

Staying Put Policy**CONTENTS**

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This policy sets out Kent County Council's Specialist Children's Services approach towards promoting and supporting young people in foster care remaining with their former foster carers in 'Staying Put' arrangements, once they reach their 18th birthday.

1. Scope of this Policy

This policy is applicable to all young people in the care of Kent County Council (KCC) who are living with foster carers on their 18th birthday. The carers may be Kent foster carers, Connected Person's carers or Independent Fostering Agency carers.

This policy also applies to Unaccompanied Asylum Seeking Children (UASC) who reach the age of 18 and are in foster care.

Young people in residential placements are not covered by this policy.

This policy is intended to be read in conjunction with Kent County Council's Leaving Care Policy 2015:

[http://kentchildcare.proceduresonline.com/pdfs/leaving_care_policy.pdf?zoom_highlight=leaving+care+policy#search="leaving care policy"](http://kentchildcare.proceduresonline.com/pdfs/leaving_care_policy.pdf?zoom_highlight=leaving+care+policy#search=)

2. Legal framework

The policy builds upon the statutory guidance on staying put which is contained in the May 2014 revision of The Children Act 1989 Guidance and Regulations Volume 3. Planning transition to adulthood for care leavers and should be read in conjunction with the statutory guidance.

It is also supported by **Staying Put: Arrangements for care leavers aged 18 and above to stay on with their former foster carers**, which is joint guidance produced by the Department for Education (DfE), Department for Work and Pensions (DWP), and Her Majesty's Revenue and Customs (HMRC). This provides more detail relating to many of the financial aspects of staying put arrangements.

3. Definition of a "Staying Put" Arrangement

NOTE: Staying Put arrangements should replicate as far as possible normal family life. Foster carers are required to care for any child placed with them as if they were a member of their family, and this expectation should carry through into staying put arrangements. Families all have different rules, expectations and ways of doing things, and staying put arrangements should take account of this and be sufficiently flexible to be tailored to individual circumstances and needs.

The term 'Staying Put' arrangement can be used as follows:

- A young person who was looked after immediately prior to their 18th birthday (as an eligible child) continues to reside with their former foster carers
- The carers were acting as foster carers to the child immediately prior to the young person's 18th birthday, (that is, the carers were approved as foster carers in accordance with the Fostering Service (England) Regulations 2011, and the child had been placed with them by the local authority, or via an Independent Fostering Agency)
- A young person is deemed an eligible child, with the meaning of paragraph 19B(2) of Schedule 2 of the Children Act 1989, immediately before he/she reached 18
- The 'Staying Put' arrangement is set out in the child/young person's Pathway Plan
- Staying Put arrangements end when the young person becomes 21, or stops living in the household, depending on which comes first.

Local authorities themselves have significant statutory obligations to:

- monitor and support staying put arrangements, and these are reflected throughout this policy.
- support care leavers whether or not they participate in staying put, detailed in the Children Act 1989 statutory guidance. A former relevant child who is pursuing further education or training may be entitled to support until the age of 25, but beyond their 21st birthday this cannot be defined as staying put.

NOTE: It is important to understand that government departments have differing approaches to defining staying put within the statutory framework applicable to their area of responsibility. The definition given above comes from the Children Act 1989 and is the one which gives English local authorities a duty to monitor and support, as outlined in this policy.

4. Guiding Principles

Staying put arrangements will be most effective in meeting these principles if they are underpinned by clear principles. This practice guidance is based on the principles listed below.

Best Interests

The best interests of the young person should be at the heart of decision making about staying put, enabling them to have the best possible opportunities to lead successful lives.

Recruitment of Foster Carers

Foster carers recruited for caring for children through permanency, will be advised from the point of their initial application and training that young people will need to be cared for up until the age of 21 years. This is to ensure there is a clear culture and understanding from foster carers, that when committing to

permanency for a child, they will be supporting them into adult life, alongside information on the financial implications of this for the family.

Support

Support to both carers and young people should be geared to their specific circumstances and needs. Carers should be enabled to develop the skills required to best help the young person to do well in life and kept safe from harm. Foster carers should be provided with training to promote a culture of supporting young people into independent living, through learning the essential skills such as budgeting and personal care.

Clear Information

Foster carers and young people should be provided with clear information about the support available from local authorities and fostering services to help them to make choices about whether or not to enter into staying put arrangements. This will always include information about financial arrangements and implications for benefits and tax. This is a joint responsibility of the Independent Reviewing Officer at reviews, the social worker for the young person and fostering social worker.

Early Planning

Early planning for staying put is crucial and arrangements should be considered as part of the care planning process, from the time that a long term foster placement is planned and permanency planning is undertaken. Decisions in principle about whether or not staying put is an option should be taken as early as the young persons' 16th birthday when discussions should start to take place with the young person and their foster carers. This discussion and decisions should be clearly recorded in the young person's pathway plan/care plan and reviewed at each subsequent review by the Independent Reviewing Officer. At age 17 ½ years, there must be planning meeting to finalise arrangements. **(Appendix A)**

Equality of Opportunity

In order to maximise the opportunity for young people to participate in staying put, fostering services – both local authorities and agencies, should do everything possible to ensure that all foster carers have equal opportunities to become staying put carers. This includes family and friends foster carers and foster carers approved by independent fostering providers.

Flexibility

Arrangements should be sufficiently flexible to enable support to be provided over and above the minimum legal duty, recognising that the relationship between carer and young person will not always end at age 21 or when the staying put arrangement ceases.

5. Criteria for Staying Put

There are no eligibility criteria for entering into a staying put arrangement, other than the young person being an 'eligible child' for care leaver support. If, on the day before their 18th birthday, the young person was a looked after child placed with a foster carer, and had been looked after for at least 13 weeks since the age of 14, then by continuing to live with their former foster carer this constitutes a

staying put arrangement. This applies whether the foster placement was long term or short term, and includes placements made at any time up to the young person's 18th birthday.

Local authorities have a general duty to do all they can to support care leavers into further and higher education, training or employment, but these are not preconditions for starting or maintaining a staying put arrangement.

Foster carers are not required to undertake an additional assessment or approval process to become Staying Put carers, because it is an arrangement made between adults and is not regulated. Catch22 who manage the Staying Put placements will ensure a meeting takes place between their Accommodation Officers and the carers once they have been alerted to the forthcoming transfer of the placement to a Staying Put placement to ensure all information has been provided, expectations in respect of the placement and placement payments are accepted.

6. Arrangements for disabled young people

A young person with a disability, who meets the Fair Access to care criteria, will at the age of 18 convert (pending assessment) to an Adult Care Services placement, at which point case and financial responsibility transfers to Adult Services. Foster Carers are able to transfer to offer a Shared Lives placement for a disabled child they have cared for, to ensure they continue to be supported and the young person has consistency in care provision. (Shared Lives is lead through adult services).

7. Preparation for a Staying Put placement

To ensure maximum sufficient time is available to make the necessary planning arrangements for extending a placement beyond a young person's 18th birthday the following preparation should place.

- A meeting should take place three months before a young person's 16th birthday or 3 months after a young person becomes Looked After if this is after they are 16. This should include the foster carer(s), the carer's supervising social worker and young persons allocated social worker. This meeting should seek to establish:
- The viability, appropriateness and likelihood of a "Staying Put" arrangement occurring.
- The key tasks and roles and responsibilities related to extending the former fostering arrangement.
- The impact on the foster carers' financial circumstances should the placement continue after the young person's 18th birthday. Clear information on the funding for the Staying Put arrangement must be given to the foster carer at this stage.
- Foster Carers approved after 2016, will have been recruited specifically to offer permanency, will have been advised of the Staying Put policy and expectation to be able to care for young people up until the age of 21 years.
- Any potential barriers to achieving a successful Staying Put arrangement.
- The expectation that the carer will be expected to prepare the young person for independence and ensure they are accessing education training and employment opportunities.

- The difference between caring for a child/young person and supporting an adult.

The possibility and practicalities of the placement changing to a Staying Put placement upon the young person 18th birthday should then be discussed in every statutory care planning/pathway plan review. Following on from the review around the young person's 17 and a half birthday the social worker will be responsible for submitting a referral to the Access to Resources Team (ART) regarding the change to Staying Put on the young person's 18th birthday. The Access to Resources team will inform Catch22 of the pending change. This review should also ensure any final arrangements, paperwork and requirements will be in place by the young person's 18th birthday (see flowchart). All meetings should make reference to the criteria and financial framework for extending the "Staying Put" arrangement and the National Insurance, Income Tax and Welfare Benefits issues for the foster carer/s and Welfare Benefit issues for the young person.

At all stages of the Staying Put preparation process the planning for the child should be:

- Integrated into the child's Pathway Plan
- Ratified by an Independent Reviewing Officer and the reviewing process should be used as a method of monitoring and tracking progress.

If the foster carer does not wish to sign up to the Staying Put arrangement then the Fostering Social Worker (SW) will inform the young person's social worker. The social worker will carry out a needs led assessment and formulate a plan which will be drawn up in order to prepare the young person to acquire their independent living skills required to move into semi- independent living. This will be written in to the Pathway Plan. The options for moving on and timescales should be written in to the Pathway Plan and discussed in the review. This decision and future planning will form a basis of the ongoing statutory review of the care plan/pathway plan

Support for the Young Person

Following the decision by the carer to become a Staying Put placement a meeting to discuss this option should be arranged with the young person by their social worker. At this meeting the changes, process and expectations of such placements should be explained to the young person. The expectation is that young people can remain with the foster carer up to their 21st birthday where appropriate.

A needs led assessment will be carried out and formulated into a Pathway Plan which will be drawn up in order to prepare the young person to acquire their independent living skills. It is expected that the young person should be supported to continue to develop a range of skills including:

- Relationships - getting on with neighbours; understanding acceptable behaviour; when and how to communicate with relevant professionals;
- Emotional Resilience - managing isolation and where to go for support. Building self-esteem;

- Finance and budgeting - opening a bank account, safe borrowing and managing debt, understanding basic financial products, benefits and welfare reform; budgeting for priority bills, household appliances and everyday shopping on a budget;
- Cooking - cooking healthily and on a budget; understanding nutrition and its impact on overall health;
- Managing a home - washing and ironing, cleaning, basic DIY, operating appliances and what is allowed within a tenancy; and
- Applying for jobs - understanding strengths and areas for personal development; developing job skills, understanding job/volunteering pathways and support available; understanding bursaries and other financial support; where to go for advice; understanding the impact of work on benefits, amount they will be expected to contribute to the placement.

If the young person is in agreement to remain with the carer under the staying put arrangement then the young person's Social Worker will inform the Foster Carer and ensure that this is covered and features in future pathway planning and statutory reviews.

The Provider (currently Catch22)

Once Catch22 have been informed of the proposed Staying Put arrangement and prior to the young person's 18th birthday the accommodation officer from Catch22 will visit the carer and explain and confirm in more detail the expectations of the placement plus the financial payment arrangements. Ongoing support advice and training opportunities for the Staying Put carer will be explained. From the young person's 18th birthday the ongoing support for the placement will transfer from fostering to Catch22. Once the young person reaches 18 years of age a placement meeting will take place between the young person, the carer, Catch22 accommodation officer and the Personal Adviser. Tasks, targets and timescales for the young person and carer will be set at this meeting. These will be incorporated into the Pathway plan. Placement reviews will take place quarterly and will inform all future pathway plan reviews. The paperwork required for continuation of placement under staying put are attached as Appendix 1-6.

8. Professionals Roles

Fostering Social Worker

The Fostering Social Worker will support the foster carer/provider throughout the setting up of the Staying Put process and will ensure that the foster carer is fully aware of all the implications for themselves and the young person. Any changes in decisions by the foster carer of the young person should be taken to the statutory review process.

Young Person's Social Worker

The young person's Social Worker will support the young person throughout the development of the Staying Put process and ensure the young person is aware of the implications and expectations of the placement. If the young person decides not to accept the Staying Put placement arrangements they will be supported to look for other alternative accommodation/support options. A plan

will be in place for the transition into accommodation; this plan will be in place and agreed not later than the young person reaching 17 ½ years. Young people must not be left in a position of being unsure what their accommodation options are if they chose to move from foster care. Where there is a lack of knowledge about housing and its availability, the accommodation service, that supports the 18+ service, should be approached and options discussed.

Personal Adviser (Leaving Care Service)

All Staying Put arrangements will be supported by a Personal Advisor in the Care Leaving service who will undertake all statutory requirements in respect of the young person (care leaver). In situations when the household continues to foster, a supervising social worker will remain allocated to support the care of the younger children.

Catch22 Accommodation Officer

The Catch22 accommodation officer will provide regular individual and group support sessions to the Staying Put provider, they will ensure the provider can access a level of training in order for them to undertake the tasks as required by the placement.

9. Funding

Foster Carers

The fee payable to the Staying Put provider will be dependent on the amounts agreed by the Authority at the time. There are 3 levels paid - standard, complex and intensive. Payment will be dependent on a needs assessment being undertaken by the social worker and an agreement being given by the Access to Resources Panel and confirmed by the Service Manager of the 18plus Service. The current provider Catch22 will be responsible for all payments made to the carer.

The payment to the Staying Put provider therefore will be made up of funding from:

- KCC fee
- Local Housing Allowance (LHA) or Housing Benefit - the amount varies according to area;
- Defined contribution from the young person, from income or entitlement to grants, allowances or benefits;

Level of support	Maximum weekly support payment	Accommodation payment ¹	Support provided per week
Intensive	£240	In line with Local Housing Benefit rate	30 + hours
Complex	£190	In line with Local Housing Benefit rate	15 -29 hours

¹ Kent is a two tier authority and as such Housing Benefit payments vary across the County but are typically between £50-80.

Standard	£140	In line with Local Housing Benefit rate	Up to 14 hours
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These payments will be reviewed annually.

The combined Staying Put payment detailed above covers all accommodation, support, utilities, food and associated placement costs; it does not cover pocket money and clothing as this will be replaced by the young person's personal benefit allowance or earnings. Travel costs other than in the event of an emergency or pre agreed by the personal adviser will not be paid.

Young people, in all circumstances, must claim all benefits they are entitled to and should be supported to do this, by their allocated social worker/personal advisor. The Local Authority will fund their placement in full, if there is any delay in benefits being received, however this will then be claimed back, once in receipt of full benefits.

Young people studying "A" levels

Where a young person is studying for their "A" levels during their 18th year in order that they do not face disruption in placement the full fostering payment will be granted from their 18th birthday until the end of the exam period in June of that academic year. The placement will still be classed as a Staying Put placement and Catch22 will support as for other placements. Where a young person aged 18 is eligible for welfare benefits including housing benefit and DWP benefits, this amount will be used towards the cost of the Staying Put arrangement and deducted from the fostering payment. The expectation will be that the young person's benefits will be used towards the costs of the staying put arrangements. The allocated social worker/personal advisor must support the young person to claim all available benefits, to support the Local Authority maximise all funding. Housing benefit will be paid to the foster carer and this amount will be deducted from the overall payment made by the Local Authority. Young people will claim Income Support from their 18th birthday and this amount will also be deducted from the fostering payments. Young people will contribute from their income support, £20 towards food and £7 for utilities. The remaining amount of Income support will be to cover pocket money and clothing; the foster carer will not be required to cover this from their maintenance. (***This should be covered in detail in the placement agreement***)

Staying Put for the period between the end of A Level exams and start of university (where applicable) will revert to the standard Staying Put funding structure and foster carers are not eligible for the fostering rate.

Young People Attending University returning at holiday periods

Living away from the foster carer's home for temporary periods of time, such as attending higher education courses, should not preclude young people from remaining in a Staying Put arrangement. It is recognised that supporting Staying Put arrangements enables the continuation of familial relationships which gives the young person the security and stability they require whilst they are focusing on their education.

In such circumstance providers will be paid the standard Staying Put rate plus rent for the time that the young person stays with the provider during the holiday period. During term time, no retainer rent payment or support element will be paid.

Young people Attending University whilst remaining in placement

Some young people may wish to attend a local university and therefore remain in their staying put placement. In these cases the staying put support element will be paid all year but the young person will be required to pay towards their rent during term times via their student loans. The authority will pay the rent element during the holiday times and all other allowances paid to higher education students supported by the 18plus Service.

All carers receiving a Staying Put payment have a duty to inform the Local Authority of any changes in circumstances

Young People

At 17 ½ years the young person's Social Worker will ensure that the young person is aware of the financial contribution they will be expected to make to the cost of their Staying Put placement, in line with current policy at the time.

It is expected that the young person will contribute towards the cost of food, household items and utilities from their income support payments, and claim Housing Benefit where applicable, in line with the KCC Leaving Care Policy 2015:

[http://kentchildcare.proceduresonline.com/pdfs/leaving_care_policy.pdf?zoom_highlight=leaving+care+policy#search="leaving care policy"](http://kentchildcare.proceduresonline.com/pdfs/leaving_care_policy.pdf?zoom_highlight=leaving+care+policy#search=)

The young person at 18 years of age will be eligible to claim Income support if in full time education (excluding University). The social worker will assist the young person in submitting an Income Support claim to the Department of Work and Pensions six weeks before the young person's 18th birthday.

See <https://www.gov.uk/income-support> for further information regarding application process and levels of payments.

The young person will also be eligible for housing benefit when claiming benefits if under 21 years of age and not in higher education. Applications can be made via the Job Centre Plus or from the local council. The housing benefit should be paid direct to the Staying Put Provider not directly to the young person. See <https://www.gov.uk/housing-benefit> for full details.

The benefit allowances will be reviewed as part of the Pathway Planning process by the young person's Personal Adviser after their 18th birthday.

Consideration should also be given to ensure that applications for benefits do not discourage a young person from obtaining or maintaining part or full-time employment.

10. Independent Fostering Agencies

Young people placed in Independent Fostering Agency placements will be considered against the same criteria as Kent foster carer placements. The local authority will ensure that the process as detailed in Section 6 of this policy involves the IFA at all key stages.

It is expected that foster carers for Independent Fostering Agencies will be paid at the same rate i.e. standard, complex or intensive as offered to KCC foster carers. There will be the same expectation of IFA carers, in that if offering permanency they are provided with the Staying Put information, with the expectation for the young person to be able to stay up until age 21 years. When entering into permanency agreements with the Local Authority, IFA's enter into the agreement on the basis that when the young person is aged 18 years, the foster carers will transfer to the Kent Staying Put funding structure. Kent do not commit to funding placements at an IFA fostering rate for Staying Put arrangements.

The post 16 planning, professionals meetings and child care reviews will be the medium by which all IFAs will be involved in the Staying Put process. There will be occasions where the decision by the young person and their carer/s to enter into a Staying Put arrangement will not follow the processes in Section 4, for instance the young person may have come in to placement post 16, however at whatever point discussions occur, the IFA will be fully involved. The local authority expects that those representing the IFA at meetings/reviews have the authority to agree with the decisions made by the carer/s and the young person when considering Staying Put arrangements.

Once the Access to Resources Panel has formally acknowledged the decision made by the young person and their carer/s to enter into a Staying Put arrangement post 18, the IFA will be notified and requested to ensure their carers formally notify the IFA of their change in circumstance.

It is expected that IFAs with whom the local authority commission placements will fully embrace the legislative and good practice guidance associated with the Staying Put initiative. The local authority Commissioning Unit can be contacted on: fsccommissioning@kent.gov.uk

11. Income Tax and National Insurance Issues for "Staying Put" Arrangements

All foster carers and "Staying Put" carers must register with HMRC as self-employed.

The Simplified Tax Arrangements apply and Foster Carers and Adult Placement Carers will continue to be able to claim under their existing simplified tax arrangements. Full Tax details are provided in the HMRC help sheet 236.

Where young people remain living with their former foster carer/s under a "Staying Put" arrangement, the Income Tax and National Insurance framework and liabilities that apply are set out in the new "Shared Lives Carers" Guidance. The 'Shared Lives' - 'Qualifying Care Relief Guidance' sets out that "Staying Put" carers receive tax exemptions up to a given qualifying amount for each "Staying

Put” young person living with them. The “Staying Put” qualifying rate mirrors the system and amounts that applied when the placement was previously a foster care placement.

The “Staying Put” exemption does not affect any income you may have from other sources, for example, from employment or from investments. Such other income will be taxed in the normal way.

“Staying Put” carer/s as well as foster carer/s should note that they may be able to claim Working Tax Credit which is administered by HMRC. Fostering/”Staying Put” care is counted as work for tax credit purposes. The carer’s taxable income is used to assess the amount of tax credits that they are entitled to. So, where the carer receives less in Staying Put payments than the tax free allowance is their income from Staying Put for Working Tax Credit purposes is treated as nil, which means they get the highest rate of WTC.

12. National Insurance

The same Class 4 National Insurance contributions apply as for fostering.

13. “Staying Put” Placement Guidance

Young people, “Staying Put” carer/s, leaving care personal advisers and supervising social workers should meet to ensure all appropriate paperwork is completed (see appendix 1-6). This meeting should take place 4 weeks prior to the final looked after review. The tasks should be incorporated into the young person’s pathway plan.

14. Health and Safety

The same health and safety principles that applied under the Foster Placement will continue.

The carer’s car insurance should include appropriate cover for their role as a carer and the vehicle must have a current MOT. The carer should ensure that they have advised their insurance company re the placement of young people in their accommodation, as some companies will advise to have business cover.

15. Monitoring and reviewing arrangements

The Staying Put arrangements should be reviewed as part of the Pathway Plan Review every six months and ensure any targets are being met. The Pathway Plan Review will ensure that the young person is developing and acquiring the independent living skills. This should record any problems or difficulties that have emerged and what is working well in the arrangement and continue to plan for the future.

A review can be arranged earlier if needed by agreement between the young person, the carers and the personal advisor involved.

16. Safeguarding Measures

The same safeguarding measures that apply under the foster placement will continue to apply to a Staying Put Arrangement.

If the former carer is going to continue to be a Foster Carer the young person in the Staying Put arrangement will need to have a DBS Check as they become an adult living in the home.

If the former carers are still registered with KCC as foster carers their DBS checks will continue routinely.

Catch22 will be responsible for ensuring all Staying put former foster carers have an up to date DBS

Any adult safeguarding concerns must be referred to Kent Adult Safeguarding in line with KSAB procedures.

17. Ending the Staying Put arrangement

The Staying Put arrangement can be ended at any time before the young person reaches their 21st birthday, by either the young person or the carer by giving 14 days' notice. A placement planning meeting should be held to prepare for the transition to new accommodation.

NOTE: When planning to end a Staying Put arrangement it is worth remembering that as the young person reaches their 21st birthday they will no longer qualify as having a "priority need" for social housing. Therefore it is essential that plans are made in advance in order to maximise their opportunities to be considered for social housing.

If the young person wishes to remain with the carer post 21 then it will become a private arrangement, and no longer funded by the Local Authority.

There will be circumstances whereby a planned ending to a Staying Put placement doesn't work and a return to the Staying Put Placement is in the young person's best interest.

Should this option be available, within a 4 week period a young person may be able to return to their previous Staying Put household and the original payment arrangement will resume. In these circumstances the arrangement will continue to be considered as Staying Put.

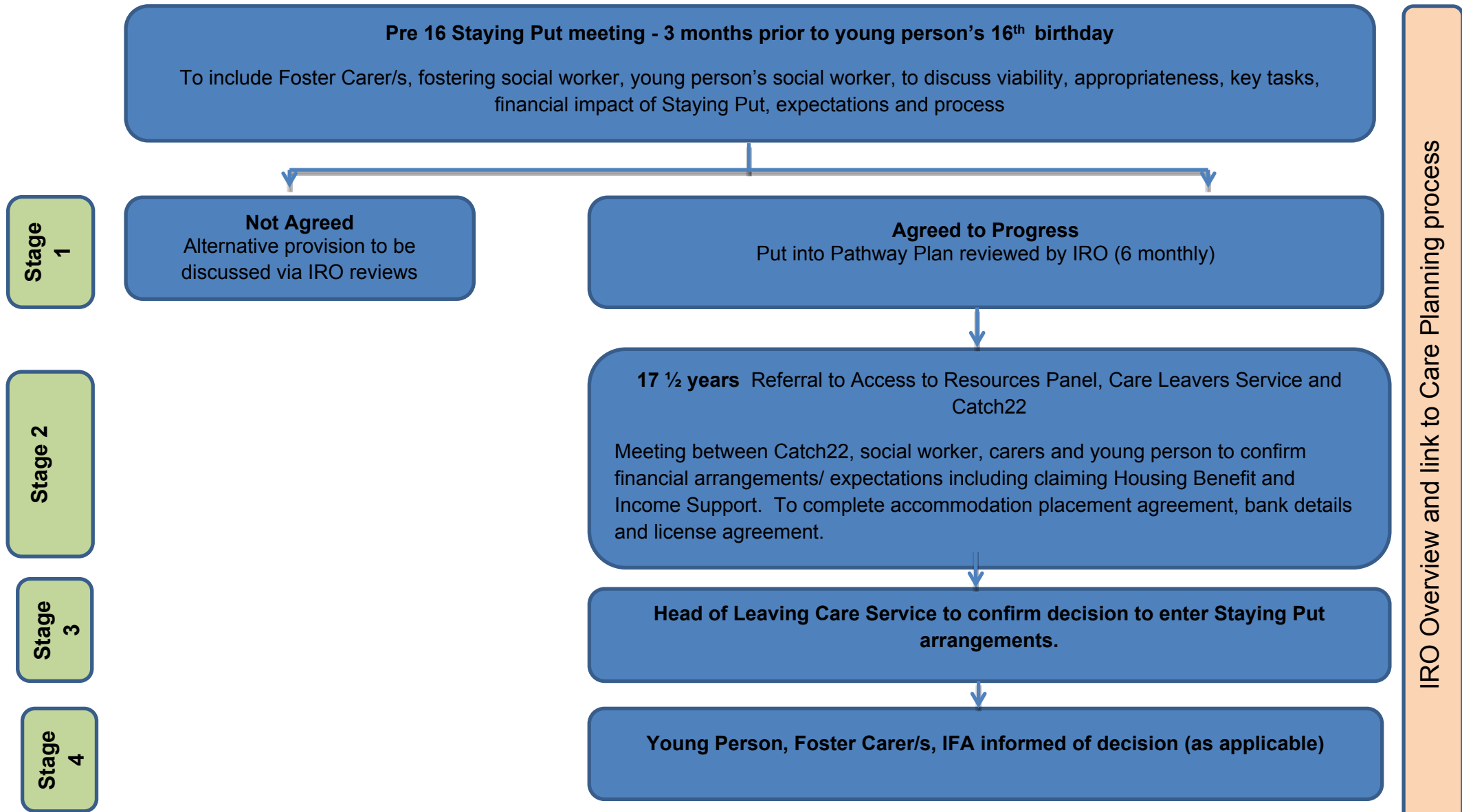
Documents to be completed

At age 17½ years meeting:

- Accommodation placement agreement
- Service Level Agreement
- License agreement
- Providers bank details.

All documents will be provided by the current provider.

Staying Put Process





Kent Supported Accommodation in a Family Environment Accommodation Placement Agreement

For: (young person)
Care status

Date of Birth:

Legal status:

With: (Provider Name)

at: (Provider Address)

KCC Social Worker/Case Worker:

Tel:

Accommodation Officer:

Tel: 01233 223761

Mobile:

This Agreement is a statement of the commitments and undertakings agreed

Between: YP Name & Provider Name
KCC Social/PA Social worker
Catch22 Accommodation Officer, AO Name

Provider Name is an Accommodator approved by Kent County Council Social Services

A Licence will be signed between the young person, Accommodator, KCC Social/Case Worker and Catch22 Accommodation Officer

Date of signing of Licence:

Date of Agreement meeting:

Date of move in:

Present at Agreement meeting:

Social worker
Young person
Accommodation Officer
Provider

Aim of the supported accommodation:

To provide a safe and secure base where the young person can receive support and guidance necessary for future independent living

Anticipated length of stay:

Practical Arrangements.

This supports the placement and there is an expectation that transition planning and workbook has been completed.

Accommodation

(young person) will have sole use of a bedroom, and will share use of kitchen, sitting room/s and bathroom

No one in the house will go into other people's bedrooms

However, as the householder, (provider), must retain the right of entry to the young person's room if necessary for safety reasons.

(young person) will keep own room clean and tidy up after use in communal rooms.

Laundry

(young person) to learn to use machine and take responsibility for his/her own washing.

Telephone

Not to use home telephone except in extreme emergencies and with permission.

Visitors

As lodgings are in someone's private home, visitors:

- May be invited to the house **only** with the accommodator's prior knowledge and consent – and to start with, only when accommodator is at home.
- Should the accommodator be uncomfortable with a particular visitor, he/she has the right to insist that person does not come again

Finances

- no borrowing money
- £7.00 to be paid weekly for utilities
- £20.00 for food per week
- £ per week rent

• **Default of payment may lead to loss of placement**

General rules of the house, and expectations for everyone

- no illegal substances to be brought into the house
- property will be respected, any losses/breakage/deliberate damage reported
- music to be kept to an agreed acceptable level
- everyone in the house will respect each other's privacy & need for personal space
- (young person) will let (Provider) know when they expect to be home, and make a phone call to say if plans change. This will save worrying that something might have happened.
- staying away overnight, to be done only with prior arrangement with case worker.
- smoking is in the garden only
- To be in placement a minimum of 4 nights a week

Accommodator agrees to:

- take an interest in (young person) and provide a minimum of 14 hours of support weekly .
- keep regular diary entries.
- keep confidential any information relating to (young person).
- notify KCC immediately – and also anybody on the young person's list - if there is a serious illness or accident.
- notify KCC if the young person is missing for more than 24 hours without prior arrangement or contact, or immediately if the young person is on a Care Order, and is not back as expected. Out of Hours to be called if outside office hours.
- notify KCC if young person is not staying at/using the accommodation even if it is know where he/she is.
- notify KCC **in advance** if accommodator is planning to be away overnight or planning holiday.
- liaise with KCC Social/Case Worker over plans for (young person) and with Accommodation Officer over placement, discuss any problems without delay as and if they arise

(name) **Social worker KCC Social Worker/Case Worker agrees to:**

- Support the young person through the placement and liaise with the accommodator over plans for young person, and be available for consultation when needed.

(name) **Accommodation Officer, agrees to:**

- support accommodator throughout the placement: contact regularly and discuss any problems as and if they arise
- monitor finance and ensure proper payments are being made
- liaise with worker over plans for young person
- ensure house meetings take place as required
- to attend pathway plans and agree to invite accommodator to meetings

- All parties agree to attend meetings when arranged, so that the Agreement might be reviewed, any amendments made, and any problems resolved.
- Two week's notice from Accommodator to both young person and Catch22 to end of placement
- However, any criminal or anti social activity would mean the placement could, by agreement with Catch22 , be ended without the two weeks notice.
- I agree to my Pathway Plan/CIC review to be shared with Catch22 Kent SAiFE team.

SIGNED:

.....	Young Person
.....	Accommodator(s)
.....	KCC Social Worker/PA
.....	Accommodation Officer
.....	Date

The first house meeting (to ensure all is going well) will take place on _____ then meetings at regular intervals as agreed .