**Children In Care Handover to Care Leavers Checklist:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |
| Up to date address |  |  |  |
| Placement Extension Paperwork |  |  |  |
| Up to date telephone number |  |  |  |
| Up to date e-mail address |  |  |  |
| Up to date foster carer/residential/ semi-independent living details |  |  |  |
| Up to date school information |  |  |  |
| Up to date GP information |  |  |  |
| Up to date family’s details;* Mother’s phone number
* Mother’s address
* Father’s phone number
* Father’s address
* Grandparents phone numbers
* Grandparents address
* Siblings phone numbers
* Siblings address
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| Up to date family contact schedule |  |  |  |
| Final care order on file;* Original (If yes where stored)
* Copy
 |  |  |  |
|  |  |  |
| If Section 20, evidence on file of legal advice re: appropriateness  |  |  |  |
| Case note CDM Section 20 is appropriate |  |  |  |
| ROA permanence decision for long-term care is recorded |  |  |  |
| Up to date delegated authority signed (If yes where stored) |  |  |  |
| Birth certificate on file;* Original (If yes where stored)
* Copy
 |  |  |  |
|  |  |  |
| Passport copy on file;* Original (If yes where stored)
* Copy
 |  |  |  |
|  |  |  |
| NHS number on file |  |  |  |
| UPN on file |  |  |  |
| National Insurance number on file |  |  |  |
| Driving Licence on file;* Original (If yes where stored)
* Copy
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| Handover joint visit |  |  |  |
| Handover joint ROA attendance |  |  |  |
| Most recent care plan (appropriately completed) |  |  |  |
| Most recent ROA assessment |  |  |  |
| Most recent Pathway plan (appropriately completed) |  |  |  |
| Most recent ROA minutes |  |  |  |
| Placement plan |  |  |  |
| Most recent PEP |  |  |  |
| Most recent EHCP |  |  |  |
| Most recent RHA |  |  |  |
| Most recent SDQ |  |  |  |
| Most recent court orders ie. YOS related |  |  |  |
| Permanence paperwork; * Panel pack
* Support plan (if relevant)
* Placement plan
* Minutes from matching meeting
* Panel decisions
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| Up to date case notes |  |  |  |
| Most recent three-month summary; including rationale for transfer |  |  |  |
| Up to date chronology |  |  |  |
| Most recent words and pictures |  |  |  |
| Life story work (if yes where stored) |  |  |  |
| Specifically identified risk assessments i.e. COVID19 Risk mitigation plan |  |  |  |
| Transfer summary |  |  |  |
| **Team Manager:** Complete Child or Young Person no longer looked after step, and add section 4 legal status |  |  |  |