Sunderland City Council

**NEXT STEPS**

**YOUNG PEOPLE AGED 16 & 17 (SUNDERLAND)**

**CEASING TO BE LOOKED AFTER (SECTION 20)**

**TASK CHECKLIST – PART 1**

Children’s Services

May 2016

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCJWm-sjQg8kCFcN0DwodEJQNOw&url=http://www.viewphotos.org/england/images-city-Dalton-le-Dale-105.html&psig=AFQjCNH7hTUEd3coQKjGF7ijxyJ2P7NiAQ&ust=1447168363079644)[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCM6Lv_XPg8kCFYX_Dgod5MwBxg&url=http://www.chroniclelive.co.uk/whats-on/family-kids-news/sunderland-illuminations-clock-ticking-down-10316430&psig=AFQjCNFCK-6I6nht4uDp6W_1b_Os_tLQxg&ust=1447168127353311)[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCOfukabOg8kCFcIsDwodOzQMcA&url=https://en.wikipedia.org/wiki/St_Peter's_Church,_Monkwearmouth&psig=AFQjCNHqRMj9uNeyyImr8oQ3xaC-x_FVvg&ust=1447167731514995)[](http://www.sunderland.gov.uk/index.aspx?articleid=11081)

Young People Aged 16 & 17 (Sunderland)

Ceasing to be Looked After (Section 20)

Task Checklist – Part 1

The aim of this checklist is to confirm that all of the tasks that require completion in preparation for ceasing a young person’s Section 20 period have been achieved prior to seeking agreement to the decision from the Director of Children’s Services. This document applies to young people who have been Looked After for at least 24 hours. In instances where the Section 20 period is less than 24 hours, the Director of Children’s Services does not need to formally agree to the cessation of the Section 20; however, Team Managers should use the checklist to ensure all risks are identified and mitigated.

16 & 17 year olds who are Accommodated under Section 20 only cease to be looked after following the agreement of the Director of Children’s Services – Regulation 39, the Care Planning and Fostering (Miscellaneous Amendments) (England) Regulations 2015. Applied from 1st April 2015.

Name of Young Person……………………………………………………………………………..

Date of Birth…………………….…………….…CCM Number.………………………………….

**Ceasing to be Looked After (Section 20) Tasks (Please Delete as Applicable)**

1. Have the views, wishing and feelings of the young person been taken into account?

(Please add comments on page 3) **YES/NO**

1. Does the young person have ‘Capacity to make the decision to cease to be looked after? **YES/NO**
2. Have the views of the parent, placement provider (foster carer/keyworker etc.), other professionals been ascertained? (Please add comments on page 3) **YES/NO**
3. Has a statutory review (chaired by the young person’s IRO) taken place and confirmed that the young person should cease to be looked after? **YES/NO**
4. If a review has not taken place (because the young person has not engaged, or wanted to attend), have the views of the IRO been sought and have they confirmed that they are in agreement to the decision to cease the Section 20 period? **YES/NO**
5. Are they returning home to live with a parent/person with parental responsibility?

**YES/NO**

1. Are they planning to live with a friend, partner or relative? **YES/NO**
2. Are they planning to live on their own? **YES/NO**

Name of Worker …………………………………..

Name of Manager …………………………………..

Date ………..…………………………

Young People Aged 16 & 17

Ceasing to be Looked After (Section 20)

Task Checklist – Part 2

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| **Proposed Date of Ceasing Section 20.** |  |
| **For how long has the young person been looked after?** |  |
| **Date Risk Assessment Completed. (Mandatory)** |  |
| **Is the young person on the - Housing Authority - Housing Needs Register?**  **Is the young person likely to access housing authority accommodation on reaching the age of 18?** |  |
| **What are the accommodation/housing arrangements (short term and long term)?**  **Will the young person have their own room?**   1. **If they are returning to live with a parent or person with parental responsibility, who else lives in the household (please list)?**   What checks (i.e. CCM/SWIFT check, PNC check) have been completed on the adult occupants of the household (please set out the result of the checks)?  Has the impact of the young person returning to the household been assessed?  i.e. impact on:   1. The young person 2. Other children in the household/family 3. Adults living in the household 4. **If the young person is moving in with a partner, relative, friend, have checks been undertaken on all household occupants?**   Please list all household occupants. What checks (i.e. CCM/SWIFT checks, PNC checks) have been undertaken and what was the outcome?   1. **If the young person is moving to live on their own, who is the landlord and has an ‘Other Arrangements’ suitability assessment of the accommodation and landlord been completed?**   Are there any risks associated with the area/environment where the young person will be living? |  |
| **What are the views and wishes and feelings of the young person?**  **What are their views regarding any identified risks?** |  |
| **What are the views of the parent/s, placement provider (foster carer/keyworker etc.) and any other professionals involved?** |  |
| **What are the arrangements for the young person to attend school/college and/or gain employment?** |  |
| **What are the financial support arrangements? (short and long term)** |  |
| **Are there any risks associated with the decision to cease the young person’s Section 20 period?**  **Please list:**  If there are risks, how will these be managed/mitigated, is the strategy for managing the risks set out in the young person’s up-dated risk management plan/ pathway plan?  **Is there a Risk Management Plan in place?**  **\*Copy of the Risk Management and Pathway Plan to be attached to this request.** |  |
| **Has the Pathway Plan been updated?**  Does the pathway plan set out all of the practical and financial support arrangements?  **\*Copy of the Pathway Plan to be attached to this request.** |  |
| **What is the contingency plan should the arrangement breakdown?** |  |

Leaving Care Status and Financial Issues

|  |  |  |
| --- | --- | --- |
|  | **Young Person Ceasing to be Section 20 and Returning to a Parent or Person with Parental Responsibility** | **Young Person Ceasing to be Section 20 to Live with Relatives/Friends/ Partner or to Live on their Own** |
| **Becomes A ‘Relevant’ Care Leaver** | **YES**  Requires a named personal adviser and pathway plan for first 6 months, then becomes a Qualifying Care Leaver  If the return home breaks down before the young person’s 18th birthday they automatically revert to being a Relevant care leaver  If the young person reaches the age of 18 before they complete 6 months as a Relevant care leaver they become Former Relevant and remain Former Relevant until the age of 21/24 | **YES**  Requires a named personal adviser and pathway plan – ongoing  Becomes a Former Relevant care leaver at age 18 |
| **Completion of** **Need to Know Form if leaving their placement is not planned and they are refusing to return)** | **YES**  If the young person leaves their placement /returns to a parent prior to the ceasing to be Section 20 process being completed, a Need to Know is required. | **YES**  If the young person leaves their placement prior to the ceasing to be Section 20 process being completed, a Need to Know is required. |
| **Is financial assistance to be provided by Sunderland until Aged 18?**  **Are there any one-off transitional financial payments required?**  **What is the date set to transfer the financial support responsibility to parent/s if the young person is undertaking education or training** | **NO/YES**  **Group One - No**  If the young person is undertaking an education or training course the parent or person with parental responsibility can clam child tax credits and child benefit.  The parent should submit a claim for child benefits & tax credits. A date should be set to cease the financial support from Sunderland, between 5 & 6 weeks after the return to a parent. HMRC require a specific date for the cessation of the financial support and a claim will take between 5 & 6 weeks to establish.  Consideration should also be given to the need for a one-off payment for specific items (bed, homework desk etc.) to ensure a successful return home and to parental support.  **Group Two - Yes**  If the young person is not engaged in education or training Sunderland Children’s Services is required to provide financial support (see leaving care finance policy). | **YES**  Sunderland Children’s Services is required to provide ongoing financial support. |

Local Authority - Director of Children’s Services

Authorisation

Social Worker to provide a summary of the case situation and set out the background to the request to cease the Section 20 period:

Social Worker to set out any outstanding actions required?

**Note:**

Should the decision to cease the Section 20 period be approved, a pathway plan review should take place 6 weeks after the Section 20 period ends (or sooner) and the pathway plan be updated.

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| The request to cease the Section 20 period is:   1. Agreed 2. Denied 3. Further Information is Required   (Delete as Applicable) for the following reasons: |
|  |
| Director of Children’s Services Name: |
| Director of Children’s Services Signature: |
| Date: |