***APPENDIX TWELVE***

IRO – Staying Put Checklist

**Planning for Staying Put**

***Age 15/16***

1. Has a Staying Put viability meeting taken place (by the young person’s 16th birthday), the meeting should include:
	1. the child’s social worker;
	2. a representative from the leaving care team/staying put co-ordinator;
	3. supervising social worker;
	4. foster carer.

The young person should not be included in the formal staying put planning process until it is agreed in principle by the foster carer and social worker that Staying Put is viable.

1. Has the social worker and a representative of the leaving care team/staying put co-ordinator discussed the requirements of staying put with the young person?
2. Does the foster carer understand the funding framework for staying put:
	1. Stepped Fee approach (universal/year one, year two, year three;
	2. The approach taken if the young person goes to university and returns at weekends in the vacation;
	3. Pocket money, clothing allowance and a personal allowance ceasing 4/5 weeks after the young person’s 18th birthday;
	4. Rent/housing benefit being paid to the carer.
3. Does the young person understand the requirements of Staying Put?
	1. Need for a DBS check (if the household will remain a fostering household);
	2. Requirement to meet personal costs at 18 from employment/benefits;
	3. Requirement to pay rent from employment/benefits;
	4. Requirement to have a Living Together Agreement;
	5. To maintain the housing rules and staying in touch requirements.
4. Where the young person has additional needs/disabilities and meets the Care Act 2014 eligibility criteria, planning for Shared Lives rather than Staying Put should take place.
5. Has a formal request for Staying Put been presented to the Staying Put Co-Ordinator and Area Senior Manager?
6. Is the young person registered with a housing authority - Housing Needs Register as part of the planning for after Staying Put?

What life skills work had been done and what work will continue in order to support the young person’s transition to adulthood work?

**Age 17**

1. Has a formal request for Staying Put been presented to the Staying Put Co-Ordinator and Area Senior Manager?
2. Has the young person got all the necessary identity and benefit claim documents?
	1. National Insurance Number;
	2. Verify.Gov.Uk - registration number;
	3. Passport;
	4. Birth certificate;
	5. Biometric card;
	6. Driving license;
	7. Proof of address;
	8. Proof of care leaver status;
	9. Proof of college/education course.

**Age 17½**

1. What benefits will the young person apply for when they reach the age of 18 and what is the anticipated level they will receive?
2. If the young person is working, will they be making a rent contribution, if so, how much will they contribute to their rent and how will the contribution be made:
3. Is the foster carer/“Staying Put” carer in receipt of any means tested benefits? If so the young person payment rent may impact on the carers benefit and require a section 23C compensation payment, has this been organised?
4. Will the household remain registered as a fostering household?
	1. If yes are there any issues that will need to be considered at the fostering review;
	2. If no what are the arrangements for transfer the support of the carer to the Staying Put Co-ordinator.
	3. What are the arrangements for ensuring the young person has a DBS check on reaching age 18 if the staying put household will also remain registered as a fostering household.
5. Has a Living Together Agreement been developed and approved?
	1. What are the arrangements for the young person having a key;
	2. Understanding the house rules;
	3. Having friends visit;
	4. Safer caring plans for any remaining foster children;
	5. Returning home time (weekdays and weekends).

Draft One

John Short

14th December 2018