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| --- | --- | --- | --- |
| **Timescale** | **Action** | **Responsible Professional / People Involved**  | **Recording / Documents / Templates** |
| Approaching young person’s 16th birthday (or by their 2nd review if coming into care after 16th Birthday) | Young Person’s Social Worker discusses with young person their need for care, accommodation, and support from age 18, including potential for Staying Put arrangement**.** | Young person’s Social Worker leads.Fostering Social Worker involved in joint discussions. Young personFoster Carer/s | Discussion and outcome recorded on both child’s (by CSW) and foster carer/s (by FSW) Liberi files.  |
| Between 16th birthday and 16 yrs 3 months | Needs Assessment by CSW to inform the Pathway Plan (PWP)PWPby CSW to set goals and how the young person will be supported to achieve these.The PWP, including any decision for Staying Put, will be reviewed and updated in line with the Child in Care Reviews every six months with oversight from the Independent Reviewing Officer.CSW provides PWP Pack (includes PWP Parts 1 & 2 & Care Leavers Local Offer) & 18+ Care Leavers Service Welcome Pack (including ‘Into Independence’ document) to young person. | Young Person’s Social Worker leadsIndependent Reviewing Officer | [18+ Care Leavers Service in Independence](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/18%20plus%20Care%20Leaver%20Service%20Into%20Independence.pdf) [18+ Care Leavers Service Welcome Pack](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/18%20plus%20Care%20Leavers%20Service%20Welcome%20Pack.pdf)[Pathway Plan Part 1 Assessment](http://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Pathway%20Plan%20Part%201%20Assesment.doc)[Pathway Plan Part 2 Assessment](http://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Pathway%20Plan%20Part%202%20Assesment.doc)[Kent Local Offer to YP who are Care Leavers](https://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Kent%20Local%20Offer%20to%20young%20people%20who%20are%20care%20leavers.pdf) |
| By young person’s 17th birthday | **For young people whose assessed needs are above the Standard Staying Put Payment**: Access to Resource Panel with 18+ Care Leavers Service agreement (Presentation to ARP is not required for Standard Staying Put Payments.  | Young Person’s Social Worker |  |
| 17 ½ yearsYoung person 17.5 – 17.9 years | Children in Care Team Manager and 18+ Care Leavers Team Manager discuss transfer of responsibility.CSW completes Case Transfer Form.Personal Advisorallocated to young person.CSW completes the 18+ Accommodation Request to the Total Placement Service (TPS) selecting KSH as accommodation type & KCC Staying Put or IFA Staying Put as appropriate.TPS forward to Placement and Finance Officer in 18+ Care Leavers Accommodation Team to ensure payments set up. | Team Managers Personal AdvisorYoung Person’s Social WorkerTPS18+ Care Leavers Accommodation Team Placement and Finance Officer | Case Transfer in Liberi Forms.18+ Accommodation Request in Liberi Forms. |
| Young person 17.11 years | Initial Set Up Meetingto complete:Move In AgreementSupport PlanYoung Persons KSH Safe Care Plan & update of Foster Family Safe Care PlanLicence AgreementApplication for Universal Credit (young persons social worker and/or PA supports with this)  | Fostering Social Worker convenes & chairs meeting.Young person’s Social WorkerPersonal AdvisorYoung person Foster Carer/s | [Kent Supported Homes Move in Agreement](http://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Kent%20Supported%20Homes%20Move%20In%20Agreement.doc)Support Plan in Liberi FormsSafe Care Plans in Liberi Forms[Kent Supported Home Licence - Blank with Comments](http://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Kent%20Supported%20Homes%20Licence%20-%20Blank%20with%20Additional%20Comments.docx) [Kent Fostering Service Guidance Rent via Direct Payments](http://www.proceduresonline.com/kent/childcare/user_controlled_lcms_area/uploaded_files/Kent%20Fostering%20Service%20Guidance%20Rent%20via%20Direct%20Paymens.docx) |
| From 18th Birthday | Support Plan Review Meetings as and when necessary.Pathway Plan Review six monthly.PA has contact with young person minimum of six weekly and visits them minimum of 8 weekly.Staying Put Host/s reviewed as part of their Fostering Annual Review each year.FSW provides supervision 4-6 weekly and support in-between, as necessary. | Fostering Social Worker convenes and chairs Support Plan Review Meetings.Personal Advisor convenes and chairs Pathway Plan Reviews.Young PersonFoster carers |  |