

What Makes The Difference? TOOLS and RESOURCES

NAME OF TOOL/RESOURCE: Procedure for the use of joint working document between Children's Disability Team and the Leaving Care Team.

NAME AND REGION OF AGENCY/ORGANISATION THAT DEVELOPED THIS TOOL/RESOURCE:
Middlesbrough Borough Council.

Purpose and Brief Description of Tool/Resource:

This document details the roles and responsibilities for workers from both teams including the team manager, transitions coordinator, social workers and personal advisors. The document also clarifies procedures and can be used in conjunction with the transition process flowchart document.

Publication Date: 2005.

Contact details for further information about this tool/resource

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Evidence for the effectiveness/ impact of this tool/resource

Positive impact of this tool/resource:

Not known.

Procedure for the use of Joint Working Document
Between
Children's Disability Team and The Leaving Care Team
2005

- Transitions Co-ordinator to forward list of all Looked After young people, aged 14 years + to Leaving Care Team manager.
- Leaving Care Team manager to allocate individual cases to Personal Adviser prior to young person's 15th birthday.
- Personal adviser to contact Children's Disabilities Social Worker and arrange a meeting prior to Landmark Review or the young persons 16th birthday, whichever is more appropriate. At this meeting the Social Worker and the Personal Adviser to complete the Joint Working Document.
- The Personal Adviser will take the lead in contacting and arranging this meeting.
- The Social Worker will ensure they take all necessary documents and information to the meeting i.e. Assessments, Plan and Agreement, any Care Plan, Transitions Plan, 14+ Plan, Statement or any other deemed appropriate. The Personal Adviser needs copies of these documents for their file.
- At the meeting, it may be decided, at that present time there is no specific role for the Personal Adviser. However, this may change over time, therefore at the conclusion of the meeting a further meeting date will be set to review this decision with a timescale of no longer than 6 months.
- This form will be copied at the meeting and a copy placed on the Social Workers file and the Personal Advisers file.
- It will remain the responsibility of the Social Worker to keep the Personal Adviser informed of any changes in circumstances regarding the young person