

## Young People's Supported Accommodation Unaccompanied Children SP2 (Welcome Assessment Houses) to SP1 (16/17 shared) Transfer Process

**Spontaneous/ unplanned arrivals-** A police migrant welfare check form is completed by the unaccompanied C&YP team and is sent to the Brokerage and in-house YPSA team.

**Planned Arrivals from National Transfer scheme-** An emergency bed form may need completion by the Social Worker if further detailed information is required as transfer information is not sufficient for the Brokerage team to safely process the placement.



A non-emergency referral and assessment form will need completing prior to the first Children We Care for Review or Children and Family Assessment to provide more detailed information about the young person and their individual YPSA support plan. This information will then feed into the review/ assessment process.

The Social Worker will complete this form (with input from the YPSA worker as required) and confirm with the YPSA support worker that it has been done and loaded onto LCS.



The YPSA worker will hold progress reviews every 3 months as a minimum and ensure that the social worker/PA is invited to the review and provided with an opportunity to feed into the review process if they are unable to attend. If a face to face interpreter is required, then the booking will be made via the unaccompanied C&YP team. The plan from the review meeting will be shared with all parties and uploaded onto LCS.

The social worker/PA will incorporate the assessment review, support plan and outcomes progress into the Care/Pathway plan to help the young person to see progression in achieving their goals and aspirations, helping them understand how all the agencies are working together to support them.



Contacts logged on LCS. Progress monitored by joint plan between YPSA and SW, which is reviewed at YPSA progress meetings (min. of every 3 months) and care/pathway plan review (min. of every 6 months)



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Onward accommodation into SP1 (16/17 shared) will be discussed as part of the review process after 3 months, so that an onward accommodation action plan is developed accordingly to ensure that suitable SP1 accommodation is in place for when the young person has completed all of their assessments (ideally by 4 months whilst in SP2 welcome assessment accommodation). If SP1 accommodation is not available, then this will continue to be reviewed every 3 months as part of the review process to enable throughput for SP2 welcome assessment houses and integration within SP1 16/17 shared accommodation.