**Practitioners Checklist for Care Leavers**

**Young Person’s Name –**

**Swift Ref. –**

**D.O.B. –**

**Next of Kin -**

**Allocated Social Worker –**

**Allocated Residential Key-Worker/s –**

**Young Person’s Supporter/Trusted Person -**

**Allocated Tc/Ac Worker -**

**Tc/Ac-Residential Link Worker/s –**

**Source of Referral –**

**(Please see referral guidelines)**

**Checklist for Leaving Care**

**(Please consult guidelines)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Young Person’s Documents** | **Status - Yes or pending** | **Status - No** |
| 1. | Birth Certificate |  |  |
| 2. | Passport |  |  |
| 3. | N.I. Number |  |  |
| 4. | Bank Account - Deatils |  |  |
| 5. | Please provide a list of any certificates, qualifications or a brief job description relating to the young person’s education, training or employment |  |  |
| 6. | Does the young person have a Young Scot Card? |  |  |
|  | **Health** |  |  |
| 7. | G.P. - Details |  |  |
| 8. | Dentist - Details |  |  |
| 9. | Specialist Services (CAMHS etc) |  |  |
| 10. | Does the young person have a Leisure Access card? |  |  |
|  | **Independent Living Skills** |  |  |
| 11. | Has the young person completed an independent living course (E.G. Progress On or Key-steps) – please provide dates if appropriate? |  |  |
| 12. | Laundry and Cleaning |  |  |
| 13. | Cooking |  |  |
| 14. | Budgeting (including Shopping) |  |  |
| 15. | Presentation Skills (including self care) |  |  |
| 16. | Does the young person have any literacy or numeracy issues? |  |  |
|  | **Young person’s preferences and options** |  |  |
| 17. | Housing Options/Choices |  |  |
| 18. | Education/Training/Employment and SQA Number if appropriate |  |  |
| 19. | Have social work staff completed the young person’s Pathways Assessment and Plan prior to arranging a Transition Meeting? (N.B. Transition Meeting cannot take place until the young person’s Pathways Assessment and Plan are completed). |  |  |
| 20. | Does the young person have a copy of the SCCYP information leaflet on leaving care “Think before you leave”? |  |  |
| 21. | Has the young person completed a Tc/Ac Information Sharing Agreement?’ |  |  |
| 22. | Is the young person aware of their rights? |  |  |

|  |  |  |
| --- | --- | --- |
| **For office use only** | **Yes** | **No** |
| If unemployed does the young person qualify for DWP payments? |  |  |
| If unemployed does the young person qualify for Section 6 Payments from Tc/Ac? |  |  |

**Checklist for Leaving Care - Guidelines**

1. **Birth certificate extracts are available from City of Edinburgh Registry Office George lV Bridge. Current Cost £15.00**

**Address –**

**Registrar for Births Deaths and Marriages**

**59-63 George IV Bridge**

**Edinburgh**

**EH1 1RN**

**Phone – 0131-529-2600**

1. **Passport applications available at certain main post offices and on-line –** [**www.passports.uk.com**](http://www.passports.uk.com) **Certain Post Offices also have a facility for checking completed applications. There is an additional fee for this service.**
2. **This is the responsibility of the allocated social worker. To find a lost National Insurance Number or to apply for a new National Insurance Number please visit the Government website GOV.UK and type - Get a National Insurance number in the Select Box. The web pages will answer any questions and it also provides a telephone service.**
3. **Bank Accounts can be opened on production of suitable I.D. Suitable I.D. may include:**

* **a passport**
* **a letter from school**
* **a *Young Scot* Card**

**If you are unsure if you have the correct I.D., please contact the bank and ask what they will accept. For young people who are Muslim, please check the *Young Scot* website for useful information on Islamic banking – www.youngscot.org.uk**

**Young people who do not have a bank account but who qualify for Section 6 payments from Tc/Ac can ask their allocated Tc/Ac worker or a Tc/Ac Duty Worker for a supporting letter from the Tc/Ac manager. They will also need a copy of their birth certificate. Please note that the surname on the birth certificate may differ from the surname that the young person has adopted to use. Both surnames should be included in the Tc/Ac letter, but the name on the birth certificate must be included in the letter.**

1. **Please give details of education/training/achievement/attendance certificates and please record SQA Number.**
2. **Details of Young Person’s Young Scot Card or visit** [**www.youngscot.org**](http://www.youngscot.org) **to apply for a card for young people aged between 11yesrs to 25 years. The Young Scot Card allows young people money off travel, latest fashions. The PASS Hologram on the card is also a legal and credible way to provide proof of age in the same way that Driving Licence or Passport provide.**
3. **Details of Young Person’s G.P.**
4. **Details of Young Person’s Dentist**
5. **Details of any ‘specialist’ services that the young person is accessing or hopes to access.**
6. **To apply for a Leisure Access Card please visit** [**www.edinburghleisure.co.uk**](http://www.edinburghleisure.co.uk)
7. **– 14. Has the young person completed or do they plan to complete an Independent Skills Preparation Course. Brief account of practical living skills and a brief account of their living skills.**

**15. Brief account of young person’s skills/experience regarding presentation.**

**Does the young person require support to engage with other agencies (DWP,**

**Health services, employers etc.). Is any literacy/numeracy support required?**

**16. Is any support required for literacy or numeracy issues?**

**17. Has the young person given any consideration regarding where they want to**

**live after they leave care? This may include moving back home, supported**

**lodgings, a care leavers flat or their own tenancy.**

**18. Has the young person considered any education/training/employment after**

**leaving care? (Has a referral been made to Passport, Skills Development Scotland, Venture trust or the Activity Agreement Team).**

**19. Has the Pathways process (including expressing their views) been explained to them in an appropriate manner and have their views been sought and recorded?**

**20. Has the young person had the contents of the Scottish Commissioner for Children and Young People (SCCYP) information leaflet – Leaving Care – Know your rights *Think before you leave* explained to them?**

**21. Has the young person understood and signed their Tc/Ac Information Sharing**

**Agreement? This should be signed during the young person’s first visit to**

**Tc/Ac.**

**22. Does the young person know their rights relating to the Children and Young People (Scotland) Act 2014? Do they know who to speak to if they are unhappy or wish to complain (Children’s Rights Officer/Who Cares? Scotland). Are they aware of the Tc/Ac complaints procedure?**

**If workers have any questions they wish to ask or if they require further information or guidance, please contact the appropriate link worker within the City Wide Throughcare and Aftercare Team 0131-529-6400.**

**Referral Guidelines: Referring Young People**

**to Throughcare and Aftercare**

* **Throughcare and Aftercare will automatically contact nominated practitioners/teams when looked after young people are aged 15 ½ years, and advise that a referral is required.**

**In the event that any young people are not included in this process –**

* **Children and Families practice teams and/or residential staff can check with the Throughcare and Aftercare duty system and a referral can then be made. Young People may also refer themselves. Alternatively, referral forms can be requested from Throughcare and Aftercare service support staff or downloaded from the City of Edinburgh Council’s website.**
* **Throughcare and Aftercare will confirm receipt of the referral, which will then be forwarded to senior Throughcare and Aftercare staff for screening.**
* **The young can person can receive an introduction to the Throughcare and Aftercare Service at any time deemed mutually appropriate**
* **A Transition meeting should take place when the young person is about to leave care and after their introduction to Tc/Ac. A Hand Over date is agreed at this meeting. A copy of the Leaving Care Checklist should be retained in the young person’s file and another copy forwarded from the young person’s Key-worker to Throughcare and Aftercare prior to the Transitions Meeting.**

**The Referrer can request an update on their referral from the Throughcare and Aftercare duty service (0131-529-6400).**