

Procedure Title - Throughcare and Aftercare – Pathways Assessments and Plans

Procedure Number -

Management Information	
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Lead Service Area	Support for Children and Young People
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Review Date	June 2014
Date Agreed	Jan 2012
Agreed by	Andy Jeffries
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Has Implementation and Monitoring been considered for this procedure	Yes/No: NO <i>(please specify)</i> Date
If appropriate has Health and Safety section had oversight of this procedure	Yes/No: NO <i>(please specify)</i> Date
Name of Health and Safety contact	N/A

Definition: Procedure – An agreed method or approach to comply with Policy, Legislation and Departmental Decisions.

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1. PURPOSE

To ensure that all eligible young people ceasing to be looked after have a Pathways Co-ordinator appointed who will ensure that a Pathways Assessment and Plan is completed prior to the young person ceasing to be LAC, in compliance with the Supporting Young People Leaving Care (Scotland) Regulations 2003.

2. SCOPE

- 2.1 This procedure applies to all staff within Support for Children and Young People who are charged with the role of Pathway Co-ordinator for all young people ceasing to be looked after at or beyond their minimum school leaving date.
- 2.2 Young people must be consulted and represented, and their views recorded, at every stage of the assessment/review process.

3. DEFINITIONS

- 3.1 **Looked after Child (LAC).** For the purposes of this procedure, a young person is looked after by virtue of; a compulsory supervision order (either at home or with a condition of residence issued by a Children's Hearing); the Local Authority holding a Permanence Order or; the young person being provided with accommodation by the Local Authority in terms of s.25 Children (Scotland) Act 1995.
- 3.2 **Ceasing to be Looked After.** A young person ceases to be looked after; when a Children's Hearing compulsory supervision order is terminated; the Local Authority ceases to provide accommodation in terms of s.25; the young person attains the age of eighteen. NOTE: The local authority may continue to provide the young person with accommodation under s.25 up until the age of twenty one.
- 3.3 **Pathway Assessment /Plan.** The assessment should be completed using the relevant assessment type in the assessment of need and risk form. The assessment should be completed at the time that the Young Person ceases to be LAC and no later than 3 months from the time they cease to be LAC and the plan must be completed within 21 days of the assessment. The plan **must** be reviewed at least every six months until the young person's nineteenth birthday, and **may** be continued until the young person attains the age of 21, if required.
- 3.4 **Pathway Co-ordinator.** The Pathway Co-ordinator is responsible for completing the Pathways Assessment and Plan, and it's subsequent review. The Pathway Co-ordinator will usually be the allocated Practice Team social worker, until such time as the young person ceases to be looked after, or otherwise agreed at a transitions meeting, at which point the Pathways Co-ordinator role will transfer to the Throughcare and Aftercare Team (TCAC).
- 3.5 **Young Person's Supporter.** A person identified by the young person to assist them with the pathways process. The Local Authority has a duty to ensure that such a person is suitable.
- 3.6 **Transitions Meeting.** A meeting convened by the Pathway Co-ordinator, involving the young person, TCAC, and any other persons (with the agreement of the young person) who provide, or may provide, the young person with a service.

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4. ACTIONS

4.1 LAC AT HOME

- 4.1.1 For LAC at home, a review identifies that a Children's Hearing requires to be convened to consider terminating the compulsory supervision order.
- 4.1.2 Allocated key worker records secondary involvement role in Swift of 'Pathway Co-ordinator'.
- 4.1.3 Allocated worker/Pathway Co-ordinator requests review Children's Hearing.
- 4.1.4 Allocated worker completes Pathways Assessment and Plan (using appropriate assessment type in assessment of need and risk master copy), consulting with young person, family members and other professional/agencies as appropriate. When completed allocated worker will notify business support who will lock and save copy of assessment and plan in the g-drive, using the appropriate file naming convention. A copy of the report will be sent to Scottish Reporter's Administration upon receipt of Hearing notification and report request. C&F admin record scheduled date for review of Pathway Plan.
- 4.1.5 Upon Children's Hearing terminating the compulsory supervision order, allocated key worker completes change of circumstances form, and C&F admin update Care Episodes in Swift. In the event that the Children's Hearing continues the compulsory supervision order, return to 4.1.2.
- 4.1.6 Allocated worker/Pathway Co-ordinator convenes Transitions Meeting, to be attended by young person, other family members and professionals as agreed with young person, and TCAC. Pathway Plan is updated as appropriate and date agreed for TCAC to become key team.
- 4.1.7 At agreed date, allocated worker ends their involvement and TCAC becomes key team and assumes responsibility for Pathway Co-ordination and for review of Pathway Plan.

4.2 LAAC

- 4.2.1 A scheduled LAAC review will identify whether a young person approaching the minimum school leaving age (or over if still accommodated) is preparing to move on to independent living.
- 4.2.2 The review will confirm that the allocated key worker will be the Pathway Co-ordinator (unless otherwise agreed) and a secondary involvement role will be recorded on Swift accordingly. In preparation for the next scheduled LAAC review, the Pathway Co-ordinator will complete a Pathways Assessment and Plan (using appropriate assessment type in assessment of need and risk master copy), consulting with young person, family members and other professional/agencies as appropriate. When completed Pathway Co-ordinator will notify business support who will lock and save a copy of the assessment and plan in the g-drive, using the appropriate file naming convention.
- 4.2.3 At the next review, the Pathway Plan will be considered and amended as appropriate, and a provisional date identified for the ending of the young persons placement.
- 4.2.4 Where the young person is subject to a condition of residence imposed by a Children's Hearing, the Pathway Co-ordinator will request a review Children's Hearing. In the event that the Children's Hearing continues the condition of residence, return to 4.2.1.
- 4.2.5 The Pathway Co-ordinator will convene a Transitions Meeting, to be attended by the young person, other family members and professionals as agreed with the young person, and TCAC. Pathway Plan is updated as appropriate and date confirmed for young person to leave care and TCAC to become key team.
- 4.2.6 At the agreed date, allocated worker completes change of circumstances form, business support update care episodes in Swift and end Practice Team involvement. TCAC becomes key team and notes date of first or next review of Pathway Plan in Swift.
- 4.2.7 In the event that a young person subject to s.25 chooses to leave care in an unplanned way, the allocated worker will become/remains the Pathway Co-ordinator until such time as a transitions meeting, chaired by a reviewing officer from CYPRT, can be convened. At that meeting, it will be agreed; who should be responsible for the Pathway Assessment and plan and; on what date TCAC should become the key team.

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NOTE: Where a young person ceases to be looked after and (s)he fails or refuses to engage with the Pathways process, a Transitions Meeting will only be held when the Practice Team Manager and TCAC Manager agree that it is in the young person's interests to do so. If it is agreed not to hold a Transitions Meeting, information will be exchanged in writing, and TCAC will by default become the key team.

5. RESPONSIBILITIES

- 5.1 The Throughcare and Aftercare Manager will be responsible for the maintenance of this procedure.
- 5.2 Specific responsibilities are included in section 4.

6. POLICY BASE

- [Children \(Scotland\) Act 1995](#)
- [Supporting Young People Leaving Care in Scotland – Regulations and Guidance, Scottish Executive 2004.](#)
- [Children's Hearings \(Scotland\) Act 2011](#)

7. ASSOCIATED DOCUMENTS

- Pathways Assessment and Plan in [assessment of need and risk form](#)
- [Pathway materials and guidance](#)

8. RECORD KEEPING

When a procedure has been followed there are often outputs such as decisions made or events occurred that need to be recorded. These outputs are considered Council records. Please list all Records, including completed forms, generated by this procedure. For each record, list its title, location, responsible officer and minimum retention period.

Record Title	Location	Responsible Officer	Minimum Retention Period
Swift client record	electronic	Neighbourhood Business Manager	In the case of LAAC 100 years from date of birth. For LAC, 30 years from the date of the young person's 18 th birthday.
Paper file	C&F Neighbourhood Practice Team	Neighbourhood Business manager	As above

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Authorised by: [Andy Jeffries]

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Lead Officer: [Helen Heatlie]

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