

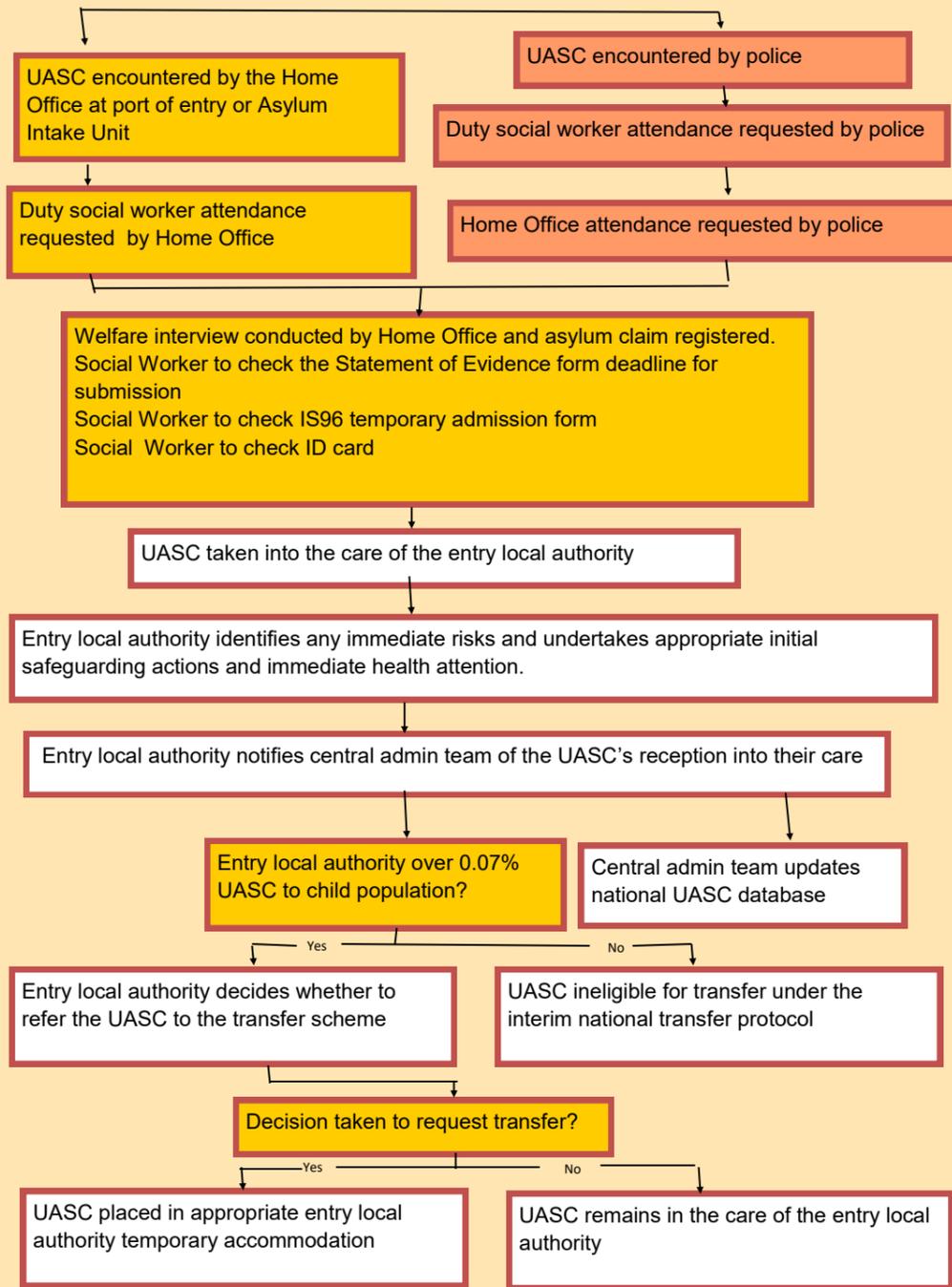
UNACCOMPANIED ASYLUM SEEKING CHILDREN (UASC) PROCESS FOR SOCIAL WORKERS

USE ALONGSIDE THE STATUTORY GUIDANCE:

[Care of unaccompanied minor migrant children and child victims of modern slavery.](#)

HOME OFFICE GUIDANCE

UASC arrives in the UK



UASC referred to EDT (Emergency Duty Team) via Police

Devon LA to complete immediate risk assessment/risk of trafficking/mental health

UASC must be supervised by carer in public initially.
 Initial risk assessment to complete.
Interpreter, Social Worker, Placement
 Comprehensive communication between EDT, Social Worker, Carer

UASC PROCESS FOR SOCIAL WORKERS

USE ALONGSIDE THE [Statutory guidance: Care of unaccompanied minor migrant children and child victims of modern slavery.](#)

UASC accepted in Devon Local Authority

Notes:

An UASC may come to our attention locally, or be referred to us through the National Transfer Scheme. If EDT is alerted to an UASC out of hours and has to accommodate in an hotel, EDT will call MASH as well as sending written message so that there can be early allocation to IRT and contact with child

Child to be considered as Section 20. Team Manager to sign form for foster carers. At the outset the child cannot sign section 20 until age assessment complete. If the child is determined through age assessment to be 16-18 years of age, consideration can be given as to whether or not they can sign S20 themselves, with the support of an interpreter/translator. Consider clarifying the language including dialect. Social worker to clarify immediate health needs. Social worker may want to seek legal advice regarding consent.

Child should be provided with 'Your Children in Care Pack' (may need to be translated). Use the settling in visit as an opportunity to discuss cultural requirements, eg religion and prayer, diet etc, before the Placement Planning Meeting.

Child should have appropriate clothing. Child should be able to choose what they want to wear (consider culture or different ability). Appropriate adult/ social worker to accompany and advise.

Actions:

Apply for an Asylum Screening Appointment if UASC arrived in Devon local authority via police
Responsible: Social Worker

UASC allocated to Social Worker from Initial Response Team (IRT)
Responsible: Initial Response Team Manager
With help from: Allocation will come via MASH to appropriate locality IRT

UASC taken to placement and supported to settle in.
Social Worker
Interpreter
Documentation: Convening conference/ meeting

Emergency clothing considered.
Social Worker
Manager to provide finances for clothing

HOME OFFICE GUIDANCE

All UASCs must attend an Asylum Screening appointment in Croydon. In order to book this appointment, you must email

Child.ASUappointment@homeoffice.gsi.gov.uk

with the following information:

- Name of young person
- Date of birth
- Nationality
- Gender
- Language spoken
- Name of Local Authority
- Name and contact details of Social Worker
- Name and contact details of Foster Carer
- Medical/health concerns for child

You will then receive an email with a letter

attached. This letter will state the date and time for the appointment.

UASC PROCESS FOR SOCIAL WORKERS

Notes:

Social Worker to speak with the relevant Child in Care nurse and discuss with them the details of the child and their journey in order to consider health needs. In particular, if the young person has spent time in Calais, France, the Social Worker should have an awareness of the signs and symptoms of Tuberculosis.

Further structured discussion around the above. Section 20 form signed by Team Manager to be provided to young person. Information to be provided regarding local support agencies (such as Refugee Support Devon, etc) and the young person should also be given advice about what to do in an emergency. Visiting schedule to be established at this meeting, Risk assessment and safety planning should take place at this meeting—**use the safety plan template attached to this document in Appendix A** (see Page 5 of this guidance). It is established that an Age Assessment will be undertaken; at this point you **MUST** ask the young person if they would like an Appropriate Adult to be present for the assessment. We are legally required to offer an Appropriate Adult, but the young person can decline.

Social Worker to contact Police and advise of the child's details and risks identified. Social worker to seek Log number for carers to use in the event the child goes missing. Must consider the use of Children Missing from Care guidance.

Statutory Guidance: 'Age Assessments should not be a routine part of a local authority's assessment of unaccompanied or trafficked children' This Assessment should be undertaken by two Social Workers—**one of whom must have undertaken Age Assessment training**. You must reiterate before starting the assessment that the young person has a right to have an Appropriate Adult present for the Assessment. Will take between 2 and 3 hours. You should ensure that the young person has the opportunity for a break during the assessment. The Age Assessment should be written up and the Home Office Information Sharing proforma completed. Save both to record file. If the asylum-seeker presenting as a child is assessed to be an adult, they will be transferred into the adult asylum dispersal programme. It is possible for age assessments to be challenged in court. If that happens, the young person should normally be given the benefit of the doubt and remain as a child in care pending a ruling.

Actions:

Initial Response Team social worker to submit Convene conference/meeting for initial Child Looked After review within 5 days and also request Initial Health Assessment (see UASC pathway guidance)

Placement Planning Meeting undertaken
Responsible: Social Worker
With help from: Supervising Social Worker
Interpreter via Social Care Services
Documentation: Record of Meeting and Plan. Clear risk Assessment outcome to be recorded Safety Plan template. Record if Appropriate Adult is declined and reason for doing so. Record if offer of an appropriate adult is accepted.

If it is determined through risk assessment that the young person is at risk of absconding, then relevant agencies should be advised.

Social Worker
Police
Home Office
Record clearly on the electronic file the Log number

Complete Age assessment only if there is significant reason to doubt that the claimant is a child.

Social Worker
A second Social Worker
Interpreter via Children's Social Care
Appropriate adult if requested by young person

Documentation:
Age Assessment form
Home Office Information Sharing proforma: (Outcome of age assessment form)

HOME OFFICE GUIDANCE

Apply for legal advice through Migrant Legal Project, with help from Multilingua Refugee Support Devon if needed. Migrant Legal Project (MLP) can arrange Legal Advice appointments for UASC to make or pursue a claim for asylum. UASC may be eligible for Legal Aid—MLP will be able to confirm.

Contact MLP in Plymouth on **01752 547134** or **info@migrantlegalproject.com** with this information:

- Young person's name
- Country of Origin
- Language/Dialect
- Whether or not an Age Assessment has been completed and the outcome.

They will then contact you with a date, time and location for the appointment.

If MLP cannot immediately take on the case, they will try to recommend another provider that has access to Legal Aid. The nearest alternatives are in Bristol:

Refugee Support Devon (01392 682185 or

[Refugee Support Devon](#) may also be able to recommend an alternative provider.

If MLP or another legal provider determines that Legal Aid is not available for a specific case, the social worker should raise this with their manager. If resolving the young person's asylum claim is an assessed need, the Council may have to pay for legal advice on the young person's behalf.

Interpreter can be booked via Legal Services.

UASC PROCESS FOR SOCIAL WORKERS

Notes:

Ensure that age recorded matches age in the assessment.

If the receiving local authority concludes from their own age assessment that the individual is an adult, they will cease to be eligible for support from the local authority under Section 17 and 20 of the [Children Act 1989](#).

The local authority should Immediately notify the Home Office of anyone assessed as an adult who is in need of asylum support accommodation by submitting a request to: [Asylum support](#)

1. The Accommodation Gatekeeper Team handles referrals on the same day basis and will arrange initial accommodation and transport to that accommodation as appropriate. The Gatekeeper team may refer the request to NGO Migrant Help UK, who provide an initial accommodation service on behalf of the Home Office. Adult asylum seekers will be accommodated by the Home Office contractors in one of the designated dispersal areas. They do not fall within the homelessness remit of the local housing authority.
2. Complete and return the Part E of the UUCR to the Home Office Central admin team to update the funding—contact details on the UUCR: UASCAdmin@homeoffice.gsi.gov.uk

At this point you should have all the information you need to complete the Single Assessment, as the Age Assessment is so in depth. If the assessment identifies any potential family members in the country, we must explore if there is a need to consider these individuals in respect of placement options. This should involve robust risk assessment. If a family placement is identified, this will need to be conducted within normal regulation 24 guidance. In some cultures, young people call adults that are known to them, but not necessarily related to them 'uncle' or 'aunty'. It is essential that you explore with the young person whether or not any 'uncles' or 'aunties' they identify are the brothers/sisters of their parents. This can be done through the genogram.

NEED TO SHARE SINGLE ASSESSMENT AND CHRONOLOGY WITH THE NHS FOR ALL HEALTH ASSESSMENTS

Share and leave a copy of the Age Assessment and Information Sharing Proforma with the Young Person

If the young person identifies family members who they would like to have contact with, robust risk assessment must take place. This should include:

- How does the child know the relative, do they want contact?
- Contact the 'family members' identified and seek their story—how does this compare with that the young person has told us?
- Ask for copies of their ID and immigration status if relevant
- Consider if there is a risk of trafficking in the case.
- If contact is agreed, this should initially be by telephone and supervised by a Social Worker, with an interpreter present to advise on the content of the contact, and further risk.

Actions:

Change young person's age details on the electronic record

Social Worker

If claimant disclosed that they are an adult or is assessed to be an adult through a Merton-compliant Age Assessment

Social Worker

Complete Single Assessment and start Chronology

Share Single Assessment and Chronology with medical professionals, for Initial Health Assessment, CAMHS assessment.

Social Worker
Single Assessment

Share outcome of Age Assessment with Young Person

Social Worker
Interpreter

Consider if family identified contact for the child

Social Worker with Team Manager

HOME OFFICE GUIDANCE

- Changes in age—confirm to the Home Office
- If the client is over 18 years old, Social Worker to support in completing initial accommodation referral form then submit to the Home Office.

Share outcome of Age Assessment with Home Office.

DO NOT SEND THE FULL ASSESSMENT TO THE HOME OFFICE.

You must complete the Home Office Information Sharing proforma, and email it to

kiusafeguarding@homeoffice.gsi.gov.uk

[Home Office Information Sharing proforma \(outcome of age assessment form\)](#)

UASC PROCESS FOR SOCIAL WORKERS

Notes:

Contact the Virtual School in order to seek advice on enrolling the child in a local school. Make the local Personal Education Planning (PEP) co-ordinator aware of the child so they can attend the first Child in Care review and set up following PEPs.

The child should be offered an [Independent Visitor](#).

Interpreter should be requested by NHS services. There are no fees or charges set for UASC.

Interpreters booked via Multilingua by the Social Worker

It is important that the child will have access to such cultural surroundings as language, food, religion etc

Interpreter booked by the Social Worker. IRO to discuss with Social Worker on the list of attendees; local Police should be present with no uniform/casually dressed.

Actions:

Refer child to the appropriate education authority.
Social Worker
Education to organise interpreter

Consider application for Independent Visitor for the child
Social Worker
Ensure that this is available with an interpreter

Refer child to GP, Dentist, Optician
Social Worker, Foster Carer
GP, Dentist, Optician
Interpreter organised via NHS

Refer child to Initial Health Assessment
Social Worker, Foster Carer
Hospital

Introduce child to local cultural community
Social Worker
Foster Carer, Refugee Centre
Children's Social Care to organise interpreter

Child in Care Review must follow procedure as per guidance on Section 20.
IRO
Social Worker
Interpreter

Other Guidance and Resources: see our UASC Directory

[ADCS guidance on suitable placements](#)

[Coram children's legal centre](#) factsheet: for legal advice.

[Statutory guidance for unaccompanied and trafficked children](#)

[Statutory guidance for children missing from LA care](#)

[Refugee Support Devon](#)

[Asylum support](#)

[Devon procedures](#)

Appendix 1: safety planning for children where there are concerns of absconding, or concerns of trafficking- a guidance of what to be included in a safety plan for carers and children.

Appendix 2: what is to be included on safety card for the child in the event of an emergency.

HOME OFFICE GUIDANCE

- Social Worker to contact Home Office with confirmed port reference and Home Office number to clarify who is the case owner, and give Social Worker contact details.
- The Home Office will contact the Social Worker prior to the substantive interview of UASC.
- The UASC, Social Worker and legal representative will receive the date of the Asylum Substantive Interview.
- UASC must be accompanied by an Appropriate Adult or Social Worker.

You must take the following to this appointment:

- The letter attached to the appointment email
- ID documentation that the Young Person has
- A letter from Social Services stating that the UASC is in our care, and introducing the Social Worker who is with the young person at the appointment
- Any other adults coming to the appointment must have a written letter of introduction stating name, contact details and role.
- All adults coming to the appointment must provide photographic ID.