

KENT FOSTERING SERVICE: STAYING PUT PROCESS

Timescale	Action	Responsible Professional / People Involved	Recording / Documents / Templates
Approaching young person's 16 th birthday (or by their 2 nd review if coming into care after 16th Birthday)	Young Person's Social Worker discusses with young person their need for care, accommodation, and support from age 18, including potential for Staying Put arrangement.	Young person's Social Worker leads. Fostering Social Worker involved in joint discussions. Young person Foster Carer/s	Discussion and outcome recorded on both child's (by CSW) and foster carer/s (by FSW) Liberi files.
Between 16 th birthday and 16 yrs 3 months	Needs Assessment by CSW to inform the Pathway Plan (PWP) PWP by CSW to set goals and how the young person will be supported to achieve these. The PWP, including any decision for Staying Put, will be reviewed and updated in line with the Child in Care Reviews every six months with oversight from the Independent Reviewing Officer.	Young Person's Social Worker leads Independent Reviewing Officer	https://kentcarestown.lea.kent.sch.uk/moving-on/introduction-to-the-local-offer-and-the-18+-service/ KSH YP leaflet

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	CSW provides PWP Pack (includes PWP Parts 1 & 2 & Care Leavers Local Offer) & 18+ Care Leavers Service Welcome Pack (including 'Into Independence' document) to young person.		Pathway Plan Part 1 Assessment Pathway Plan Part 2 Assessment
By young person's 17 th birthday	For young people whose assessed needs are above the Standard Staying Put Payment: Access to Resource Panel with 18+ Care Leavers Service agreement (Presentation to ARP is not required for Standard Staying Put Payments).	Young Person's Social Worker	
17 ½ years Young person 17.5 – 17.9 years	<p>Children in Care Team Manager and 18+ Care Leavers Team Manager discuss transfer of responsibility.</p> <p>CSW completes Case Transfer Form.</p> <p>Personal Advisor allocated to young person.</p> <p>CSW completes the 18+ Accommodation Request to the Total Placement Service (TPS) selecting KSH as accommodation type & KCC Staying Put or IFA Staying Put as appropriate.</p> <p>TPS forward to Placement and Finance Officer in 18+ Care Leavers</p>	<p>Team Managers</p> <p>Personal Advisor</p> <p>Young Person's Social Worker</p> <p>TPS</p> <p>18+ Care Leavers Accommodation Team Placement and Finance Officer</p>	<p>Case Transfer in Liberi Forms.</p> <p>18+ Accommodation Request in Liberi Forms.</p>

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	Accommodation Team to ensure payments set up.		
Young person 17.11 years	<p>Initial Set Up Meeting to complete:</p> <p>Move In Agreement</p> <p>Young Persons KSH Safe Care Plan & update of Foster Family Safe Care Plan</p> <p>Licence Agreement</p> <p>Application for Universal Credit (young persons social worker and/or PA supports with this)</p>	<p>Fostering Social Worker convenes & chairs meeting.</p> <p>Young person's Social Worker</p> <p>Personal Advisor</p> <p>Young person</p> <p>Foster Carer/s</p>	<p>Kent Supported Homes Host Handbook</p> <p>Safe Care Plans in Liberi Forms</p> <p>Money</p>
From 18 th Birthday	<p>Pathway Plan Review six monthly.</p> <p>PA has contact with young person minimum of six weekly and visits them minimum of 8 weekly.</p> <p>Staying Put Host/s reviewed as part of their Fostering Annual Review each year.</p> <p>FSW provides supervision 4-6 weekly and support in-between, as necessary.</p>	<p>Personal Advisor convenes and chairs Pathway Plan Reviews.</p> <p>Young Person</p> <p>Foster carers</p>	