

B L A C K P O O L C O U N C I L



# After Care Supported Lodgings Resource Pack



2004-2005  
Benefits Administration



Blackpool Council

BUILDING A BETTER COMMUNITY FOR ALL



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## SUPPORTED LODGINGS RESOURCE AND ASSESSMENT PACK

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## Part A: SETTING THE SCENE

### Introduction

Blackpool Borough Council looks after children for different reasons, either because of temporary or permanent problems with a child's family, because of abuse or neglect, or because of a child's challenging behaviour. Blackpool Borough Council also offers short breaks to children with severe disabilities.

Children whose families are experiencing poverty or social exclusion are more likely to need looking after.

Sometimes the court says children have to be looked after and sometimes children are looked after with their parents agreement.

"The expansion of supported/supervised lodgings as an option for young people leaving care or homeless has brought many benefits. Its flexibility means that it can be of benefit to young who are already reasonably self sufficient to those who require more intensive support. It can be a viable option for that small group who find any group living situation untenable, needing to be left alone until they are ready to accept the guidance and support offered – a viable risk taking option with appropriate support"

The Children Act 1989 created opportunities for 16 and 17 year old homeless young people to access accommodation, support, advice, information and financial assistance from local authorities. However, the discretionary nature of the legislation and accompanying guidance led to widely varying interpretations by local authorities of their responsibilities. Many set up their own supported lodgings schemes whilst others did so in partnership with voluntary organisations, for others it was never even an option. This ad hoc approach has led to supported lodgings often being seen and treated as a Cinderella service compared to fostering. Partly this is due to it being seen as a cheaper option as opposed to a quality option often favoured by young people and highly appropriate to their needs at a transitional stage in their lives. So if supported lodgings is not to be seen as a second class, second tier option there are no short cuts to assessing, preparing and supporting supported lodgings providers/carers.

## Children Looked After

Under the Children Act 1989, a child is “looked after” if he or she is placed in the care of the local authority by a court (under a care order), or provided with accommodation by the authority’s Social Services Department for more than 24 hours. On the 31<sup>st</sup> December 2004, 277 children were being looked after by Blackpool Social Services Department.

	Age of Looked After Children		
	Boys	Girls	Total
Under 1 year	12	6	18
1-4 years	34	23	57
5-9 years	34	29	63
10-15 years	66	47	113
16-17 years	18	8	26
18 & over	0	0	0
<b>Total</b>	<b>164</b>	<b>113</b>	<b>277</b>

Legal Status of Looked After Children	Number of Children
Care Orders: interim	25
full or deemed	118
other	0
Voluntary agreements	115
Freed for adoption	18
On remand or detained	0
Emergency or police protection orders	1
Other	0
<b>Total</b>	<b>277</b>

Children who are “looked after” span the full age range, though a large proportion of looked after children are aged 10-15 years old. 41% of looked after children were in this age group.

143 children, 52% of those looked after, were placed under a Care Order. The vast majority of these, 83%, were full or deemed Care Orders.

A further 115 children (42%) were being looked after by voluntary agreement.

Placement type	Number of children
Foster placements:	
with a relative or friend	25
other	147
Community homes	0
Voluntary homes and hostels	39
Privately registered homes	0
Schools and associated homes	4
Placed with parents	29
Placed for adoption	22
In lodgings or living independently	7
Young offender institute or prison	0
Absent from agreed placement	0
Other placement	4
<b>Total</b>	<b>277</b>

Looked After Children are placed in a wide range of residential settings. Large proportions, 62%, are placed with foster carers.

43 children, representing 16% of those looked after, were placed in children’s homes or residential educational establishments.

## **What is supported lodgings?**

- Provides after a safe and supportive environment to young people 16+ where they can receive the guidance and support needed to prepare for living more independently. Some will be carers whilst others are homeless or in the Youth Justice system so need also to be helped to develop responsible behaviour.
- A room for each person which is safe, clean and comfortable with some meals provided or facilities and help to provide their own as part of assuming increased responsibility

### **Qualities needed include:**

- Like being with teenagers
- An understanding of the difficulties faced by young people and a genuine interest in helping them
- Warm and caring
- Reasonable expectation of a young person's capabilities and limitations
- A degree of flexibility and willingness to adapt a new situations
- Able to work as part of a team
- Ability to recognise and review own strengths and weaknesses

**Terminology:** people who offer supported lodgings are usually referred to either as supported lodging carers or providers. Throughout this material the term providers is used.

## **What qualities and skills are required?**

All you need is patience, tolerance, flexibility, plenty of common sense and a desire to make a difference to the lives of young people in need. A sense of humour is also helpful.

Young people who need supported lodgings may sometimes have been through some difficult life experiences and some may have specific support needs. We will provide you with the training you need and ongoing support during your time as a carer.

## **Other ways of helping young people**

For many vulnerable young people, supported lodgings play an important part in their transition to adult life – it can be an invaluable stepping-stone to full independence.

## **The Supported Lodgings Scheme**

The supported lodgings scheme provides young people leaving foster homes or children's homes with a 'bridge' between being in care and independence. They are usually between the ages of 16-18 and may be in employment, further education or looking for work.

At a time when most young people are still enjoying the support and reassurance of their own families, young people in care are thinking about making their own way in life and want to move on.

The aim of the scheme is to place older teenagers where they can settle and be happy and at the same time receive guidance and encouragement to learn 'life skills'.

### **Who can be a carer?**

We have a wide range of young people who need supported lodgings so we are looking for a wide range of carers. You could be:

- Married, with a partner or single
- From any ethnic background
- Young or old
- Working or not working
- With or without children
- Home owner or tenant (council or Housing Association)

The only restrictions to becoming a carer are:

- You must have a spare room in your home
- You must be in good health
- There must be nothing in your background which would suggest that any young person in your care could be at risk of harm or abuse

Please note: to ensure the safety of young people we always carry out a range of police, health and other checks.

### **What's in it for me?**

Providing Supported Lodgings offers all sorts of rewards for the people that get involved. There is a great sense of satisfaction in knowing that you are doing something that is really needed and that can make such a positive difference to a young person's life. Without your help at this critical time in their lives they may never develop the skills and confidence they need to live independently in the future.

The scheme also offers an opportunity for you to earn some extra money.

- We give you a payment to cover the use of the room, heating, lighting, food and other day-to-day expenses.
- We would make special payments to you for any period where a young person needs extra support from you.

## **The Legal Framework**

Reference has already been made to the Children Act 1989, but the introduction of new leaving care legislation and related government initiatives including Quality Protects, Connexions and Supporting people offers an opportunity to review the concept of supported lodgings, its strengths, the gaps and to consider how it can become an integral and valued part of every local authority's leaving care resources.

Research and practice strongly suggests that Quality Protects has provided a welcome but limited and short-term opportunity to put in place a framework for developing supported lodgings. The funding issue, for both supporting the young person and the provider are complex, (for example housing benefit entitlements) and remains largely unresolved. In relation to The Housing Act 1996 young people leaving care are identified in the guidance being circulated and post 18s quality for transitional housing benefit under the Transitional Housing Benefit Scheme (THBS). It is our view that a support element should be reflected in the Housing Benefit System and Supporting People legislation guidance. In law there is limited direct reference to this provision yet it is used widely both for young people in care and others not in care.

According to the Children Act 1989 (Section 23.2.a) a looked after child can be placed with family, relatives or another person. Also the fostering regulations apply in that a looked after child may also be placed in accommodation that seems appropriate to the local authority (Section 23.2.f). In both situations there us a requirement to safeguard and promote the welfare of the young person, and 'safeguarding the welfare' implies some check or assessment.

## **The Children (Leaving Care) Act 2000**

Care leavers are seen as entitled to accommodation that safeguards their welfare and general accommodation issues are contained within the new Children (Leaving Care 2000), legislation and guidance. Implemented from October 2001 it seeks to strengthen the Children Act 1989 and links with a number of wider government objectives including:

- Reducing the number of placement moves within the care system
- Increasing placement choice
- Avoiding early discharge from care
- Improving outcomes for care leavers

This legislation provides a context for, but not a blue print or resources, for delivering supported lodgings in that it:

- Requires that care leavers be in a suitable accommodation
- Sets a requirement for every young person to have:
  - an assessment
  - continued contact until 21
  - a Pathway Plan
  - a personal advisor

However it is not prescriptive about how supported lodgings is defined or assessed, and it does not state how it will be managed. The Children (Leaving Care) Act 2000 guidance looks to the voluntary sector to be contracted in or become a partner with local authority social services departments to provide various forms of accommodation. This could include sheltered and halfway housing, refuges for young people at risk, supported lodgings and continued foster care' (Department of Health, 2001):

### **Links between the guidance and housing departments**

In relation to the all-important links between the Social Services Department, Housing Department and supported lodgings. The Guidance (Department of Health, 2001, Section Three the Role of the Housing department, paragraph 23, page 25) refers to the Homeless Bill.

### **The Children (Leaving Care) Act 2000 Guidance Role of the Housing Department)**

Because of the diverse needs of care leavers and the way in which these will change over the time, local authorities are likely to require a range of accommodation options. The options include:

- Enabling young people to remain in the accommodation in which they lived whilst being looked after e.g. foster placement conversion to supported lodgings.
- Supported lodgings
- Other transitional accommodation with varying degrees of support such as trainer flats, hostels.
- Specialist accommodation – as such as self-contained accommodation with personal assistance support – for young people with particular support needs such as disabled young people, pregnant young women or single parents
- Foyers and other supported accommodation which combines accommodation with opportunities for education, training and employment self contained accommodation with floating support
- Independent tenancies
- Self-build schemes

In relation to the critical point about how this will be achieved the Guidance states (page 26):

### **The Children Act 1989 Guidance (Role of the Housing Department)**

Whilst the primary responsibility for securing accommodation for young people rests with the local housing authority, it is essential that a corporate and multi-agency approach is adopted by the local authority to care leavers. Local authorities should develop a strategy in partnership with housing providers to provide a range of accommodation to meet the assessed needs of relevant children and other care leaders. The housing needs of care leavers should be addressed before they leave care and arrangements made for joint assessment between social services and housing authorities, as part of the multi-agency assessment on which an individual after-care plan or pathway plan should be based.

Under the guidance and amendments to 1996 Housing Act, (under which care leavers are specifically named as a priority group) other changes about supported lodgings are likely to have an impact on young people leaving care. Housing providers have often expressed concern about rehousing care leavers whose voluntary and lack of preparation make poor tenants, in some instances ending up losing their tenancies. Supported lodging offers opportunities to young people to develop the life skills and confidence needed to assume and maintain their responsibilities as tenants.

Successful implementation of both these pieces of legislation will contribute to local authorities meeting their Quality Protects and Best Value targets and to meeting the government's objectives as set out in their social exclusion objectives/programme. For the first time there is a climate of opportunity when the government is prepared to both listen and act. Therefore it is timely to review and promote the expansion of supported lodgings and how it fits into the wider development of leaving care services. The provision of materials that will assist in improving and standardising good practice is necessary and timely, hence this initiative on the part of the London Supported Lodgings Network.

## **Part B: THE COMPETENCY BASED APPROACH**

### **What is the competency-based approach?**

This approach to assessing the approving potential supported lodgings provider's focuses on the skills and experience needed to care for adult life. It represents a move away from a type of person to what are the tasks needed to achieve these tasks. At the end of the assessment process the assessor will have addressed the question "does this person have the necessary skills and knowledge or the potential to acquire them all?"

The approach comprises 14 key competencies/abilities (set out under 4 group headings) that applicants need to have or be able to develop in order to become supported lodging providers. The assessment process becomes one of gathering information about applicants from a wide range of sources that will provide "evidence" as to whether or not applicants meet the key competencies.

### **Sources of evidence could include**

- Observation of the applicant young people
- An interview with the parent of a young person an applicant has cared for or previous lodgers
- An employer's reference
- Assessors records of their interviews with the applicant(s) and any exercises undertaken with them
- Notes made by the applicants from preparation groups they attend
- Trainers notes from the preparation group meetings

The assessor writes **a report** for presentation to a Panel. This is shared with the applicant(s) and covers the following

**Part A:** factual information about the applicant(s), the accommodation they are offering, the locality

**Part B:** the evidence and the assessor's **opinions** about how the applicants meet each of the competencies, any gaps and what their development/training needs are.

The evidence can be put together into a "*portfolio*" which can be made available to the approval Panel + references

### **Why use the competency based approach to assess and approve supported lodgings carers/providers?**

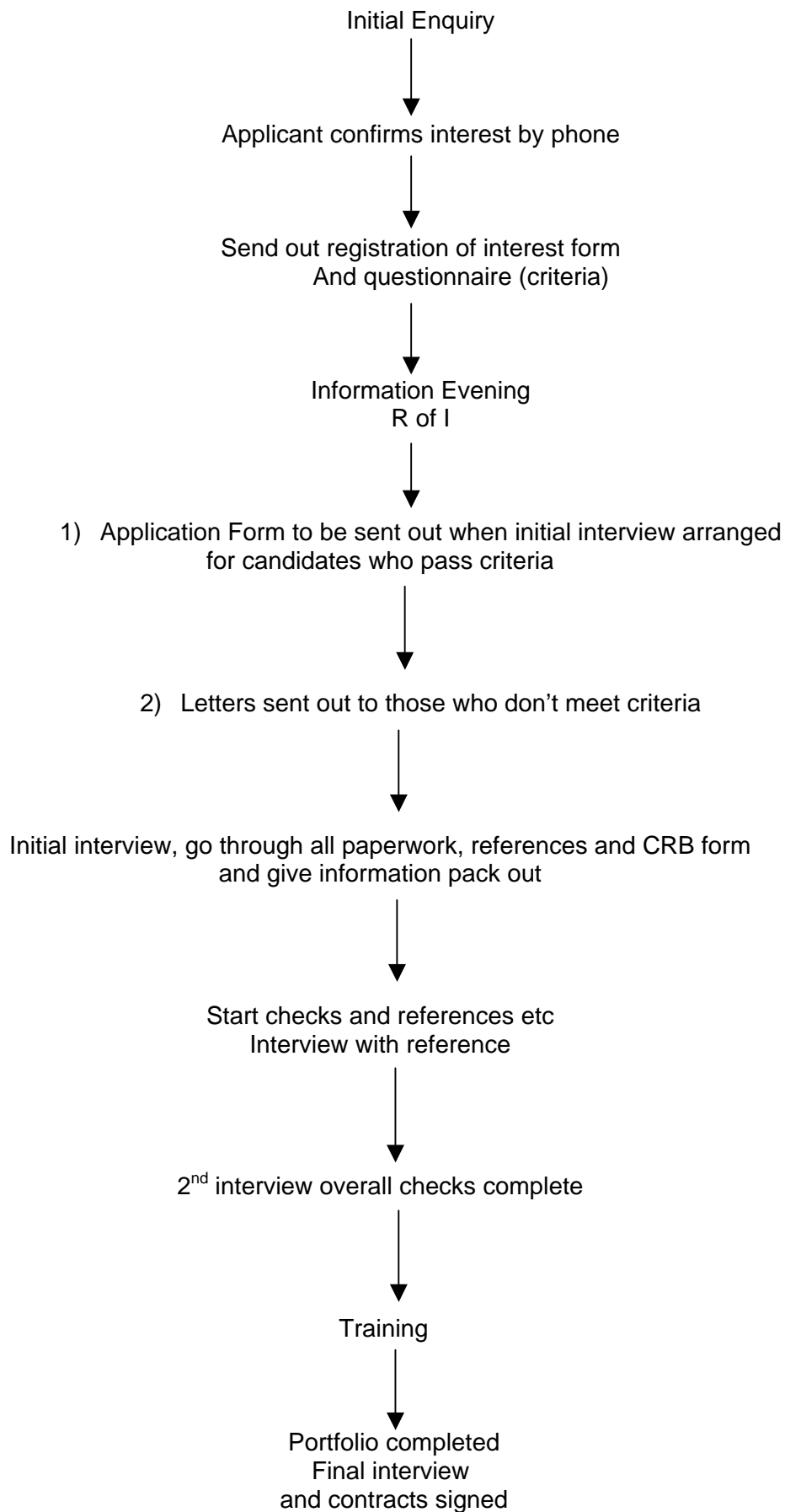
- Reliability as it increases the sources of information about the applicant and allows for the assessor's opinions to be evidenced. This ensures that every assessment is carried out to the same rigorous, high standards.
- It assists in reaching the expectations set out in the Children (Leaving Care) Act 2000 and related guidance and legislation.
- Consistency so everyone especially young people know what to expect when in supported lodgings
- An effective matching tool
- Supports providers/carers to recognise their skills so they grow in confidence as well as making them more conscious of using their skills consistently and so raising the standard of what they do. That leads to a more professional view of supported lodgings and contributes to reducing the stigma so often attached to being in care/a care leaver
- A good basis for reviewing and monitoring both individual providers, identifying their training and support needs and the overall effectiveness of the supported lodgings service

## **Values underpinning the competency based approach**

The competency-based approach ensures that the values listed below are integral to the assessment process

- Individuals are respected
- Differences and diversity is valued
- Equality is promoted
- Discrimination is challenged
- Confidentiality is maintained
- Advice and feedback is provided in a constructive way
- Applicant(s) are supported to demonstrate their competence
- Standards of care for young people are explicit and agreed

## Supported Lodgings Assessment Flow Chart



## **EXPECTATIONS**

### **1. Caring for young people**

- 1.1 An ability to provide a good standard of care to young people which promotes healthy emotional, physical and sexual development as well as their health and educational achievement
- 1.2 An ability to work closely with young people's families and others who are important to the young person
- 1.3 An ability to set appropriate boundaries and to help young people resolve conflict
- 1.4 A knowledge of normal child and adolescent development and an ability to listen to and communicate with young people appropriate to their age and understanding

### **2. Providing a safe and caring environment**

- 2.1 An ability to ensure that young people are cared for in a placement/home where they are safe from harm or abuse and where they are able to make mistakes but be supported to develop and take responsibility for their own safe care
- 2.2 An ability to help young people develop the strategies needed to keep themselves safe from harm or abuse, and to know how to seek help if their safety is threatened

### **3. Working as part of a team**

- 3.1 An ability to work with other professional people and contribute to the department's planning e.g. Pathway Plan for the young person
- 3.2 An ability to communicate effectively
- 3.3 An ability to keep information confidential
- 3.4 An ability to promote equality, diversity and the rights of individuals and groups within society

#### **4. Own development**

- 4.1 An ability to appreciate how personal experiences have affected themselves and their families, and the impact that offering supported lodgings is likely to have on them
- 4.2 An ability to have people and links within the community which provide support
- 4.3 An ability to use training opportunities to improve skills
- 4.4 An ability to make a commitment to a young person and sustain a positive attitude and approach during stressful periods

## The Forms

### Section 1: Factual information and checks

#### 1. Registration of interest

<b>Name:</b>	
<b>Date of Birth:</b>	
<b>Gender:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone number:</b>	<b>Day:</b>
	<b>Evening:</b>

Where did you hear about supported lodgings  
e.g. from a friend, local press, leaflet, etc.?

--

Who are the other members of your household (adults and children)?

<b>Name:</b>	
<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Relationship to you:</b>	

<b>Name:</b>	
<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Relationship to you:</b>	

<b>Name:</b>	
<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Relationship to you:</b>	

<b>Name:</b>	
<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Relationship to you:</b>	

(further space overleaf if required..)

**Who are the other members of your household (adults and children)?**

<b>Name:</b>	
<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Relationship to you:</b>	

<b>Name:</b>	
<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Relationship to you:</b>	

<b>Name:</b>	
<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Relationship to you:</b>	

<b>Name:</b>	
<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Relationship to you:</b>	

**How many spare rooms are available for lodgers in your home?**

--

**How would you describe your ethnic background and/or culture?**

--

**Religion (are you practising or nominal)?**

--

**Why do you want to offer supported lodgings?**

--

**Have you had any previous contact with this or any other agency in relation to fostering or supported lodgings?**

--

**For office use only:**

**Date call taken:**

**Name of agency staff member who took call / processed form:**

**Action taken as a result:**

## **The Forms**

### **Section 1: Factual information and checks**

#### **Assessment process:**

##### **a) Guidance for assessor**

#### **1. Initial contact**

Telephone call exchanging brief details and arranging a visit to applicant's home within 3 weeks.

#### **2. First visit**

Give introduction to Supportive Lodgings and explain the assessment process.

Get basic information from applicant.

Look around applicant's home and proposed room(s) for young person(s).

Arrange next visit for 3 weeks time. Complete Health and Safety checklist.

#### **3. Second visit**

Start filling out *Supportive Lodgings Assessment form part 1 – Relevant Information*.

Give list of *Documentation Needed and Police Check form* to applicant(s).

Arrange next visit for 3 weeks time.

#### **4. Third visit**

Continue with *Supportive Lodgings Assessment part 1 – Relevant Information*.

Check through documents and take copies where necessary.

Arrange next visit for 6 weeks time.

#### **5. Profiling applicant(s)**

Write profile of applicant(s) based on information provided in *Supportive Lodgings Assessment form part 1 – Relevant Information*.

#### **6. Fourth and subsequent visits**

Check through *Supportive Lodgings Assessment for part 1 – Relevant Information*.

Another look at applicants home and proposed room(s) for young person(s).

#### **7. Visit to office**

Applicant(s) to meet team and other Supportive Lodgings providers.

Arrange final visit for 3-6 weeks time.

#### **8. Completion of paperwork**

Chase outstanding documents and references. *Supportive Lodgings Assessment form part 2 – Identity check and Enquiries* must be complete.

#### **9. Final visit**

Complete *Supportive Lodgings Assessment form part 3- Training and Support*.

Gain applicant(s) feedback on application process. Invite them to attend panel.

#### **10. Report, portfolio and references to Panel**

Applicants will be invited to attend any training / preparation sessions at same time as being assessed by the worker. As part of the assessment the applicants will compile with the worker a portfolio for presentation at panel.

## **The Forms**

### **Section 1: Factual information and checks**

#### **Assessment process: c. Documentation needed**

We will need to see and take copies of the following documents. If you do not want us to take these documents away to photocopy, please provide us with your own copies. We will still need to see the original documents:

- Birth certificate
- Passport
- Driving Licence
- Immigration Documents
- Deed Poll Certificate
- Mortgage / rent statements

We require employment references covering the past 5 years. Please give us the name, job title, work address and contact number of your referees.

- If you have been with the same employer for the past 5 years, please also provide a named referee who would be able to give you a character reference. If you have not been employed for the past 5 years please provide us with a named referee from your last employer plus a further named referee who would be able to give a character reference. (Note: character references should not be from a relative or friend).
- Please provide a letter from your doctor regarding your general state of health / complete medical forms.
- You and any members of the household aged 10 years or over will also need to fill out a police check form.

***Thank you for providing this information.***

## **The Forms**

### **Section 1: Factual information and checks**

#### **Application Form**

About You and Your Family: (if there are two applicants each should complete a separate form)

<b>Name of applicant</b>	<b>Gender</b>	<b>D.O.B.</b>	<b>Occupation</b>	<b>Hours of work</b>	<b>Marital status</b>

**Telephone number:**

Home:

Work:

Mobile:

**Current Address:**

Postcode:

**Previous addresses since the age of 18 (please start with most recent):**

Postcode:

Postcode:

Postcode:

Postcode:

Postcode:

Postcode:

Postcode:

**Ethnic Background (please tick)**

- |                   |                          |                   |                          |                 |                          |
|-------------------|--------------------------|-------------------|--------------------------|-----------------|--------------------------|
| Asian British     | <input type="checkbox"/> | White British     | <input type="checkbox"/> | Black British   | <input type="checkbox"/> |
| Asian Indian      | <input type="checkbox"/> | White Irish       | <input type="checkbox"/> | Black Caribbean | <input type="checkbox"/> |
| Asian Pakistani   | <input type="checkbox"/> | White / Caribbean | <input type="checkbox"/> | Black African   | <input type="checkbox"/> |
| Asian Bangladeshi | <input type="checkbox"/> | White / African   | <input type="checkbox"/> | Black Other     | <input type="checkbox"/> |
| Asian             | <input type="checkbox"/> | White Other       | <input type="checkbox"/> | Bosnian         | <input type="checkbox"/> |
| Asian Other       | <input type="checkbox"/> | Chinese           | <input type="checkbox"/> | Yugoslavian     | <input type="checkbox"/> |
| Mixed             | <input type="checkbox"/> | Not Known         | <input type="checkbox"/> | Other           | <input type="checkbox"/> |

**Religion:**

**Please state whether practising:**

**Language spoken at home:**

**Other household members:**

NAME	RELATIONSHIP	GENDER	DATE OF BIRTH

(Include occasional and part-time household members)

Are there any other people who don't live in your household but are regular visitors to your home?

**What pets do you have?**

**Do you have a disability?**

**If yes, please give details:**

**Can you drive?**

**Do you have use of a car?**

**What hobbies do you enjoy?**

Your Employment History:

JOB TITLE	REASON FOR LEAVING	DATE FROM	DATE TO

**Assessment of applicant:**

**1. Interest**

Please outline briefly your reasons for wanting to be a Supported Lodgings provider.

**2. Previous Experience**

Please tell us any previous experience you might have had of:

- a) providing lodgings
- b) working with or caring for young people
- c) a Social Services Department / Voluntary organisation

**3. Health**

Are there any medical issues that may affect your work as a Supported Lodgings provider?  
Are there any significant medical issues in relation to the children in your household?

#### 4. Skills, Experience and Attitudes

- a) (i) Please outline the skills, experience and attitudes you have that you feel will contribute to your work with young people

- (ii) Are there any groups of young people that you feel you would not be able to work with?

- (iii) Are you able to offer accommodation to a young person who is not working or in full-time education?

- b) Please indicate your skills, views and experiences in working with young people who:

- (i) have misused drugs and solvents or alcohol

- (ii) are or have been involved in offending

(iii) have been physically or sexually abused

**5. Support**

Please indicate the range or level of practical and emotional support you would be able to offer young people. Is there anything that might limit the support you could give?

**6. House Rules**

What house rules would you have for young people, e.g. how about smoking; staying out or coming in late; respecting others privacy; overnight visitors; having their own key, etc?

## **7. Convictions**

Do you have any criminal convictions?

The work for which you are applying involves direct access to young people and is therefore exempt from the Rehabilitation Offenders Act 1974. You are required to declare any cautions, bind-overs, convictions or pending prosecutions you may have even if they would be regarded as 'spent' under the Act. Certain categories of convictions do not necessarily prevent you from being a supported lodgings provider and all applications are considered on merit.

**Details of Accommodation:**

**8. Facilities**

What facilities will the young person be offered? Are there any restrictions on the young person's use of shared facilities?

**9. Expectations of the young person**

What degree of involvement in the housework do you expect from the young person (e.g. cleaning their room, cleaning shared rooms, getting meals, etc)?

**1<sup>st</sup> applicants signature:** ----- **Date:** -----

**2<sup>nd</sup> applicants signature:** ----- **Date:** -----

Please complete and return in S.A.E. by -----

## **The Forms**

### **Section 1: Factual information and checks**

#### **Identity checks and enquiries**

##### **Verification of applicant's identity**

<b>Name:</b>	
<b>Date of Birth:</b>	

Are the applicant(s) domiciled in the U.K., Channel Islands or Isle of Man?

If 'no' give domicile:

How long have applicant(s) been resident in the U.K.?

##### **Documents**

<b>Date document seen</b>	<b>1<sup>st</sup> applicant</b>	<b>2<sup>nd</sup> applicant</b>
<b>Birth certificate</b>		
<b>Passport</b>		
<b>Driving licence</b>		
<b>Proof of indefinite leave to remain</b>		
<b>Deed poll certificate</b>		
<b>Divorce certificate</b>		
<b>National Insurance number</b>		

##### **Agency enquiries**

<b>Date check returned</b>	<b>1<sup>st</sup> applicant</b>	<b>2<sup>nd</sup> applicant</b>
<b>Police</b>		
<b>DoH Consultancy Index</b>		
<b>Doctor's Letter</b>		
<b>Referee 1 (current employer)</b>		
<b>Referee 2 (previous employer / character)</b>		
<b>Referee (other)</b>		
<b>Referee (other)</b>		

**Part C: The Forms**

Section 1: Factual information and checks

**Personal Reference Form**

<b>Name of Applicant(s)</b>	1.	2.
<b>Name of referee(s)</b>		
<b>How long have you known the applicant(s)?</b>		

**How much and what type of contact do you currently have with them?**

The applicant(s) is being assessed against the following expectations, or abilities, that are necessary to be a supported lodgings provider. Please make brief comments about the applicant(s) ability or experience in any of the following areas that you feel able to comment on. Give relevant examples of why you feel the applicant(s) has experience in an area. Don't worry if you cannot comment on all of the competencies listed. There are some additional questions about the applicant(s) suitability to be a supported lodgings provider at the end of this form. Your responses are confidential and will not be seen by the applicant unless you have given your consent.

### 1. Caring for young people

1.1 Providing a good standard of care to young people promotes healthy emotional, physical and sexual development as well as their health and educational achievement.

1.2 Working closely with the young person and others who are important to the young person.

1.3 An ability to set appropriate boundaries and to help the young person resolve conflict.

1.4 Having knowledge of normal child and adolescent development and being able to listen and communicate with young people appropriate to their age and understanding.

## **2. Providing a safe and caring environment**

2.1 Ensuring that young people are in a home where they are safe from harm or abuse.

2.2 An ability to help a young person to develop, i.e. the strategies needed to keep the young person safe from harm or abuse.

## **3. Working as part of a team**

3.1 Working with other professional people and contributing to the Social Services department's planning for a young person.

3.2 Communicating effectively

### 3.3 Keeping information confidential

### 3.4 Promoting equality, diversity and rights of individuals and groups within society.

## 4. Own development

### 4.1 Appreciating how personal experiences have affected themselves and their families, and that offering support is likely to have on them all.

### 4.2 Promoting equality, diversity and rights of individuals and groups within society.

### 4.3 Using training opportunities to improve skills.

4.4 An ability to sustain positive relationships and maintain effective functioning through periods of stress.

4.5 How would you describe the applicant(s) physical and mental health?

4.6 How would you describe the applicant(s) relationship with each other (if two applicants), and their personalities?

4.7 Do you know of any criminal convictions the applicant(s) have, or of any that are pending?

4.8 Do you have any concerns that the applicant(s) would mistreat, abuse or fail to protect the young people or cause them harm in any way? If so, what are your concerns?

4.9 Do you know of any reason why it would be unwise for the agency to use this household for supported lodgings?

4.10 Are there any other concerns you think it is important for the agency to know about?

**Your responses are confidential and will not be shared with the applicant(s) without your consent. Do you give your consent for this reference to be shared with the applicant(s)?**

**YES / NO**

**Signed: ..... Date: .....**

## The Forms

### Section 1: Factual Information and Checks

#### Health and Safety Checklist

Approved Supported Lodgings homes need to be safe for young people to live in. It is the responsibility of the local authority to ensure, as far as possible, that the placement fulfils safety standards.

The Health and Safety Checklist below contains all of the checks that are needed. The first part of the form relates to the living conditions in the home. The second part of the form relates specifically to home safety. The entire form should be completed by the After Care Worker during the assessment process. You could then work through the form together and highlight any areas that need improvement or correction before the home can be approved as 'safe'.

#### General household conditions (for After Care Worker only)

Improvements required and date to be carried out

• Is the accommodation suitable for the number of young people living, or proposed to live in it?	Yes / No	
• Is there sufficient space for young people to pursue their homework and engage in quiet activities on their own?	Yes / No	
• Do the rooms have sufficient light to read by?	Yes / No	
• Do all room have an opening window?	Yes / No	
• Are all rooms maintained at a reasonable temperature?	Yes / No	
• Can young people eat in a comfortable and relaxed atmosphere?	Yes / No	
• Is the accommodation hygienically clean and free from the odour of pets, cigarette smoke, urine and rubbish?	Yes / No	
• Are there any obvious hazards?	Yes / No	
• Do any pets pose a physical threat to young people?	Yes / No	
• Are the sleeping and feeding arrangements for pets hygienic?	Yes / No	
• Do the adults understand how infections are transmitted?	Yes / No	

**General safety factors (indoors)**

• Is electrical equipment in good repair?	Yes / No	
• Are all heating appliances fixed to the wall?	Yes / No	
• Is there an easily accessible (and working) fire extinguisher and blanket?	Yes / No	
• Are smoke detectors fitted and working (test batteries)?	Yes / No	
• Are sockets overloaded?	Yes / No	
• Has an electrician checked the wiring and a safety report issued?	Yes / No	
• Are the gas fires and gas water heaters serviced yearly?	Yes / No	
• Are all large areas of glass fitted with safety glass?	Yes / No	
• Are there any loose or uneven floor coverings?	Yes / No	
• Do the soft furnishings conform to British Standards?	Yes / No	
• Are you committed to ensuring that any new furniture conforms to British Standards?	Yes / No	
• Is furniture safe?	Yes / No	
• Are all window and door keys easily available in the event of fire?	Yes / No	
• Is there adequate artificial / natural light to illuminate any steps?	Yes / No	
• Is there an accessible First Aid box?	Yes / No	

**Kitchen**

• Is there adequate artificial / natural light to illuminate any steps?	Yes / No	
• Is there an accessible First Aid box?	Yes / No	

**Bathroom**

• Are lights or electric fires controlled by a pull cord switch?	Yes / No	
• Is there a thermostat on the hot water control to prevent scolding?	Yes / No	
• Is there a lock on the door?	Yes / No	

**Bedroom**

• Is the bed safe?	Yes / No	
--------------------	----------	--

**General safety factors outdoors**

• Is MOT and insurance on care up to date?	Yes / No	
--	----------	--

Date

Name and signature of applicant

Date

## **The Forms**

### **Section 1: Factual information and checks**

#### **Medical Forms**

##### **a. Confidential Medical Questionnaire – Guidance Notes**

#### **To be read before completing the Medical Questionnaire**

1. It is important to complete the questionnaire as fully as possible as this may save time later. You are required to answer every question and to give full details where requested, e.g. dates, frequency and duration of the problem. If there is insufficient space attach a separate piece of paper.
2. Your telephone number is requested since the Medical Advisor may occasionally need to contact you further for further information.
3. The purpose of this form is to assess if your health is adequate for undertaking supported lodgings. Do not think that any declared ill health or disability will necessarily disqualify you.
4. After reading the questionnaire the Medical Advisor may contact your own doctor to obtain further information. In some circumstances it may be necessary for you to attend a medical examination.
5. In accordance with the Access to Medical Reports Act 1988 would you read and complete the enclosed medical form.

**Medical Forms**  
**b. Confidential Medical Questionnaire**

Please print clearly

<b>Surname (<i>block capitals</i>):</b>	
<b>First names:</b>	
<b>Title: (<i>please circle</i>)</b>	<b>Mr / Mrs / Miss / Ms / Other (<i>please indicate</i>)</b>
<b>Date of birth:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	<b>Home -</b>
	<b>Work -</b>
	<b>Other -</b>

<b>Height:</b>	<b>Weight:</b>
----------------	----------------

<b>Medical Questionnaire</b>	<b>Please circle</b>	<b>Further details if appropriate</b>
<b>a) Is your eyesight good (with glasses if required)?</b>	<b>Yes / No</b>	
<b>b) Can you recognise colours without difficulty?</b>	<b>Yes / No</b>	
<b>c) Is your hearing good for normal purposes including use of telephone?</b>	<b>Yes / No</b>	
<b>c) Do you have any speech defect?</b>	<b>Yes / No</b>	
<b>d) Do you have any other physical handicap?</b>	<b>Yes / No</b>	
<b>e) Are you now and usually in good health?</b>	<b>Yes / No</b>	
<b>f) Are you at present under medical treatment or observation?</b>	<b>Yes / No</b>	
<b>g) Are you taking any medicines, pills, tablets, injections or special diet?</b>	<b>Yes / No</b>	
<b>h) Have you ever had hospital investigations or treatment, or undergone an operation (please give name of hospital and reason for attendance)?</b>	<b>Yes / No</b>	
<b>i) Have you ever had treatment by Radiotherapy or Chemotherapy?</b>	<b>Yes / No</b>	
<b>k) Have you ever had a chest x-ray? Please give date, place and result of last x-ray?</b>	<b>Yes / No</b>	

Have you ever had:

a) Migraine or severe headaches?		
b) Fits, fainting attacks, blackouts or epilepsy?		
c) Mental ill health, nervous breakdown, emotional problems, nervous debility or other psychiatric disorder?		
d) Any alcohol or drug related problem or illness?		
e) Stroke, paralysis, muscle weakness or nerve disorder?		
f) Heart trouble or high blood pressure?		
g) Angina, chest pain or shortness of breath?		
h) Asthma, recurrent bronchitis or persistent cough?		
i) Pneumonia, tuberculosis or other chest disorder?		
j) Gastric or duodenal ulcer or recurrent indigestion?		
k) Jaundice, colitis, recurrent bowel disorder or hernia?		
l) Kidney disease or other urinary disorder?		
m) Arthritis, rheumatism or gout?		
n) Back trouble, including lumbago, sciatica or 'slipped disc'?		
o) Anaemia or other blood disorder?		
p) Skin disease, including eczema, dermatitis and varicose ulcers?		
q) Diabetes or thyroid disorder?		
r) Eye disease?		
s) Nose, throat or ear disorder including discharging from the ears?		
t) Vertigo, dizzy spells or tinnitus?		
u) For female applicants: Any breast disorder or gynaecological disorder?		
v) Any serious accident, illness or infection not covered by the above questions?		
w) Have you ever left employment because of ill health or unsatisfactory attendance?		
x) Are you or have you ever been registered disabled?		

Have you taken sick leave over the past 5 years?

If YES please give details below:

Nature of illness	Start date of illness	End date of illness	Number of days away from work/school/college

Do you smoke cigarettes, cigars or tobacco?

If YES how much per day?

Do you drink alcohol?

If YES, how many units per week?  
 (1 unit=1/2 pint of beer or 1 glass of wine or 1 single measure of spirits)

Have you been immunised against:

Have you been immunised against:	Please indicate	Date of Immunisation	Date of last boosting
Tuberculosis (B,C,G) Injection	Yes / No		
Hepatitis B	Yes / No		
Tetanus	Yes / No		
Rubella (German Measles)	Yes / No		
Poliomyelitis	Yes / No		

**What is the name and address of:**

**a) Your General Practitioner**

**b) Your hospital specialist, if applicable**

**I declare that the information I have given is, to the best of my knowledge, true and complete.**

**I agree to attend for medical examination if needed.**

**Signature..... Date: .....**

**Under the terms of Access to Medical Records Act 1988**

**Medical Forms****c. Access to your Medical Reports Act 1988 – information for applicants**

You have the right to withhold your consent for the Medical Advisor to apply to your family doctor or hospital specialist for medical information. If you give your consent, you have the right to see information about your medical condition before it is supplied.

You will have 21 days from the date of our letter notifying you that a medical report has been requested in which to ask your doctor or hospital to let you see the report.

The family doctor or hospital will tell you if you cannot see any part of the report for professional medical reasons.

If you are given access to your reports, your family doctor or hospital specialist will not send it on until given your consent.

If you regard any information in the medical report as incorrect or misleading, you can ask in writing for it to be amended (please note: if your family doctor or hospital specialist does not accept that the information is incorrect or misleading, they are not required to make any amendment, but in these cases your family doctor or hospital specialist will invite you to prepare a written statement on the disputed information which will be attached to the medical report).

Subject to the provisions of the Act, you have a right to see information about your medical condition for up to 6 months after it has been sent on.

If your family doctor or hospital specialist gives you a copy of the medical report at your request, they may charge you a reasonable fee to cover the cost of supplying it.

**Medical Forms**  
**d. Consent to release personal medical information**

Please answer the questions and read through the declaration before signing below.

<b>Full Name:</b>	
<b>Full name and address of your family G.P:</b>	
<b>Telephone number:</b>	
<b>Full name and address of your hospital specialist, if appropriate:</b>	
<b>Telephone number:</b>	
<b>If appropriate please insert your hospital registration number:</b>	

**Under the terms of the Access to Medical Reports Act 1988 (see below) do you wish to see information about your medical condition, supplied by your family doctor or hospital specialist (*please indicate*)?**

Yes / No
----------

**Declaration:**

By signing below, I agree to my family doctor and, if necessary, my hospital specialist giving information about my medical condition.

I understand that this information is in medical confidence and that any advice given to management about health relating to my application will be in general terms only.

I also understand that should I want to see the information supplied by my doctor or hospital specialist I may have to pay a reasonable fee for any report that is supplied.

**Please sign here:** ..... **Date:** .....

**Medical Forms**  
**e. Standard Letter to G.P.**

Date:.....

Dear Doctor

**Re: Supported Lodgings**

The above-named person has applied to become a Supported Lodgings provider for a young person and has given permission for us to contact you regarding their suitability.

The task will be challenging, demanding and stressful and I would therefore be grateful if you could put your comments in writing as to their suitability from a medical viewpoint.

It would be helpful if you could pay particular attention to any history of anxiety, depression, stress-related conditions or serious physical illness.

If you do have any adverse comments regarding the health of the applicant would you please let me know if you have discussed this with them.

Please can you comment on the following:

- How the applicant has cared for their own or other people's children / young people.
- Any concerns about the safety of the children / young people in the applicant's care.
- How the applicant listens and communicates with children.
- How the applicant has coped with their own illness or an illness in the family, or during periods of stress.
- Their approach to health generally and promoting a healthy lifestyle.
- The applicant's ability to communicate with health professionals.
- Any other comments (positive or negative).

May we bring to your attention the following statement:

**"In accordance with our policy, this reference may be shown to prospective carers".**

Would you please contact the Administrator if for any reason, you do not wish all or part of this reference to be shown to the applicant.

We have their signed consent to this enquiry enclosed.

I would be grateful if you could provide this reference and forward to me with your invoice for the standard fee.

Yours sincerely

**Your name:** .....

**Job Title:**.....

**Section 2: Gathering and presenting the evidence**

**Assessment Report Forms**

**a. Assessing the applicant**

**1. Applicants details**

	<b>1<sup>ST</sup> APPLICANT</b>	<b>2<sup>ND</sup> APPLICANT</b>
<b>Surname</b>		
<b>Previous names</b>		
<b>Forenames</b>		
<b>Known as</b>		
<b>Date of birth/age</b>		
<b>Nationality</b>		
<b>Ethnic descent</b>		
<b>Language(s) spoken at home</b>		
<b>Religion</b>		
<b>Practising</b>		
<b>Marital status</b>		
<b>Occupation</b>		
<b>Current working hours</b>		
<b>Employer's address and telephone number:</b>		

**Include photograph of applicants (if not in portfolio)**

**2. Details of other significant persons (including other members of household, children of applicant(s) living elsewhere, other visitors to the household)**

<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Employed / in education:</b>	
<b>Relationship to applicant:</b>	

<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Employed / in education:</b>	
<b>Relationship to applicant:</b>	

<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Employed / in education:</b>	
<b>Relationship to applicant:</b>	

<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Employed / in education:</b>	
<b>Relationship to applicant:</b>	

<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Employed / in education:</b>	
<b>Relationship to applicant:</b>	

<b>Gender:</b>	
<b>Date of birth:</b>	
<b>Employed / in education:</b>	
<b>Relationship to applicant:</b>	

**3. Matching consideration**

Age range: 16-17

18-20

21-24

Gender: Male

Female

Either

Number of placements: 1

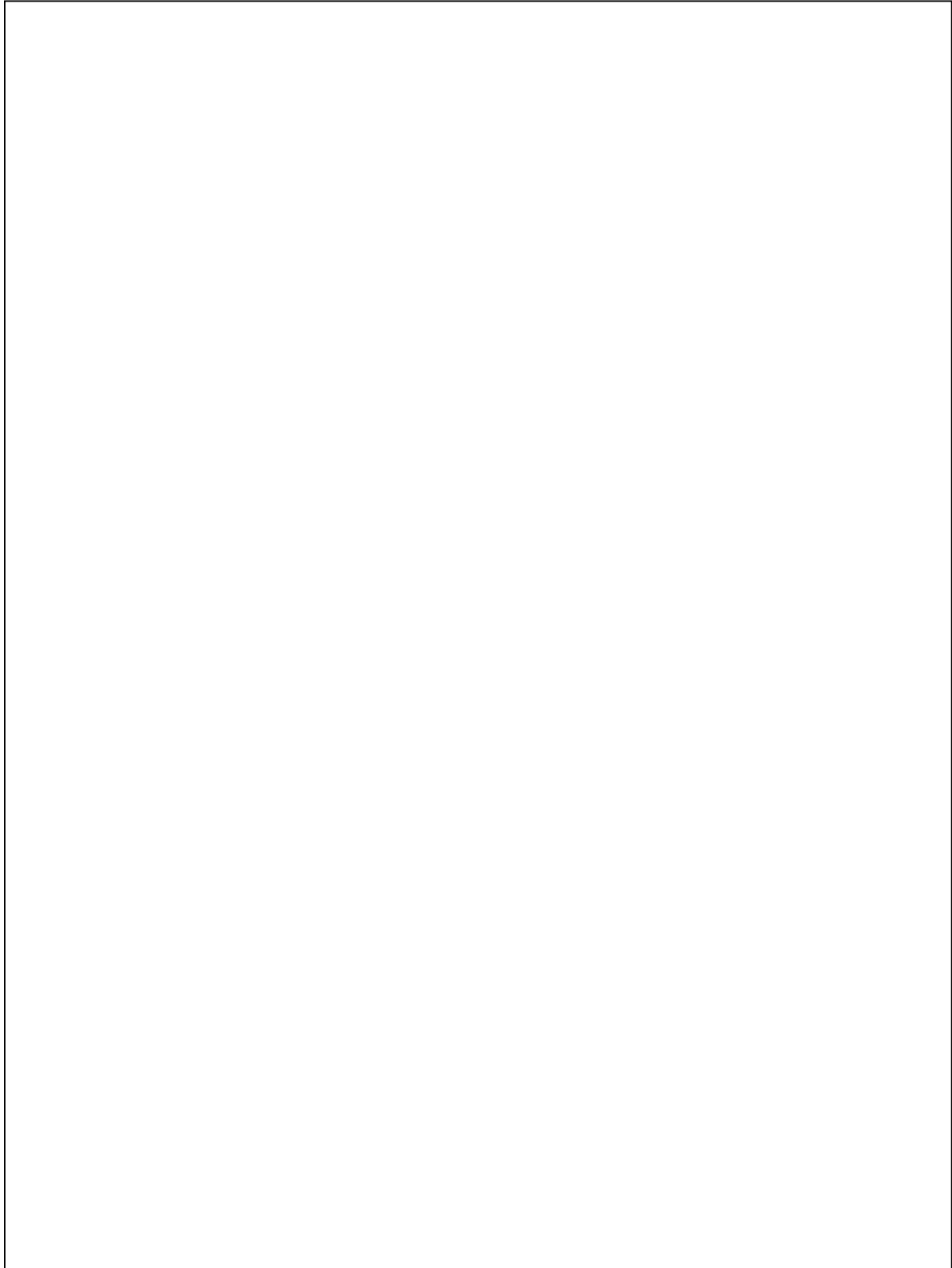
2

**Are the applicants willing to work with the following:**

	Yes	No	Limited
• Pregnant teenager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Young parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Visual impaired / blind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hearing impaired / deaf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Mobility difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Speech / language difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cerebral palsy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Down's syndrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Asperger's syndrome /Autism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Special education needs/learning difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Facial disfigurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• HIV/Aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Physical abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emotionally abused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Overt behavioural difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ethnicity is different from that of applicant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Religion is different from that of applicant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Substance abuse / dependent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Refugee / asylum seekers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Police involvement / criminal record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 4. Profile of family

Describe the personalities of each family member, how family life is structured and what family members do with their spare time together as individuals. Describe any family experiences. Identify what aspects of family life might be considered as part of the matching process. Find out how they have visitors, overnight guests, etc.

A large, empty rectangular box with a thin black border, intended for the user to write their response to the prompt above. The box occupies most of the page's vertical space below the text.

**5. Accommodation, neighbourhood, mobility**

Comment on the ethnic composition of the locality and on the availability of specific amenities, including schools / colleges / medical resources / community and religious groups and recreational facilities. Indicate public transport facilities.

Type of accommodation; security and type of tenure; description of young person's room.

Indicate general state of repair of property. If applicant(s) plan to move give details of any implications for a young person placed there.

**6. Pets**

Do the applicant(s) have pets? Please specify. Can applicant(s) accept a young person with pets?

## **7. Career history**

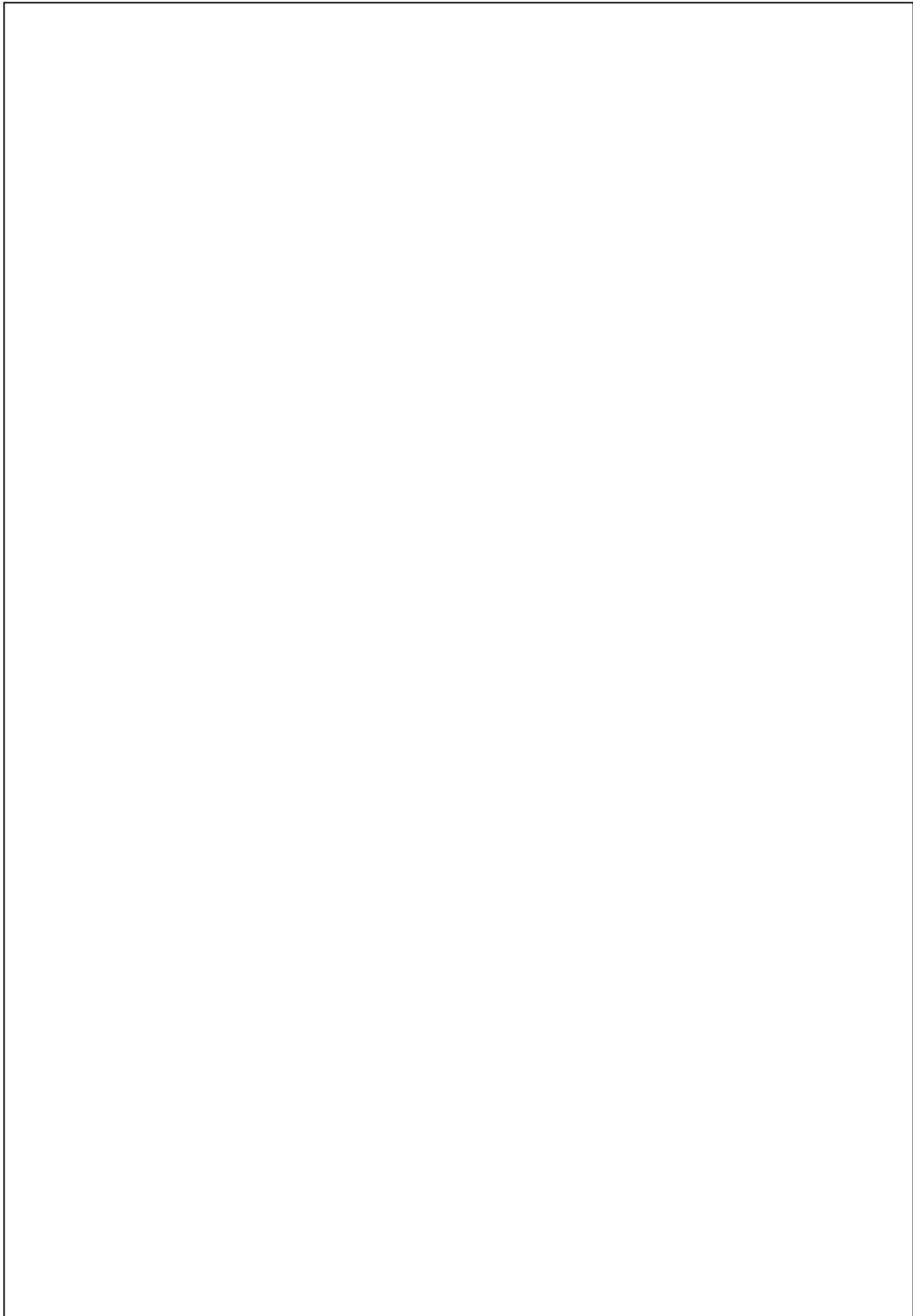
Give brief history of past education and employment. Include further details of current employment.

## **8. Other interests**

Give details of current interests and talents. Give general description of personalities and interests of others in household.

## 9. Relationships and partners

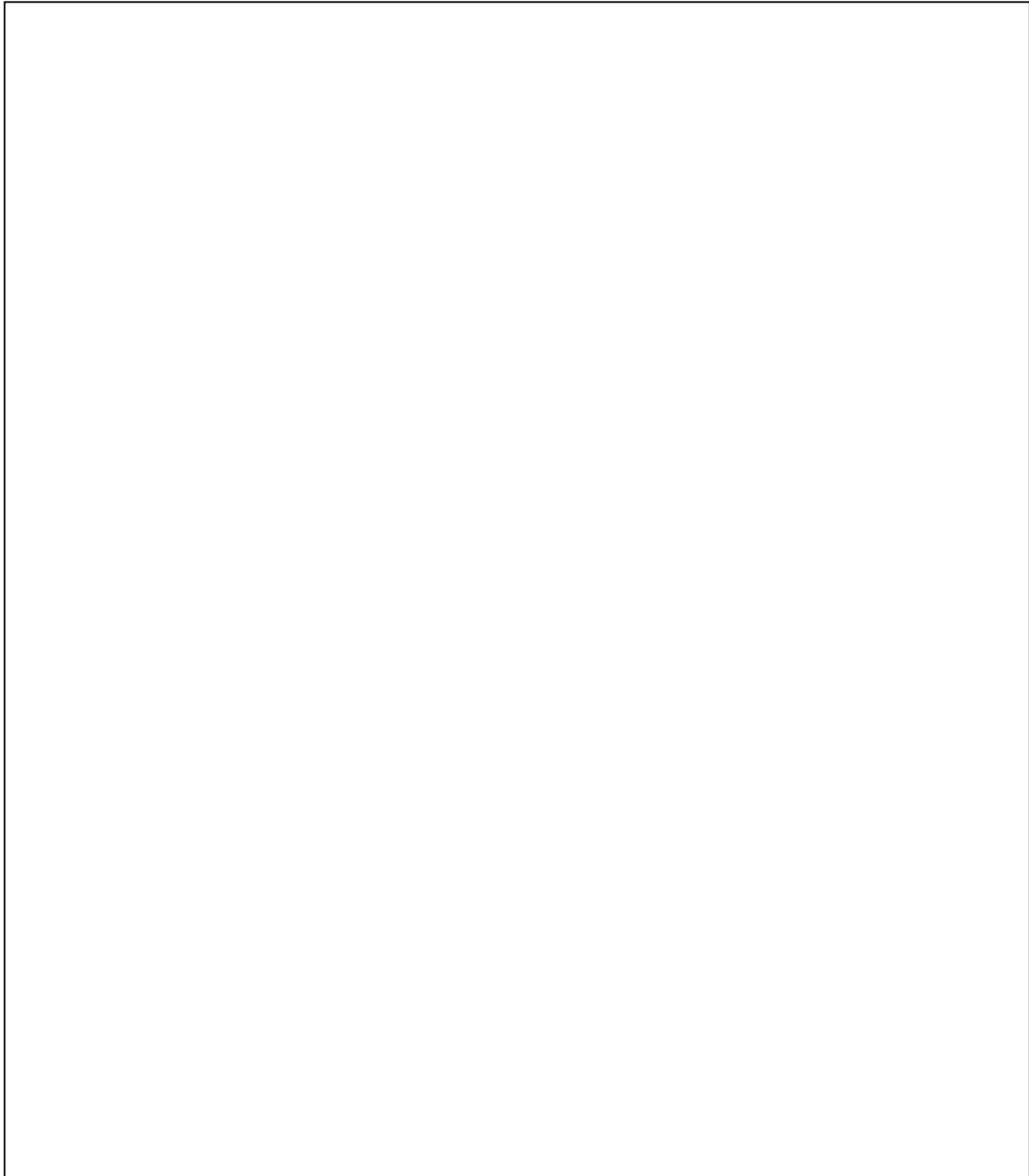
details of present partnership. How do they cope with problems/stress/anger? How do they support each other? How will placement affect relationship? Does the wider family get involved with decision making, if so how will this affect any lodgers?

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for the user to provide details about the partnership and family involvement as requested in the text above.

**10. Others in household**

**a) Other children / young people**

What are their views about having a care leaver / homeless young person in the household?  
Do they appreciate the amount of support a young person may need?



**b) Other adult members of the household (including grown up children living at home or in regular contact and any significant person not living in that house)**  
(please use one sheet per other adult)

**Name:**

**Date of Birth:**

**Address (if different to applicants):**

**I. What is their role / relationship with applicants?**

**II. How much time do they spend within the home?**

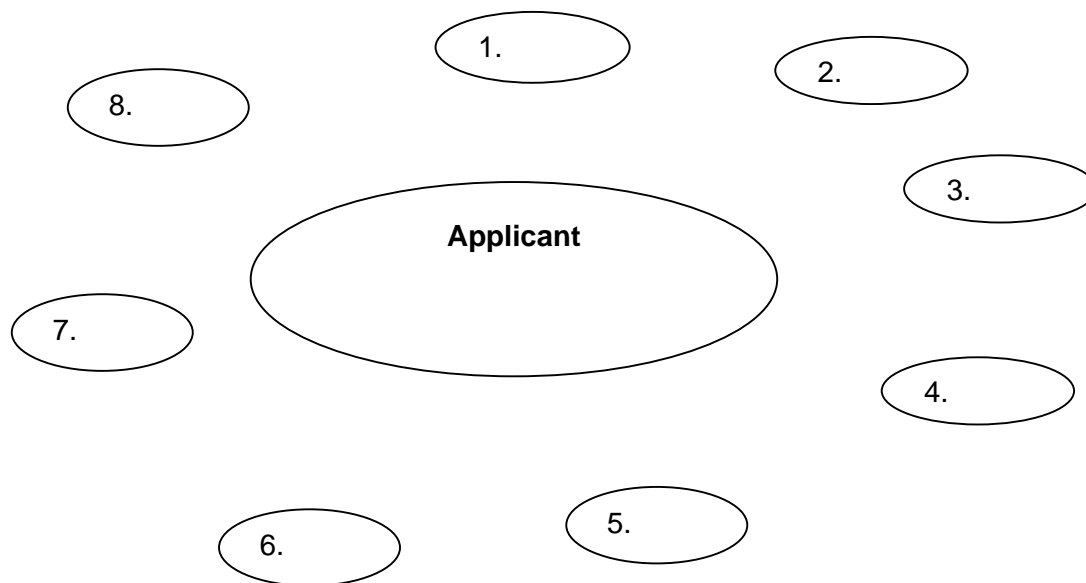
**iii. Are they likely to be around long-term?**

**IV. What do they think about Supported Lodgings?**

**V. How important is their opinion to the applicant?**

**VI. Please identify the number of times seen**

### 11. Support networks



Please indicate the strength of the support by using appropriate lines:  
 Strong = \_\_\_\_\_ Medium = \_\_\_\_\_ Weak= .....

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Use the above to demonstrate support networks for the applicant.

What kind of response has the applicant had from family and friends regarding supported lodgings?

## 12. Description of family / household lifestyle

- a) What does the family / household consider important in terms of religion, customs or practices?

- b) How does the household show affection?

- c) Are there any special roles within the family / household? Are there any gender specific roles?

- d) How highly valued is food and eating within the family / household?

- e) Are meals nutritious? Is attention paid to a healthy diet?

f) How important is educational achievement within the family / household? What incentives, if any, are made to encourage young people?

g) What is the applicant(s) ideas of success?

h) What special occasions are celebrated and how?

i) Are there any hobbies or activities that the whole family partake in?

### 13. Valuing diversity and heritage

What is the applicant's understanding of a 'multicultural/multiracial' society? How is this reflected / demonstrated in their present lifestyle?

- a) How would the applicant help a young black / ethnic minority child deal with racism from a dominant white society?

- b) How would the applicant help a young white child develop a positive outlook of Britain as a multicultural society?

- c) If the applicants are in a relationship – how does each partner view the ethnicity and culture of the other?

- d) Does the applicant adopt an anti-racism approach to parenting and how is that demonstrated?

- e) How would this be perceived by any young people in the household?

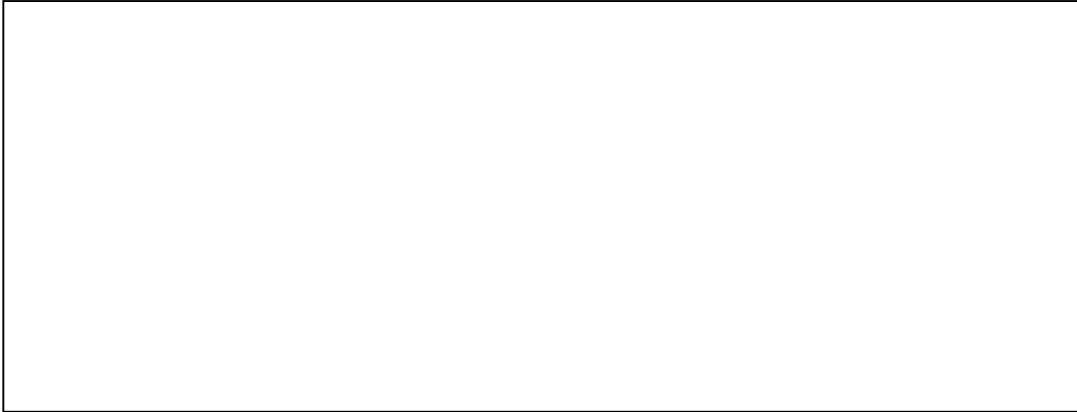
#### 14. Working with young people

a) Comment on the experience of the applicant(s) of living / working with young people.

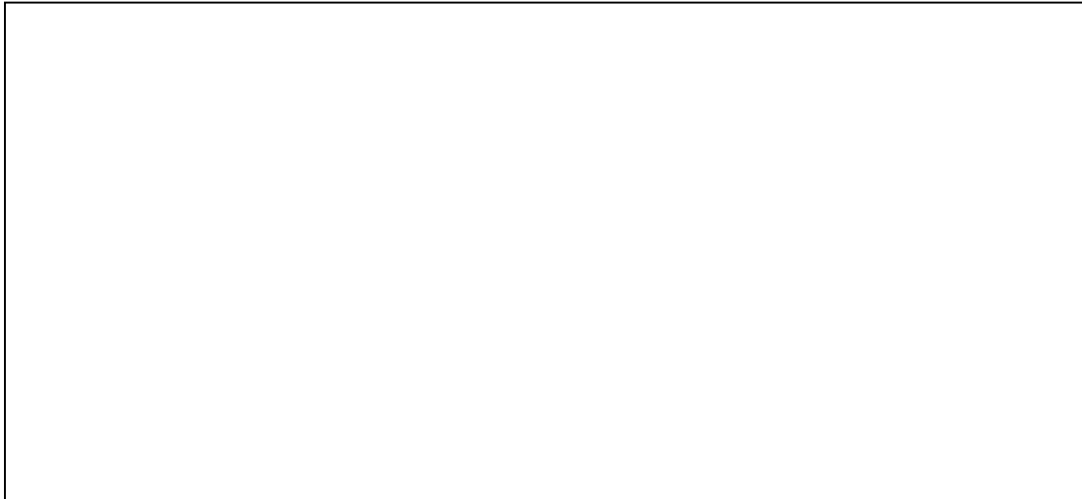
b) What is the applicant(s) ability to offer advice, information and support relating to independence?

c) What are the rules in the household e.g. will the young person have their own house key? Will their friends be allowed to stay over and if so what notice will be required? What consideration has been given to ensuring a young person adheres to these rules?

d) Can the applicant(s) support a young person who may have been sexually abused?



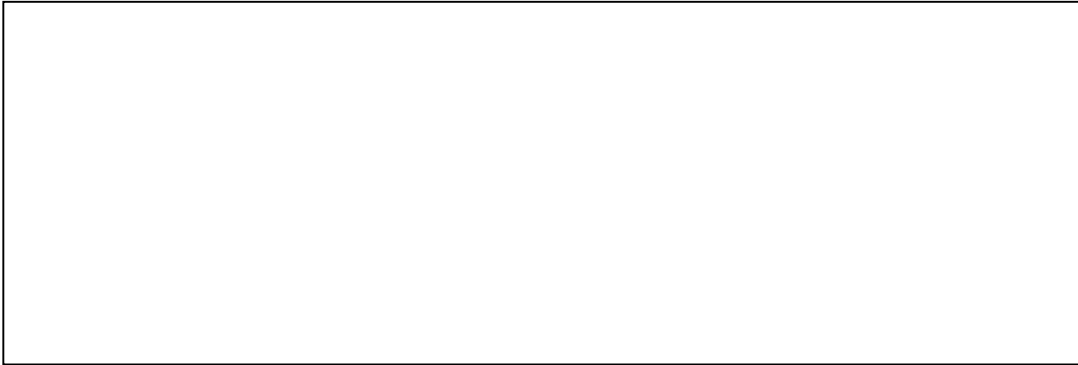
e) What is the attitude of the applicant(s) to sexual development / experimentation? How would they support a young person who is lesbian or gay?



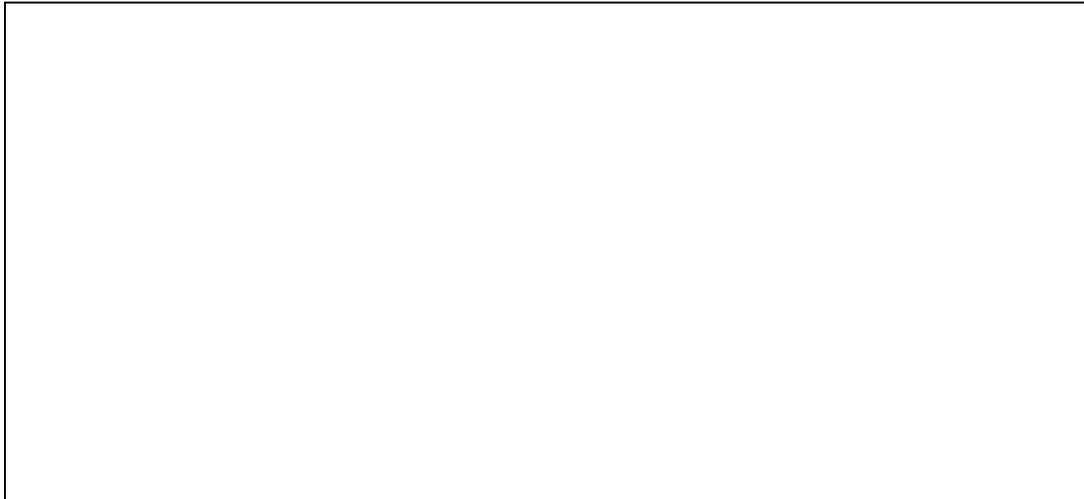
f) What is their attitude to young people experimenting with alcohol, drugs or smoking?



g) Can the applicant(s) support a young person with a physical impairment? Is their accommodation suitable? Can the applicant(s) support a young person with learning difficulties?



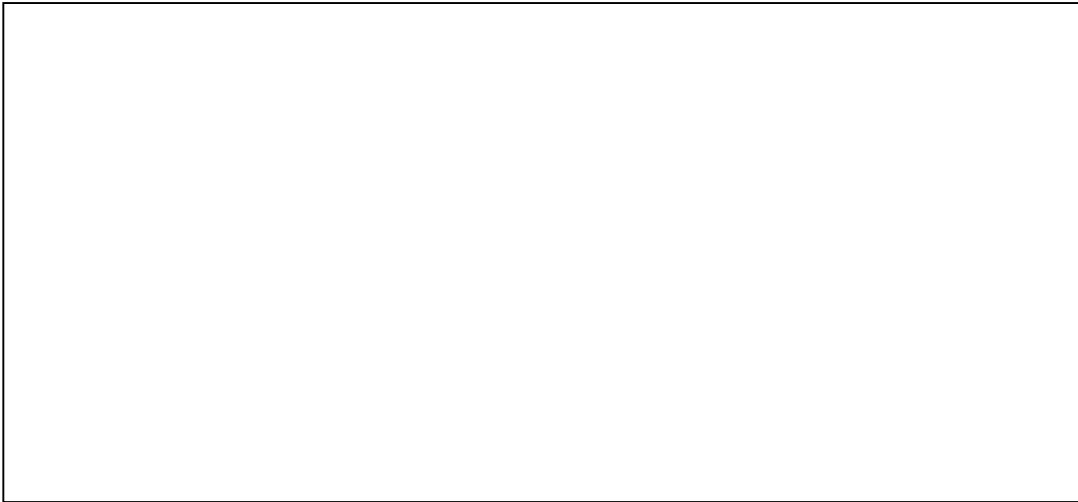
h) Can the applicant(s) support a young person with a baby?



i) How can the applicant(s) support the young person to maintain links with their family and their former carers?



j) What areas / issues does the applicant(s) envisage as being the most difficult or problematic?



**15. Financial considerations**

a) How effective is the applicant(s) at handling money? Are there currently any debts that put the applicant(s) under any kind of pressure?



b) How will the applicant(s) work with the young people to help them learn to manage their own money?



**Section 2: Gathering and presenting the evidence**

**Assessment Report Form**

**b. Training and Support**

**Identified training needs**

What are the applicant(s) views on what training they need?

What further training needs have been identified by the assessor?

What support will be given to the Supported Lodging Provider, e.g. monthly visits when young person is in placement?

**Section 2: Gathering and presenting the evidence**

**Assessment Report Forms**

**c. Assessors Summary and Recommendation**

**1. Summary of applicant(s) family circumstances**

**2. Summary of strengths (competencies met, experience, skills and qualities, evidence of safe caring)**

**3. Summary of other issues identified**

**4. Summary of training, development and support needs**

**5. Matching considerations**

**6. Recommendation**

**Name and signature of assessing Social Worker:**

---

**Date:** .....

**Name and signature of manager:**

---

**Date:** .....

**Assessment Report Forms**  
**d. Applicants Comments**

**7. Comments from applicant (attach separate sheet if necessary)**

**1<sup>st</sup> applicants name and signature:**

---

**Date: -----**

**2<sup>nd</sup> applicants name and signature:**

---

**Date: -----**

**Yes/No?:** An exercise to help potential providers think about what behaviour may or may not be acceptable.

1. Smoking in the house?
2. Dangling the cat out of upstairs window when annoyed?
3. Regular boy/girlfriend staying over once a week? 
  - How often does it take before it becomes a 'no'?   
-----
  - What if the partner is 42 years old?   
-----
4. Using the Internet from 6.30pm and 7.30pm twice a week?
5. Cooking meat themselves which they have bought?
6. Drinking soft drinks and eating snacks including take away food in room including burgers and KFC?
7. Refusing to wash as a 'political' statement and dangerous to vampires.
8. Borrowing your clothes?
9. Having greeting cards that have set up in the lounge for Festivals relevant to them, e.g. Eid, Rosh Hashanah, Christmas, etc.
10. Having friends (4 or 5) back after youth group every Tuesday night (10pm onwards)?
11. Sticking up posters in their room with blue tack?
12. Friends smoking in the young person's room?
13. Asking you to buy 'Dove' soap as they always had that at home?
14. Drinking alcohol in the house? 
  - What about with a 'special' meal?
15. Incoming calls that last over an hour?
16. Want to buy a pet, a rat?
17. Using the washer to wash one pair of (vital!) jeans?
18. Asking you to say they are out when 'Chris' rings even though they are in?

19. Asking you to buy 14 1.5ltr bottles of Evian bottled water every week?
6. Ask you to loan them £10 as their benefits are late and they Have planned to go out tonight?
- How often would you say yes?
- 
21. Ask your best friend to buy them a coffee when they saw them in town last week?
22. Staying out all night every Friday as they go to GAY and getting back at lunch time Saturday most weekends?
23. Giving out your telephone number for their friends to ring them on?
24. Staying out until 11.00pm on Tuesday night as it's youth group?
25. Staying in bed until 1.00pm on Sunday's?
26. Having own front door key?
27. Wanting to paint their bedroom?
- Would the answer be the same if they want to paint it black with a large red pentangle?
28. Taking very short incoming phone calls after midnight?
29. Dying hair royal blue?
30. Ringing you at work?

**SUMMARY OF INSURANCE COVER FOR FOSTER CARERS  
PROVIDED BY BLACKPOOL BOROUGH COUNCIL  
AND ARRANGED BY STANDARD SECURITIES**

**A. PERSONAL AND PUBLIC LIABILITY INCURRED BY FOSTER CARERS AND CHILDREN**

This provides cover for liability at law for compensation and claimant's costs and expenses when a foster child is responsible for accidental injury to another person or damage to someone else's property.

In addition foster carers are also covered for liability at law for compensation and claimants costs and expenses in respect of accidental injury to a foster child. The policy does not cover any wilful act or injury arising from motor vehicles.

The maximum limit of indemnity is currently £5million with no policy excess.

**B. ALL RISKS AND MALICIOUS DAMAGE**

This provides cover for foster carers' property and property belonging to members of their family permanently residing with them. Cover is in respect of loss or damage caused by a foster child and also includes wilful damage maliciously inflicted by the child's natural parents.

It is not intended as a substitute for sensible household insurance and does not cover situations where a claim can be made against an existing buildings or contents policy. It does cover malicious damage and theft by a foster child, including theft of money up to a maximum of £250. Loss or damage to carer's motor vehicles is excluded.

The limit of cover for any one occurrence is £100,000 excluding the first £100 of each incident.

A claim form can be obtained from the Council when required. It should be completed as soon as possible after the incident and returned in the first instance to the Council who will forward it to Standard Securities.

The important points to remember are:

- i. The age or date of birth of the child causing the damage or loss should be indicated
- ii. Invoices in respect of damaged or stolen items should be provided if available
- iii. It is essential that an estimate or evidence of replacement cost be provided with the claim. For lower cost items extracts from a reputable catalogue are acceptable.
- iv. Where there is an injury to a foster child that may result in a claim, notification of the incident must be made within 30 days.
- v. For larger claims the insurance company may wish to appoint a Loss Adjuster.

### C. LEGAL ADVICE AND LEGAL EXPENSES INSURANCE

This policy gives free legal advice in connection with possible legal action and legal expenses of the foster family for criminal prosecutions brought against them for the mistreatment or abuse of a foster family placed with a family. Most civil actions are not covered by the policy but insurers may be referred to for an opinion. The policy does not cover payment of damages that may be awarded against the carer. For accidental injury, however, this would be covered by the policy under section A above.

The policy covers foster carers and their own children under the age of 18. The limit of indemnity for this policy is up to £100,000 in respect of any one claim with no policy excess.

The telephone number of the Legal Helpline is shown on the Guide and is available 24 hours a day throughout the year. The insurance reference number on the Guide should be quoted.

For more serious incidents, please refer to the Guide for the procedure to obtain a claim form. When contacting the Fostering Network you will be asked for your name and full address to enable the claim form to be issued.

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The above provides brief details of the insurance cover currently in force. For full details of the conditions and exclusions reference should be made to the policy documents that are available for inspection if requested. Further details can be obtained from the Council or alternatively the Fostering Networks insurance consultants, Messrs. Standard Securities, 236/8 High Street, Sutton, Surrey, SM1 1PA, telephone number 0208 6427634.

**BLACKPOOL COUNCIL AFTER CARE TEAM**

**SUPPORTED LODGINGS REVIEW**

Name of Supported Lodging Provider:

Other adults permanently living in property:

Accommodation Address:

Date of last review:

Date of this review:

Approximate number of After Care Team visits since last review:

Name(s) of Young Person / (People) Currently Placed:

Name	Age	Date Of Placement	Short/Long Term
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1. Description of any changes and developments there have been in the providers circumstances under each of the following headings:
  - a) Family
  - b) Employment
  - c) Accommodation
2. Do the providers require additional support in any aspects of their role?

3. Do the providers have any specific complaints about any aspect of their role?

4. Are the providers concerned with any aspect of health, safety and hygiene of the young person?

5. Are the providers working towards any qualifications relevant to their role?

Is any training required / requested?

6. Contact

a) Can the providers transport the young person?

b) How many hours of contact each week are providers currently facilitating?

Signatures:

Provider..... Date.....

Provider..... Date.....

Accommodation Officer..... Date.....

**Blackpool Council**  
**Current Supported Lodgings Assessment Form**

To be completed by the provider for each young person placed and returned to the After Care Team

Name of Provider:
Address:
Name of young person placed:
Date placement commenced:
Name of young person's Personal Advisor:
<p>1. Please comment on the placement:</p> <ul style="list-style-type: none"><li>a) Include comments with regard to the emotional care of the young person, and it's appropriateness to meeting the young person's needs.</li> <li>b) Include comments with regard to the young person's linguistic, ethnic, cultural and religious needs.</li></ul> <p>2. Any comments with regard to clothing, diet and hygiene?</p> <p>3. Do you have any contact with the young person's birth family?</p> <p>4. Please comment on young person's view of placement. (Please consider questions 1 – 3 when answering this question).</p>

Signed .....

Date .....

**BLACKPOOL COUNCIL**  
**Previous Supported Lodgings Assessment Form**

To be completed by the provider for each young person placed and returned to the After Care Team

<b>1. Name of Provider:</b>		
<b>2. Address:</b>		
<b>3. Name of young person placed:</b>		
<b>4. Date of placement:</b>	<b>From:</b>	<b>To:</b>
<b>5. Name of young person's Personal Advisor:</b>		
<b>6.</b>		
<b>7. Please comment on the placement (include comments on how you and your family have coped with behavioural problems, emotional problems, contact with natural family and contact with Social Services).</b>		

8. What did you find rewarding about this placement?

9. What did you find difficult about this placement?

10. Do you think this placement was appropriate for you (if no please comment):

11. Do you think you were able to meet the child's ethnic, cultural, linguistic and religious needs?

Explain:

12. What could the After Care Team have done better?

Signed:

Date: