**LANCASHIRE COUNTY COUNCIL EU SETTLEMENT SCHEME LOOKED AFTER CHILDREN AND CARE LEAVERS INFORMATION FOR SOCIAL WORKERS/PERSONAL ADVISORS**

**TIME SENSITIVE INFORMATION & ACTION - APPLICATION DEADLINE 30TH JUNE 2021**

**LONG VERSION - DETAILED WORKING BRIEF**

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| **INTERNAL KEY CONTACTS:**  EU Settlement Status (Children) [eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk) – This e-mail will be used for all communication to and from Social Workers and the Business Support Team for the EU Settlement Scheme  Business Support Officer: Contact TBC  Heather Booth: EU Exit Support Officer [heather.booth@lancashire.gov.uk](mailto:heather.booth@lancashire.gov.uk) – 01772 532141  Government website:  <https://www.gov.uk/government/publications/eu-settlement-scheme-looked-after-children-and-care-leavers-guidance>  LCC Intranet: <http://intranet.ad.lancscc.net/site/eu-exit/> |

**EU SETTLEMENT SCHEME - BACKGROUND**

The EU Settlement Scheme has been set up to provide immigration status to those who need it as the UK leaves the EU. It is therefore important that everyone that needs to applies. Without immigration status being granted it means that EEA citizens, and their family members will no longer be able to rely on the right of free movement and will need to obtain a status to demonstrate their right to remain in the UK. It means they can continue to be eligible for:

* Public services such as healthcare and schools
* Public funds and pensions
* British citizenship, if they meet the requirements and want to apply

*EEA citizens – nationals of the following countries:*

*Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or Switzerland*.

**OUR RESPONSIBILITIES & KEY OBJECTIVES**

The mandatory obligations of local authorities supporting looked after children and care leavers include:

* To identify adequately trained resource to manage and make applications.
* To identify eligible children, including;
* Looked after children for whom the authority has parental responsibility.
* Looked after children who are accommodated.
* Care leavers.
* Any other children in receipt of local authority support, for example children in need.

**TARGET GROUPS FOR ENGAGEMENT BY SOCIAL WORKERS, CASE WORKERS AND PERSONAL ADVISORS**

|  |  |
| --- | --- |
| Target Group | Action you need to take |
| Child with a care order – Parental Responsibility | LCC to make application and/or support the child to make their own application dependent on age and maturity of child |
| Child with shared care arrangements | LCC to ensure that the child and their carers are aware and signposted to the scheme |
| Care Leavers | Ensure they make an application – signpost and/or offer direct support |
| Child in receipt of LA support, eg. Child in Need & Child Protection | Ensure they make an application – signpost and/or offer direct support |

**ROLES, RESPONSIBILITIES & TIMESCALES:**

|  |  |  |
| --- | --- | --- |
| Action | Who | Timescales |
| Instigate discussion, providing support, completing and submitting application form (where required), recording key information and on-going progress chasing and providing updates to BSO via proxy e-mail account | Social Workers/case workers/personal advisors | Identify when/how these discussions and interactions can take place as soon as possible |
| Collating information prior to Social Worker/case worker/personal advisor making contact with LAC/Care Leaver so that they have as much background to each individual case and can quickly proceed with the application | Business Support Officer | Deadline to start providing individual briefs w/c 16th November 2020 |
| Providing direction and guidance to proceed with application process (via standardised templates)  Produce standard letters e.g. LA proof of residence, postal of documents etc. and to contact EEA Embassies if needed | Heather Booth/ Business Support Officer | Commencing w/c 16th November 2020 |
| Progress reporting and chasing for data gathering | Business Support Officer | Commencing w/c 30th November 2020 |
| Follow up post immigration status awarded if any issues | Heather Booth/Business Support Officer | Ongoing once application process commences |
| Maintaining Tracker and other datasets/spreadsheets | Business Support Officer | Commencing w/c 30th November 2020 |
| Monitoring and responding to queries via the proxy e-mail account | Business Support Officer/Heather Booth | Commencing w/c 16th November 2020 |
| Headline communications | Heather Booth | Commencing w/c 16th November and ongoing 2020 |
| Providing triage support for queries | Heather Booth/ Business Support Officer | Commencing w/c 16th November 2020 |
| Reporting, metrics and evaluation | Heather Booth | Commencing w/c 30th November 2020 |

**INFORMATION YOU NEED TO KNOW:**

Business Support

Full time Business Support will be in place to provide as much administrative help as possible to assist you in supporting LAC/Care Leavers to complete and submit their application to the EU Settlement Scheme. A Business Support Officer (TBC) will carry out as much pre-work as is possible by collating information that we already hold on each individual, for example, nationality or if we have information about their immigration status already. By carrying out this exercise, we will be able to give you a better insight into the nature of the discussion you will need to have, provide clarity on who will need to make the application, how it will need to be made and any gaps in documentation we have and the action we need to take. As you might expect, the pre-work will also inform us as to who we might not need to prioritise and, therefore, direct valuable staffing resource where it is most needed.

CSC Dataset

As at 1st November 2020 – the numbers of individuals that have been identified based on their nationality are:

* LAC – total numbers 48
* Care Leavers – total numbers 13

The dataset will be interrogated on a monthly basis to identify additions.

The BSO will update and maintain the dataset – you will not need to populate this with any information.

Case Studies

Three test case studies have been identified to commence the pre-work and submission of applications immediately – two LAC and 1 Care Leaver. These cases will be prioritised but with data gathering and submission of application will run in parallel.

Internal Communication

Communication regarding the EU Settlement Scheme will be sent/received via the proxy e-mail account to ensure continuity and consistency of response and make sure that your queries are responded to in the event of annual leave or any other staff absence.

* EU Settlement Status (Children) [eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk)
* Email communications will be dealt with and headed up by Case Number in the subject line to ensure accuracy and ease of maintaining and manipulating the dataset and tracker
* There will be standard e-mail templates available to make it easier and quicker for you to complete which will reduce the administrative burden as much as we possibly can

Assisted Digital Service & ID Document Scanning Locations

You may have seen these services promoted previously, however, due to Covid-19, LCC are not currently able to provide either facility. The respective LCC Services responsible are continuing to review and will re-open when it is possible to do so.

Cost of making an application

There is no cost attached to making an application.

There are 2 routes to make an application

This depends on what ID documents are available.

* Online (preferred route)
* Postal (we will need to seek approval from the Settlement Resolution Centre)

**DATA CAPTURE AND RECORDING (TRACKER)**

The Home Office require certain pieces of data be collated and stored electronically by individual case number. Additionally, centrally in CSC, will also need to capture information to help us categorise individuals on our dataset to assist Social workers in their discussion/interventions with LAC/Care Leavers/Child in Need.

For information, the table(s) below outlines the information that the BSO will capture as part of the pre-work and the data that will be recorded in the Tracker.

**TO CLARIFY:**

BSO will source and collate the information in **black** prior to you making contact with the LAC/Care Leaver.

The fields highlighted in **blue** is the only information you will need to record and send to by e-mail when an application has been made. This is for all LAC and Care Leavers irrespective of who completes the application form. We will provide you with an e-mail template to use to record the information.

**Pre-Application information gathering LAC/Care Leavers:**

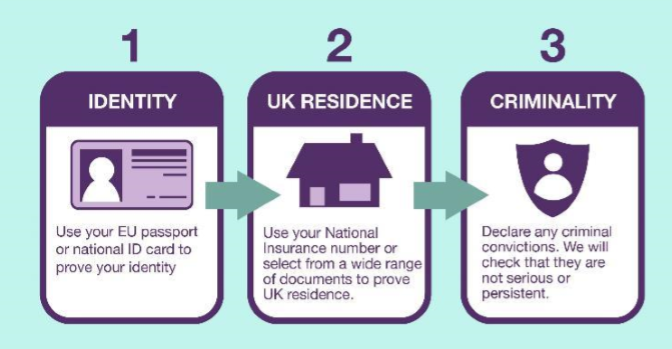
|  |  |
| --- | --- |
| Is the LAC already a British Citizen | If yes, no action to be taken – they are not eligible to apply |
| Do they already have an immigration status  (NB: We will double-check that the information already recorded on the dataset is accurate) | Pre-settled, indefinite leave to enter, indefinite leave to remain  If they already have indefinite leave to enter or remain – they do not need to apply but can do so if they wish |
| Do we know if parents have an immigration status? | Helpful to know regarding submission of application |
| Identity | Child must be and EEA National or the family member of an EEA National to apply |
| Irish Citizens – we can deprioritise but check if any are part of caseload of others that will be applying | Do not need to apply but they can if they wish to do so |
| ID Verification | Valid passport  National Identity Card  What do we have?  If we do not have any ID we will need to follow specific country guidance and/or contact the Settlement Resolution Centre or Embassy |
| Residency – how long have they been in the UK | Applicants need to be resident in the UK by 31st December 2020 |

**TRACKER:**

|  |  |
| --- | --- |
| Is the LAC/Care Leaver already a British Citizen | If yes, no action to be taken – they are not eligible to apply |
| Do they already have an immigration status | Pre-settled, indefinite leave to enter (ILE) indefinite leave to remain (ILR) |
| If pre-settled, date expires | LCC will need to track this on an on-going basis post application deadline |
| Date settled status needs to be applied for | As above |
| Date entered the UK | To determine if they will be applying for pre-settled or settled status |
| Criminal convictions/persistent criminality | Over 10's will undergo automatic criminality check |
| Applied (Y/N) |  |
| Applying Self (Care Leavers) Y/N |  |
| Contact Details of who is applying on behalf of LAC (if not LCC employee) |  |
| Date Applied |  |
| Unique Application Number |  |
| e-mail used on application |  |
| Telephone number(s) used on application |  |
| Address used on application |  |
| Memorable questions |  |
| Status issued | If settled status this is the same as indefinite leave to enter (ILE) and indefinite leave to remain (ILR) |
| Notes: |  |

**THE APPLICATION PROCESS**

The application process consists of three main checks:



The pre-work (outlined in the table above) that the BSO will carry out will enable us to:

* Decide if an application needs to be made in the first instance
* Identify and gather documents we already have
* Identify what documents we may need to source and where from
* Determine if the application will be made on line using the EU Exit: ID Document Check OR
* Determine if the application will be made by post AND/OR
* If we will need to post documents to the Home Office (we have been advised that the current turnaround time is 48 hours from receipt to return of items)
* Provide you with a clear brief for each individual in your case load

**HOW TO PROCEED WITH THE APPLICATION**

You will need the following to complete an application:

Our BSO will have collated the information you need to make the application so that you will be able to proceed with the conversation with the LAC/Care Leaver. Please let us know, via the e-mail account, if you have already gathered any documents or information.

|  |  |
| --- | --- |
| What | How |
| Access to the internet on a computer, tablet or smartphone | It is expected that you will most likely use your laptop or mobile 'phone to complete the online application process |
| A valid passport, national identity card, or a biometric residence card (if the child is a non-EEA citizen) | This will depend on each individual – but will you be informed which documents are available in your brief |
| A recent digital photograph of the child or the ability to take one using a smartphone or camera | It is expected that you will most likely use your mobile 'phone to upload a photo |
| National Insurance number, if they have one. | Most likely relevant for Care Leavers |
| Proof of residence for the child (unless their National Insurance number can link to a tax or benefits footprint in their name). As a local authority you can also write a letter to evidence their residence | This will depend on each individual – but will you be informed which documents are available in your brief |

**TARGET GROUPS**

1. Child with a care order, interim care order or placement order

Where the local authority has parental responsibility for the child, you should ensure that the application is made. You can either make the application on behalf of the child, or, if deemed more appropriate due to the age and maturity of the child, you can support the child to make their own application. At this point you should ensure that consideration is given to the child’s wishes and feelings and ensure that the child is aware of their right to access independent advocacy support.

In your discussions with them you will need to:

* Explain clearly why it is important for the application to be made
* State that it is mandatory to have an immigration status
* Outline the implications of not making an application
* Advise that making an application is in their best interests
* Provide reassurance and direct support to make the application

Ideally, for this target group your first approach is to make the application on behalf of the child. In the event that the child wishes to make their own application, you are still responsible for ensuring the application is made and for capturing the information highlighted in blue (Tracker).

**If you leave it with the child to make an application – you must:**

* Agree a timescale for the application to be made
* Put a mechanism in place for you to follow up that the application has been submitted
* Provide them with the list of information that they must capture
* Ensure that they send, or you obtain, the information from them
* Send the information to [eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk)
* Put a mechanism in place to follow up with the child to record the immigration status awarded to them
* Confirm the status awarded and send to [eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk)

2. Child with shared care arrangements

If the looked after child is accommodated and the local authority does not have parental responsibility for the child. In these instances you must:

* Ensure that the child and those with parental responsibility for that child are aware of the need to make an application to the scheme
* Agree who will make the application on behalf of the child
* Signpost them to the scheme – provide them with the web link <https://www.gov.uk/settled-status-eu-citizens-families>
* Explain clearly why it is important for the application to be made
* State that it is mandatory to have an immigration status
* Outline the implications of not making an application
* Advise that making an application is in the best interests of the child
* Provide reassurance and direct support to make the application
* Offer practical support as needed.

As in the case of children in 1 – you are still responsible for capturing and providing the information required by the Home Office, so you will need to sure that you put follow up processes in place and follow the same steps i.e.

* Agree a timescale for the application to be made
* Put a mechanism in place for you to follow up
* Provide them with the list of information that they must capture
* Ensure you record the contact details of who is making the application
* Ensure that they send, or you obtain, the information
* Send the information to [eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk)
* Put a mechanism in place to follow up with who has submitted the application to record the immigration status awarded to them
* Confirm the status awarded and send to [eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk)

3. Care Leavers

Ensuring that Care Leavers secure status through the EU Settlement Scheme remains part of the LA statutory responsibilities. The process, is therefore, similar to the scenarios as in 1 & 2 above.

* Signpost them to the scheme – provide them with the web link <https://www.gov.uk/settled-status-eu-citizens-families>
* Agree who is making the application (self, you, or other)
* Explain clearly why it is important for the application to be made
* State that it is mandatory to have an immigration status
* Outline the implications of not making an application
* Advise that making an application is in their best interests
* Provide reassurance and direct support to make the application
* Offer practical support as needed.

As in the case of 1 & 2– you are still responsible for capturing and providing the information required by the Home Office, so you will need to sure that you put follow up processes in place and follow the same steps i.e.

* Agree a timescale for the application to be made
* Put a mechanism in place for you to follow up
* Provide them with the list of information that they must capture
* Ensure that they send, or you obtain, the information
* Send the information to [eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk)
* Put a mechanism in place to follow up with the Care Leavers to record the immigration status awarded to them
* Confirm the status awarded and send to [eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk)
* Document the immigration status in the Care Leavers Pathway Plan

4. Child in receipt of LA support, eg. Child in Need & Child Protection

It is still a mandatory obligation to ensure that an application is made. In these instances you must:

* Ensure that the child and those with parental responsibility for that child are aware of the need to make an application to the scheme
* Agree who will make the application on behalf of the child
* Signpost them to the scheme – provide them with the web link <https://www.gov.uk/settled-status-eu-citizens-families>
* Explain clearly why it is important for the application to be made
* State that it is mandatory to have an immigration status
* Outline the implications of not making an application
* Advise that making an application is in the best interests of the child
* Provide reassurance and direct support to make the application
* Offer practical support as needed.

As in the case of children in 1, 2 & 3 – you are still responsible for capturing and providing the information required by the Home Office, so you will need to sure that you put follow up processes in place and follow the same steps i.e.

* Agree a timescale for the application to be made
* Put a mechanism in place for you to follow up
* Provide them with the list of information that they must capture
* Ensure you record the contact details of who is making the application
* Ensure that they send, or you obtain, the information
* Send the information to [eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk)
* Put a mechanism in place to follow up with who has submitted the application to record the immigration status awarded to them

Confirm the status awarded and send to [eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk)

**PROCESS & KEY STEPS – REMINDER**

* Please start to identify when and how you will be able to have a discussion with those individuals in your case load
* Please review your e-mail regularly for further information – the e-mails will be from [eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk)
* BSO Support will gather the information that you will need to progress with the application, either by completing yourself and/or signposting
* You will be provided with a brief to follow
* Check that you know which scenario and the nature of the discussion you need to have
* Check that you understand what information you need to capture to provide back to BSO
* Please contact[eusettlementstatus@lancashire.gov.uk](mailto:eusettlementstatus@lancashire.gov.uk) if you are unsure of what you need to do