Title/Status-	Guidance
New document or revised	New
Date legal review	n/a
Date approved SMT	July 2022
Responsible Head of Service	HoS Children in Care, Fostering, Adoption & Virtual School
Date review due	January 2024

Roles and Responsibilities of Personal Advisers to Care Leavers when working jointly with the allocated Social Worker

March-2022

Expectations of Personal Advisors for 16 and 17-year-olds

- Regular visiting to build relationships
- Cultural Genogram to be reviewed/created at the point of allocation and then also in preparation for the last LAC Review.
- Undertaking the ASDAN – setting tasks
- Attendance at meetings – ROA / PEPS/ Risk management meetings/ Care Planning meetings – SW responsibility to ensure the PA is invited in good time.
- 17.5 – making sure all ID is in place and that housing forms have been started.
- Can support with passport applications but can't sign or attend any meetings with the passport office.
- Can support with PA monies however not to be expected to do this every week - SW need to prioritise getting young people on BACS. It is the SW's responsibility to ensure that PA money is requested.
- Supporting with driving license payments, booking CBT, booking Theory tests
- Corporate parenting applications for Time 2 to spend funds etc
- Attend the Initial Meeting with the Job Coach

Bottom lines (what we can't offer)

Personal advisors will not:

- Complete National Insurance applications
- Fill in impress weekly for PA monies.
- Complete Home Office paperwork although assistance can be offered circumstances where appropriate and jointly agreed in advance.
- Complete Staying Put Paperwork (should be done by SW prior to 18)
- Set up first bank account- SW needs to have completed this prior to 18th birthday
- PAs should not be placing a young person without the Social Worker present. There may be extreme circumstances with duty not having a SW and therefore this decision needs Management Oversight.
- Final Pathway Plan, Genogram and Chronology to be completed by SW before transfer at 18 years.