**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 |  |  |  |
|  |  |  |
| 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 |  |  |  |