**GETTING THE BASICS RIGHT**



Social Work Practice Standards

**Trafford**

**Personal Advisor Practice Standards**

**November 2019**

**WHY DO WE NEED PRACTICE STANDARDS?**

* To give all Personal Advisors and managers have clear guidance on their roles and responsibilities.
* To provide a consistent approach to supporting care leavers tasks across Trafford.
* Young people have told us they want to see a consistent service from every Personal Advisor we deal with.
* To set clear expectations of what is expected of Personal Advisors and front line managers which they can measure themselves against.
* To provide a set of standards that quality assurance work can measure against
* A tool to reflect and address the quality of work.
* To deliver a Restorative Service that works “with” and is respected by young people and professionals and champions the needs of young people.

**The Personal Advisor Practice Standards are to be used in conjunction with:**

Trafford Procedures set out in Tri –X

<https://www.proceduresonline.com/trafford/cs/chapters/contents.html>

GM Procedures set out in GM Tri –X

<https://greatermanchesterscb.proceduresonline.com/chapters/contents.html>

Supervision and Supervision Standards

Quality Assurance Framework

IRO Practice Standards

Trafford Threshold Statement

Case Recording Policy

Adherence to the professional standards set by the Social Work England

**TRAFFORDS OBSESSIONS ARE:**

* **The Right Children are Looked After**
* **Children Living at Home are Safe**
* **The Right Support for Our Families**

**Every young person who is a child in care will have a Leaving Care Personal Adviser allocated to them prior to their 16th Birthday.**

**Practice Standards for Personal Advisors**

I will provide practical and emotional support, advice and guidance so young people are provided with the opportunities and chances needed to help them move successfully into adulthood.

I am aware of the Legal Framework and the Definitions of Categories of Children entitled to care leaver support and will use these to inform my work.

I will clearly explain to young people their entitlements as a care leaver, and provide them with resources/guides that explain their entitlements. I will make sure they know where they can find the Trafford Care Leaver Offer.

**Being Aspirational**

I will recognise and celebrate all young people’s achievements including ensuring that qualifications, employment and training are recorded and recognised.

I will support young people to build on their strengths and will make sure I know their immediate and future aspirations and that these are clearly recorded in their plan.

I will ensure that young people are provided with a high level of support to access and maintain Education, training and Employment.

I will ensure that any care leaver in Higher education is provided with the Higher Education Bursary and vacation accommodation if needed.

**Building relationships**

I will make contact with a young person within 5 working days of being allocated to work with them.

I will spend time building a relationship with young people and will find creative ways of building trust and confidence.

I will ensure that contact with young people is based on assessed need and I will always ensure that they know how to contact me and have emergency contact details if I am not available.

I will support young people to restore and maintain relationships that will sustain them in the future.

I will keep in touch with every young person at least every 2 months.

I will liaise with the young person’s social worker up to the age of 18 and other key people involved and will ensure I attend the young person’s last CLA review.

**Pathway Plan**

I will ensure that young person's Pathway Plan post 18 is updated every 6 months prior to the review. If there is a significant assessed risk that a crisis may develop in a young person's life I will discuss with my manager if this requires an early review.

I will ensure that I make every effort to encourage young people to participate in their pathway plan review and I will invite all young people to contribute to their pathway plan. I will ask young people who they want to invite, where they want to hold the review and will have a choice of times. I will give a copy of the plan to the young person.

**Accommodation**

I will support young people to move to independence in a timely way, ensuring that the young person's needs will be provided by a range of accommodation options.

I will take into account:

* The young person's wishes and feelings; and their education, training or employment needs
* Health needs
* The locality in which they want to live
* Type of accommodation(supported accommodation, supported lodgings, social housing)

I will ensure that young people are able to access their Setting Up Home Allowance to furnish their accommodation in a planned way so they do not move into their accommodation without the essential items needed.

**Post 21 Support**

I will ensure that young people are made aware of the local authority's duty to care leavers up to the age of 25 and I will make sure there is a post 21 assessment undertaken at the age of 20 years and 9 months and that there is agreement recorded on the case file about the level of support young people want. I will review this level of support with young people at least every 6 months or when they request this.

**Complaints**

I will ensure that the all young people are aware of the local authorities' compliments and complaints procedure and that they know how to make a complaint.