are at risk of becoming victims or perpetrators of crime and anti social behaviour if they remain.

8.3 Requests for planned surrender of tenancy will be made to the Allocations Service Manager and considered at the Case Review Panel. The request will include history of the tenancy leading up to the proposed planned surrender, including what action has been taken to provide support to sustain the tenancy and why surrender is now considered appropriate. The Allocations Service will also obtain a report from the IO/TO about the management of the tenancy.

8.4 A request for planned surrender of the tenancy may be rejected if:

- There are significant rent arrears and no realistic repayment plan provided
- The YP is a perpetrator of ASB or other breach of tenancy for which possession action is underway or a Notice for Possession has been served. In these circumstances HS would require strong evidence the YP behaviour is linked to the current tenancy, and will be prevented through rehousing.
- Other reasons connected to the history of the current tenancy or behaviour of the YP.

Allocations Service will provide reasons for any negative decision to and the INC/TEN.

9. Housing support for homeless care leavers aged 18–20 who are not a relevant or eligible child.

9.1 A homeless YP aged 18–20 who was previously looked after when they were aged 16/17 may be entitled to housing assistance under the Housing Act 1996 (as amended by Homelessness Act 2002).

9.2 If a previously looked after YP aged 18–20 (who is not relevant or eligible) is at risk of homelessness, they can contact 1st Base Options. They will discuss their housing situation, and arrange an appointment to see the YP for an assessment.

10. Assessment and support to former care leavers over age 21

10.1 The Council duties toward former care leavers who become homeless as a young adult are:

- To provide homelessness assistance to adults age 21 and over, who the Council looked after, accommodated or fostered as a child and are vulnerable as a result. (Former care leavers over 21 are not automatically in priority need, but must be assessed to establish if they are vulnerable as a result of having been in care).
- A Children Act duty to assist 'relevant students' under 24 who have no accommodation during vacation time

10.2 Former care leavers aged over 21 with housing needs who are vulnerable as a result of previously being 'looked after', are supported by the Housing Options service at The Woolwich Centre.

10.3 All homeless applicants are asked about previous time spent in local authority care. Any person who indicates contact with CS as a child or young person will be asked for consent to contact CS for information about their care or other relevant history. CS will provide information on request to assist in completing assessment.

10.4 Young adults who are homeless and assessed as vulnerable (in relation to the Housing Act 1996 – as amended) due to being in care, will be provided with accommodation according to the homelessness legislation. Permanent housing will be allocated where appropriate, and where necessary support is available, to sustain independent accommodation.

11. Monitoring and review

11.1 This procedure will be regular reviewed and where appropriate amended, through the agreement of CS and HS managers.

Appendix 1

The Money House Referral Form

Please use this form if you want to refer a young person who you deal with to The Money House 1 week course. Please forward your completed signed form to:
1stbase-housing-support@royalgreenwich.gov.uk

Name of young person			
Young person DOB		Gender (M/F)	
Young person contact telephone number			
BBM Pin (if applicable)			
Email address			
Address of young person			
Name & contact details (email/ tel. no) of referring staff member			
Name of referring organisation			
Relationship of staff member to young person (e.g. Support Worker)			
Education /Employment/ Training status (please indicate)	In full time education/ training		<input type="checkbox"/>
	In part time education/ training		<input type="checkbox"/>
	In full time employment		<input type="checkbox"/>
	In part time employment		<input type="checkbox"/>
	Unemployed		<input type="checkbox"/>
If EET when is client unavailable? (e.g. Mon–Fri; weekends)			

Please indicate if childcare provision is needed (include number of children)		
Referred from	Independent Living/Supported Housing	<input type="checkbox"/>
	Looked after children/ Care Leaving Service	<input type="checkbox"/>
	Current tenancy	<input type="checkbox"/>
	1 st Base	<input type="checkbox"/>
	Other (please indicate)	
Recommendations (use to recommend names of other eligible young person(s))		

FOR COMPLETION BY REFERRER/ SUPPORT STAFF

Any information that may affect this individual's experience of The Money House should be noted here	Disability/Learning difficulties (please provide more details as necessary)	Physical disability	<input type="checkbox"/>	
		Literacy	<input type="checkbox"/>	
		Numeracy	<input type="checkbox"/>	
		Other (please state)		
	Medical history (complete only if relevant)	Allergies (if yes please indicate below)	<input type="checkbox"/>	
		Allergy details:		
		Other:		
Significant risks	Drugs	<input type="checkbox"/>		

	(please provide more details as necessary)	Violence	<input type="checkbox"/>
		Gangs (if known indicate gang name)	<input type="checkbox"/>
		Safeguarding	<input type="checkbox"/>

Appendix 2 MORF

GREENWICH COUNCIL – REGISTRATION OF APPLICANT FOR ‘MOVE ON PRIORITY’

This form must be completed for housing applicants eligible for ‘Move On’ Priority in the Greenwich Council Allocation Scheme, because they are a client/resident of a supported housing provider with which the Council has an agreement to provide move on assistance. The form should be completed when the applicant first joins the service from which they will eventually be ready to move on.

Name of Organisation Referring for Move On:

Address:	
Telephone Number:	
Name of Applicant:	Date of Birth:
Correspondence Address for Applicant:	
Telephone Number:	
Who referred the client to your organisation?	
Date:	
Has a housing application form been completed? Yes/No (If no, please ensure one is completed and sent with this form)	
Housing Registration Number (if known)	
Name of Case Worker:	
Contact address and telephone number of case worker: (If different from organisation details)	
Immigration status of applicant: (Please include home office documents)	
Form completed by:	
Date:	

Referral form to be sent to the Access and Allocations Section for the attention of Lesley Baxter 1st Floor The Woolwich Centre, 35 Wellington Street, Woolwich, SE18 6HQ Telephone 020 8921 2688

Appendix 3 MOAF

GREENWICH COUNCIL 'MOVE ON' ACTIVATION FORM

This form should be used to activate the Move On priority for a housing applicant (including care leavers) who has been previously referred for move on using the Move On Registration Form (MORF) or care leavers registered using LAC MORF.

Name of Move on Organisation:	
Address:	
Telephone Number:	
Name of Applicant:	Date of Birth:
Correspondence Address for Applicant:	
Telephone Number:	
Housing Registration Number:	
<p>What arrangements have been made to support the applicant with rehousing, and to establish successful management of a Council or RSL tenancy? Please list evidence:</p> <p>Name of person providing the support:</p> <p>For how long will the support continue after the tenancy starts?</p>	
Name of Case Worker/social worker:	
Contact address and telephone number of case worker: (If different from organisation details)	
<p>Risk assessment/Evidence to show ready for move on</p> <p>Please outline any risks/needs/evidence associated with the applicant move on into an independent tenancy, and say how these will be addressed and how they have shown they can manage a Council or RSL tenancy.</p> <p><i>*In date column put the date(s) of the key incidents relating to each risk</i></p>	

Risk/Evidence	*Date	Give details, and state how the risk will be managed in the new tenancy or how they have shown they can manage a tenancy.
Harm to others e.g. risk to child, violence to family, staff, friends or general public, sexual assault or arson		
Harm from others e.g. risk of physical, sexual, emotional or financial abuse, gang affiliation		
Self harm or suicide e.g. suicidal acts or talk, self injury or other self harm		
Self neglect e.g. neglect of nutrition, hygiene, health or finance, or discontinuation of medication		
Tenancy sustainment e.g. budgeting skills, claiming benefits, household management skills, furniture provision, service charge payments		
Employment and Education e.g attending college, apprenticeship, working full or part time. If not what are they doing?		
Communication issues e.g. literacy skills, preferred language or form of communication		
Support Plan attached YES/NO If No please give reason		
Has there been any change in immigration status of applicant? If yes, please include home office documents		
Does the applicant have rent arrears? Yes/No If yes balance outstanding £ Is client making a regular pattern of repayment? Yes/No (Evidence of payment needs to be provided)		

Has the YP attended and completed the Money House programme?

If Yes – Please add dates of attendance and completion:

No – reason :

Any other relevant information/changes in applicants circumstances

Form completed by:

Date:

Manager authorising:
(Housing support partners only)

Date:

Move On Agreed by 1st Base Options and Support Senior

Name:

Date:

This form must be sent to 1st Base Options and Support Service, The Point 47 Woolwich New Road, Woolwich, London SE18 6EW Telephone 020 8921 8825 Email: 1stbase-Options-Support@royalgreenwich.gov.

Young Peoples Assessment Form Additional information and Referral form

For use by partners and professionals only.

Complete this form to refer a young person to 1st Base Options and Support Service. Please record all relevant information and risk factors that may impact and support their housing application.

Young Person Details

Name _____

Age _____ Date of Birth _____

Supported by:

Young Peoples Team YOS Other

Support Needs

Floating Support Supported Accommodation

Please list the main support needs for the YP:

Area restrictions

If there are any areas that are unsafe for the YP to go, please list the locations with the reasons why and any evidence to support this (e.g. crime numbers)

Risk Assessment Summary

This assessment is to be completed for all applicants, whether going in to Temporary Accommodation or not. Indicate past or current risks by entering either Yes or No in the Client and Officer columns.

Client's name:		Date of this risk assessment:	
Worker's name:			
Risk Checklist			
Suicide/Self harm		Details	
		Client	Officer
		'Y' or 'N'	'Y' or 'N'
Suicidal acts	Now		
	Past		
Suicidal talk	Now		
	Past		
Self injury/other self harm	Now		
	Past		
Other (specify)	Now		
	Past		
Harm from others		Details	
		Client	Officer
Risk of emotional/psychological abuse	Now		
	Past		
Risk of physical abuse	Now		
	Past		
Risk of sexual abuse	Now		
	Past		
Risk of neglect	Now		
	Past		
Risk of financial abuse	Now		
	Past		
Risk of over-medication	Now		
	Past		
Risk of institutional abuse	Now		
	Past		
Other (specify)	Now		

	Past			
Self-Neglect				Details:
		Client	Officer	
Self-neglect (e.g. nutrition, hygiene, health, finance, etc)	Now			
	Past			
Refusal of services/help	Now			
	Past			
Risk of losing essential services	Now			
	Past			
Risk of eviction	Now			
	Past			
Risk from environment	Now			
	Now			
	Past			
Discontinuation of medication	Now			
	Past			
Other (specify)	Now			
	Past			
Harm to others				Details
		Client	Officer	
Exploitation of others (e.g. financial/emotional)	Now			
	Past			
Risk to child/safeguarding children issues	Now			
	Past			
Violence to family/friends	Now			
	Past			
Violence to staff	Now			
	Past			
Violence to general public	Now			
	Past			
Arson	Now			
	Past			
Sexual assault	Now			
	Past			
Other (specify)	Now			
	Past			
Other Risk issues				Details
		Client	Officer	
Risk associated with substance abuse (e.g. drugs or alcohol)	Now			
	Past			
Accidental harm outside home (e.g. falls or	Now			
	Past			

disorientation etc.)			
Accidental harm at home (e.g. falls, careless smoking etc.)	Now		
	Past		
Incidents involving the police	Now		
	Past		
Dealing with hazards (i.e. anything that can cause danger)	Now		
	Past		
Driving risk	Now		
	Past		
Poor use of appliances	Now		
	Past		
Other (specify)	Now		
	Past		
Immediate Risks – action taken			
Give details of any <u>immediate risks to staff/family/friends/neighbours</u> that require urgent action:			
Detail of immediate risk to others		Action taken	

Give details of any immediate risks to the applicant that require urgent action:

Detail of immediate risk to the applicant	Action taken

Potential Risks

Are there any concerns about potential risks to self or others?

Detail	Action taken

Risks

Details of offending history:

Does the young person have MAPPA status?

Yes No Don't know

if yes, please provide category and level and other details.

Record any other supporting documents attached:

Referrer details:

Name _____ **Signature** _____

Agency _____ **Date** _____

Please send completed forms to:

1st Base Options and Support, The Point, 47 Woolwich New Road, Woolwich, London, SE18 6EW or email it to 1stbase-Options-support@royalgreenwich.gov.uk

To contact us call: 020 8921 8825 or 020 8921 6917

Appendix 5

Guidance and additional information

A. Legislation

The Council has various powers and responsibilities toward homeless people and children, for which joint assessment and referral arrangements are required.

Housing authorities are responsible for providing:

- Housing assistance to homeless people who are eligible and in priority need. Care leavers aged 18–20, young people aged 18–20 who were ‘looked after’ at age 16/17, and young homeless people aged 16/17 are in ‘priority need’ and entitled to assistance under the Housing Act 1996 (as amended by Homelessness Act 2002) so long as they are not a ‘child in need’ or an ‘Eligible or Relevant child’ (due to being ‘looked after’).

Children’s Services are responsible for:

- Accommodating homeless children in need (Children Act 1989 S.20)

- Assessing and meeting the needs of children who are, or have been, in local authority care (Relevant and Eligible children – Children Leaving Care Act 2000) including accommodation needs.

An **Eligible Child** is a child who is aged 16/17 and who has been looked after by a local authority for at least 13 weeks since they were 14 and who continues to be looked after.

A **Relevant Child** is a child aged 16/17 who is no longer looked after by a local authority, but who was looked after for at least 13 weeks after the age of 14 and has been looked after for some time while they were aged 16/17.

The Council has ‘corporate parent’ responsibility for meeting the needs of Relevant and Eligible children, which includes providing financial support and accommodation. If a Relevant Child is not currently ‘looked after’ they can claim benefits where entitled.

B. Looked After Children (LAC)

The local authority has corporate parent and statutory responsibilities regarding a looked after Child’s (LAC) welfare. LAC reviews must initially happen within 1 month of a YP becoming looked after, then 6 monthly thereafter. The LAC review looks at the YP support, welfare, protection and risk and includes the YPs: education, health, family, legal status, finance, wishes and feelings, parents views, preparation for independence. The reviews are chaired and overseen by an Independent Reviewing Officer, and actions agreed during the review are documented in a Pathway Plan for the YP.

Young People up to the age of 18 remanded by the Court into Local Authority Care or custody are defined as ‘Looked After Children’ under the Legal Aid Sentencing and Punishment of Offenders Act 2012.

Their LAC status starts on the day of their remand and lasts the duration of their remand period up to sentencing. Entitlement to Leaving Care services is calculated in exactly the same way as any other LAC YP, with the remand dates being their episode or episodes in Care.

C. Transfer of young people leaving care

Around the time of a LAC 16th birthday YPT complete a Needs Assessment to assess and establish if they will be entitled to leaving care services.

If the YP is entitled to leaving care services, when they reach age 17 ½ this will be planned for via their LAC review.

If a YP has social care needs, YPT will refer them to Adult and Older Peoples Services (AOPS) before they reach age 18 for an assessment. If the YP meets the Fair Access Criteria for Adult Services, their case will be transferred to the relevant team. If the YP requires housing assistance the team will liaise with 1st Base.

Wherever possible, young people leaving care will be housed through move on arrangements between YPT, 1st Base and Allocations, and will not become homeless.

D. Mediation Services

Relationship breakdown is a major cause of homelessness amongst young people. HS fund Mediation services to support young people and families to re-build relationships. If a YP becomes looked after because of a relationship breakdown with their family/parent/carer, the SW/PA can contact 1st Base to refer them for mediation.

E. Team Around the Young Person

If a LAC/care leaver with housing needs also has unmet, multiple or complex needs that have not yet been addressed during a LAC review, a TAYP meeting may be arranged by the SW/PA or 1st Base.

A TAYP is a positive outcomes focused meeting. It aims to bring together everyone involved with or supporting the YP (including the YP and their parent/carer where relevant) to:

- Share information
- Identify the YP strengths
- Discuss the YP identified housing needs
- Avoid duplication by professionals
- Agree and action plan to meet the needs
- Appoint a Lead Professional (LP)
- Set a review date

The lead officer will set a date for the TAYP meeting then identify who needs to attend, including 1st Base and the YP. The person who arranges the TAYP is usually the person who will Chair the meeting.