

What Makes The Difference? TOOLS and RESOURCES

NAME OF TOOL/RESOURCE:

Pathway Plan Guidance and Pathway Plan Document

NAME AND REGION OF AGENCY/ORGANISATION THAT DEVELOPED THIS TOOL/RESOURCE:

Rainer Surrey 16plus Service

Purpose and Brief Description of Tool/Resource:

The Pathway Plan guidance document gives clear guidance for PA's and staff and anyone else involved in supporting the young person to complete their Pathway Plan and Pathway Review including timescales, process, suggested discussion topics for each section of the Pathway Plan, recommendations and useful pointers/suggestions. The Plan itself outlines the various sections and has specific space for the young person's comments at the end of each section.

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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:

1. PA's have feedback that the guidance is a useful tool/reminder to refer to when working through the Pathway Plan with young people and any others involved in the process.
2. Young people are fully involved in the process and are encouraged to document their comments at each section of their Pathway Plan.

RAINER SURREY 16PLUS GUIDANCE FOR THE COMPLETION OF THE PATHWAY PLAN AND REVIEW DOCUMENTS

PATHWAY PLAN

(Guidance for completion of the Review document is on page 8)

The Pathway Plan should follow from the recommendations of the Pathway Assessment. It will clearly explain how the needs identified in the Pathway Assessment will be met. It is intended that the Plan represents an agreed 'action plan' for the young person, the Personal Adviser, the caseholder and other parties named in the Plan.

The Plan should include long-term overarching plans as well as short and medium term actions to enable an aim to be achieved. However, there is an acknowledgement that ambitions, plans and aims change and the Plan is intended to be as flexible as necessary to respond to individual young people's changing need.

There are 9 sections to the Plan, with additional sections if required. The racial, cultural, religious and linguistic needs and special needs arising from disability (learning or physical) of the young person concerned should be explored in each section.

The sections are as follows:

- Health and development
- Education, training and employment
- Identity
- Family and Social Relationships
- Independent Living Skills
- Accommodation
- Rights and citizenship
- Finance
- Contingency plans

GOOD PRACTICE

- It is the responsibility of the 16plus Personal Adviser to ensure that the plan is completed within the statutory deadline i.e. within 6 weeks of the completion of the Pathway Assessment and a maximum of 18 weeks following the young person's 16th birthday
- The plan must be updated following every review and signed by all parties involved.
- The plan must be completed in a way that maximises the involvement by the young person. It is essential that the young person has a sense of ownership of the plan

- If the young person chooses not to engage with the process the plan must still be completed within the statutory deadline, indicating what steps are being taken to engage the young person and using existing information gathered from alternative sources such as foster carers, residential staff and/or historical files
- Primary carers such as Foster Carers and Residential Keyworkers must also be involved in the process of creating the Pathway Plan, and their commitment to the plan clearly recorded
- Other significant people in the young person's support network e.g. family members, friends or other professionals will also be involved in the planning process – these people should be determined by the young person but it is the responsibility of the 16plus Personal Adviser to ensure that the young person is aware of this option
- The plan is intended to be a live document that can be referred to frequently
- Outcomes hoped for must be clearly stated next to each action
- The plan should clearly reflect the aspirations of the young person
- The person/people with responsibility for completing an action must be clearly stated – the young person should be encouraged to complete each action themselves as much as possible, encouraging independence
- A timescale must be clearly indicated next to each action
- The young person should be encouraged to comment on each section. If the young person chooses not to comment the words “no comment” should be completed in the comments section to indicate that the young person has been asked
- If a LAC review is scheduled to take place within 18 weeks of the young person's 16th birthday, when the plan is still in the process of being created, then the form **Leaving Care Service Initial Review** (*available on the forms database on S-net*) should be completed and submitted to the IRO
- The plan should only be circulated to relevant people involved in the plan and in consultation with the young person.

HOW TO COMPLETE THE PATHWAY PLAN FORM – SECTION BY SECTION

Front page

These boxes are self-explanatory and must be completed in full.

Introduction

The introduction must begin with the following statement:

This assessment has been undertaken with _____ (young person's name) in line with the requirements of the Children (Leaving Care) Act 2000 and its recommendations will form the basis of their Pathway Plan.

The introduction should also include:

- When the plan began and concluded including the number of visits/interviews with the young person and others contributing to the plan
- The extent to which the young person has been involved with the creation of the plan
- The people consulted during the course of the plan
- Who has not been invited to contribute and the reasons for this

Health and Development

This section aims to promote the quality of life of the young person, taking into account general and specialist health / therapeutic services and the growth and development of the young person as well as physical and mental well-being.

In addition to the young person, where appropriate the following people should be consulted in preparing for this section:

- The young person's parent/person with parental responsibility
- The young person's carer(s)
- The young person's GP and any other professionals, providing health services
- Internal specialist posts – Young People's Drug Worker, Teenage Parent Personal Adviser, CAMHS Specialist Nurse

This section should include plans to address the needs identified in the Pathway Assessment, for example:

- Registration with GP
- Arrangements to undertake the annual health assessment
- Arrangements to undertake an eyesight test
- Arrangements to undertake a dental check
- Arrangements for managing any medical condition – physical or emotional - that the young person might be experiencing

- Arrangements to assist the young person in preventing illness and staying healthy e.g. healthy eating, exercising etc
- Arrangements to ensure the young person is aware of and able to access local health services
- Arrangements to address any issues with substance misuse, including referral to specialist services
- Arrangements to provide support around any special needs such as learning or physical disability
- Arrangements to ensure that the young person is aware of sexual health services and how to access them, including family planning

Education, Training and Employment

This section aims to ensure that the young person has access to all opportunities for employment, further/higher education and training, according to their individual development and need.

This section should address the needs identified in the Pathway Assessment, for example:

- Long term plans e.g further or higher education, employment and training aspirations
- Arrangements to address any special educational needs
- Where appropriate, a copy of the Personal Education Plan (PEP)
- Acknowledgment of any educational/training/employment achievements
- Arrangements to ensure that the young person has access to information concerning their aspirations
- Involvement in service development must be noted here, for example work on the newsletter, recruitment, youth forum as these are all activities which will assist the young person to develop a number of skills which will be useful to them when they enter employment. Please see the note about section 24 payments on page 7 of this guidance.

Identity

This section aims to ensure that the young person has a growing sense of self as a separate and valued person and that they have a positive sense of their own individuality, including such factors as race, religion, gender, sexuality and disability.

This section should address the needs identified in the Pathway Assessment, for example:

- Arrangements to address issues of self-confidence and self-esteem
- Arrangements to address questions the young person has about their past e.g. access to records, life story work etc

- Arrangements to address specific cultural needs, e.g. race, language, religion, sexual orientation, gender etc
- Arrangements to ensure that the young person has access to relevant information or services aimed at the community they identify with

Family and Social Relationships

This section aims to identify the young person's support systems and through subsequent planning assist the young person in maintaining and developing these and other community ties.

This section should address the needs identified in the Pathway

Assessment, for example:

- Arrangements for contact with family members, including arrangements for supervised contact where appropriate
- Arrangements to maintain other important contacts
- Arrangements for developing support network
- location of support network

Independent Living Skills

This section aims to ensure that through the young person acquires a range of skills (practical and interpersonal), which prepares them for independent living.

This section should address the needs identified in the Pathway

Assessment, for example:

- Arrangements to assist the young person in self-care, personal hygiene
- Arrangements to support the young person with key skills such as shopping, cooking, laundry, paying bills etc
- Arrangements to ensure that the young person has access to relevant information and materials aimed at supporting the development of independent living skills
- Arrangements to attend training courses aimed at supporting the development of independent living skills
- Arrangements to support the development of inter-personal negotiation skills

Accommodation

This section aims to ensure that accommodation provided for the young person, meets their identified need and wishes.

This section should address the needs identified in the Pathway Assessment, for example:

- The full range of housing options available to the young person when they leave care
- Arrangements to ensure that the young person is registered with a relevant housing department
- Where a young person is registered with a housing department and waiting for a property, in some areas the housing department will periodically write to the young person to confirm that they are still interested in taking up housing. Where this is the case, the Personal Adviser should ensure that they are copied in by the housing department, to ensure that a response is provided to the housing department. This is to ensure that the housing department is responded to and to avoid the young person losing their place on the waiting list. This arrangement should be recorded in the accommodation section.
- Arrangements to ensure that the young person has access to information that will inform them of their rights and responsibilities in relation to housing
- Arrangements to ensure that the young person is aware of the Independent Living Grant (ILG) and the process involved in administering ILG

Rights and Citizenship

This section aims to ensure that the young person has access to a range of information regarding statutory and community based services and that they are aware of their rights as UK citizens or as people with indefinite leave to remain.

This section should address the needs identified in the Pathway Assessment, for example:

- Arrangements to ensure that the young person has access to information about services that provide advocacy services, such as the Citizens' Rights Bureau, The Refugee Council etc
- Arrangements to ensure that the young person has a copy of their birth certificate, National Insurance Number, Passport etc, if these have not been obtained previously or have been lost
- Arrangements to ensure that the young person is aware of their changing rights and responsibilities as they reach adulthood
- Arrangements to ensure that the young person is aware of their right to vote in the UK and how to register, where appropriate
- Arrangements to ensure that the young person is aware of relevant employment law/minimum wage

Finance

This section aims to ensure that the young person has knowledge of their entitlement to financial assistance via the Rainer Surrey 16plus Service, Statutory agencies, student grants/loans and trusts etc. In addition that they are aware of relevant employment law and are acquiring skills relating to effective money management

This section should address the needs identified in the Pathway Assessment, for example:

- Arrangements to ensure that the young person receives support with budgeting skills and money management in general
- Arrangements to ensure that the young person is supporting in setting up a bank and/or savings account
- Arrangements to pursue criminal injuries compensation, where appropriate
- Arrangements to ensure that the young person is aware of the financial support available to them according to their individual circumstances
- Any income anticipated from section 24 payments for user involvement activities (other than social activities) must be noted here and cross referenced with the education, training and employment section.

Contingency Plans

This section should suggest alternatives to areas of the plan that have the potential to change suddenly.

TEAR OFF SLIP – YOUR THOUGHTS/GET INVOLVED

This is an optional section that the young person can complete to provide feedback to the management team. The focus is on unmet needs, though the young person is free to say anything they want to. It can be completed anonymously, or if the young person wants a response they should write their name on it.

The tear off slip also provides an opportunity for the young person to indicate areas of the service that they wish to get involved with. The young person will be contacted in due course about the activity they wish to undertake.

Please use two separate slips if necessary.

NB SECTION 24 PAYMENTS

If a young person wishes to get involved in any of the activities listed (with the exception of social activities), they will be entitled to expenses, known as a section 24 payment. It is imperative that their desire to be involved in such activities is recorded in the Education, Training and Employment section. These activities are linked to this section as they will provide the young person with an opportunity to develop skills and confidence in recruitment, newsletter production, team working etc. By recording these activities in this section, the expenses payments will not impact on benefit claimants. Any income anticipated from section 24 payments should also be noted in the finance section.

SIGN OFF PAGE

Once agreed the plan should be signed off by all parties involved, as indicated.

SURREY CHILDREN'S SERVICE SIGN OFF OF INITIAL PLAN

A Children's Service Manager must endorse the initial Pathway Plan created, following the Pathway Assessment. The manager or assistant manager from the referring team should see the final version and add this signature if they agree with the plan.

16plus Service Assistant Team Managers will access sign off by their counterpart according to local area policy.

HOW TO COMPLETE THE PATHWAY PLAN REVIEW

The Pathway Plan must be reviewed every six months with the young person.

LAC REVIEWS

For 16 and 17 year olds, this document must be completed in full and sent to the Independent Reviewing Officer (IRO) according to deadlines set by the Independent Review Unit. A copy of the plan must also be sent to the IRO at the same time.

Following the review, the Pathway Plan must be updated. Personal Advisers should begin completing the amended Plan as soon as possible following the Review, using their own notes from the Review. It should not be signed off until it has been cross-referenced with the record of decisions from the IRO.

Prior to a LAC review the Independent Review Unit will forward by email form SCS 158. This must be completed within the specified deadline and returned the unit. The unit will then send out invitations. **NB** If this is not completed in time, the Personal Adviser will become responsible for sending invitations.

POST 18 REVIEWS

Once a young person reaches the age of 18 years, LAC reviews will not take place. The allocated worker must continue to review the plan with the young person and other relevant parties at 6 month intervals using the same forms. From time to time an Assistant Team Manager will chair the review. Although it is not a requirement that the 'Information for LAC Reviews' pages are completed, some of the information recorded there might still be useful. The completion of these pages is optional and should be negotiated with the young person.

INFORMATION SHARING AGREEMENT

It is intended that the information sharing agreement should be updated at the same time as the Pathway Plan Review. The Personal Adviser must indicate in the space provided on the front page whether this has been completed.

STORAGE OF PATHWAY PLANS AND REVIEWS

The documents should be stored in chronological order in the relevant section of the young person's file.

This guidance adopted October 2005.

Rainer Surrey 16plus Service

PATHWAY PLAN – DATED

Young Person's Name		SWIFT No	
Date of birth		Age at time of Plan	
Current Address			
Telephone Number		Ethnicity	
Placement Type (Foster placement, council tenancy, placed with parents, semi independent etc)		Leaving Care Status (Eligible, Relevant, Former Relevant or Qualifying)	
		Looked After Legal Status (S20 or S31)	

PATHWAY PLAN FOR DATED

Leaving Care Personal Adviser (PA)			Leaving Care PA's Telephone Number	
Leaving Care PA's Line Manager				
Leaving Care PA's Office Address				
<u>Others Involved in Plan</u>	Relationship to Young Person	Telephone Number	Address	
Name				

PATHWAY PLAN FOR DATED

<p>Introduction</p>	<p>This Pathway Plan/Review has been undertaken with in line with the requirements of the Children (Leaving Care) Act 2000. A meeting was arranged on and I have met with the young person times to review this document. The young person has fully engaged with this process.</p> <p><i>Young Person's comments</i></p>
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PATHWAY PLAN FOR DATED

Section 1: Health & Development

'The health needs of the young person and how they are going to be met.'

Aims: What are your health plans? What do you need to do to stay healthy?

<u>Actions:</u> <i>What is needed to ensure that the aim is achievable?</i>	<u>What help/ assistance is needed?</u>	<u>From whom?</u>	<u>Timescales?</u>	<u>Outcomes Hoped for</u>

Comments of Young Person:

Overall view by young person of Health and Development (Comments): 1 (Good) – 5 (unhappy)

1 2 3 4 5

PATHWAY PLAN FOR DATED

**Section 2: Education, Training & Employment
Engagement Plan**

Registered with Connexions? If yes, where and name of allocated Connexions PA. If no, action below or reasons for refusal

Young persons previous experience of education, training or employment:

Current situation:

Aims and Aspirations:

<u>Actions:</u> <i>What is needed to ensure that the aim is achievable?</i>	<u>What help/assistance is needed?</u>	<u>From whom?</u>	<u>Timescales?</u>	<u>Outcomes hoped for</u>

Comments of Young Person:

Overall view by young person of Education, Training & Employment (Comments): 1 (Good) – 5 (unhappy) 1 2 3 4 5

PATHWAY PLAN FOR DATED

Section 3: Identity

'Any issues that affect the young person's sense of self'

Aims: Do you have any questions about your past? Are you comfortable with who you are? What could help?

<u>Actions:</u> <i>What is needed to ensure that the aim is achievable?</i>	<u>What help/ assistance is needed?</u>	<u>From whom?</u>	<u>Timescales?</u>	<u>Outcomes hoped for</u>

Comments of Young Person:

Overall view by young person of Identity (Comments): 1 (Good) – 5 (unhappy) 1 2 3 4 5

PATHWAY PLAN FOR DATED

Section 4: Family and Social Relationships

'The support to be provided to enable the young person to develop and sustain appropriate family and social relationships'

Aims: Cross refer to Section 1: - Who gives you support? (Friends and family). What help do you need to make your relationships stronger?

<u>Actions:</u> <i>What is needed to ensure that the aim is achievable?</i>	<u>What help/ assistance is needed?</u>	<u>From whom?</u>	<u>Timescales?</u>	<u>Outcomes hoped for</u>

Comments of Young Person:

Overall view by young person of Family and Social Relationships (Comments): 1 (Good) – 5 (unhappy) 1 2 3 4 5

PATHWAY PLAN FOR DATED

Section 5: Independent Living Skills

'A Programme to develop the practical and other skills necessary for her/him to live independently'

Aims: What skills will you need to live on your own?

<u>Actions:</u> <i>What is needed to ensure that the aim is achievable?</i>	<u>What help/ assistance is needed?</u>	<u>From whom?</u>	<u>Timescales?</u>	<u>Outcomes hoped for</u>

Comments of Young Person:

Overall view by young person of Independent Living Skills (Comments): 1 (Good) – 5 (unhappy) 1 2 3 4 5

PATHWAY PLAN FOR DATED

Section 6: Accommodation
'Housing Plans'

Aims: Where do you want to live in the future? What support will you need?

<u>Actions:</u> <i>What is needed to ensure that the aim is achievable?</i>	<u>What help/ assistance is needed?</u>	<u>From whom?</u>	<u>Timescales?</u>	<u>Outcomes hoped for</u>

Comments of Young Person:

Overall view by young person of accommodation (Comments): 1 (Good) – 5 (unhappy) 1 2 3 4 5

PATHWAY PLAN FOR DATED

Section 7: Rights & Citizenship

'Plans to assist the Young Person become aware of their changing rights and responsibilities that are part of Citizenship,'

Aims: Do you know how your rights change as you near adulthood? Are you aware of your responsibilities as a British Citizen?

<u>Actions:</u> <i>What is needed to ensure that the aim is achievable?</i>	<u>What help/ assistance is needed?</u>	<u>From whom?</u>	<u>Timescales?</u>	<u>Outcomes hoped for</u>

Comments of Young Person:

Overall view by young person of rights and citizenship (Comments): 1 (Good) – 5 (unhappy) 1 2 3 4 5

PATHWAY PLAN FOR DATED

Section 8: Finance

'The young person's money issues'.

Aims: How are your budgeting skills? What support do you need with money that will help you to manage on your own one day?

<u>Actions:</u> <i>What is needed to ensure that the aim is achievable?</i>	<u>What help/ assistance is needed?</u>	<u>From whom?</u>	<u>Timescales?</u>	<u>Outcomes Hoped for</u>

Comments of Young Person:

Overall view by young person of Finance (Comments): 1 (Good) – 5 (unhappy) 1 2 3 4 5

PATHWAY PLAN FOR DATED

Section 9: Contingency Plans

'Contingency Plans for action to be taken by the responsible authority should the Pathway Plan cease to be effective.'

Aims: What help will you need if things don't go right first time? (Look at the other sections!) Who will be around to give you help?

<u>Actions:</u> <i>What is needed to ensure that the aim is achievable?</i>	<u>What help/assistance is needed?</u>	<u>From whom?</u>	<u>Timescales?</u>	<u>Outcomes Hoped for</u>

Comments of Young Person:

Overall view by young person of Contingency plans (Comments): 1 (Good) – 5 (unhappy)

1 2 3 4 5

YOUR THOUGHTS

The 16plus Service tries very hard to meet your needs. Sometimes we are not able to do this, for various reasons. If you would like to make comments about the Service, especially if you think that we have not met your needs, the management team is very happy to hear from you. Please use this space to write down what you think of the Service and we will use your feedback to try to improve it. If you want us to contact you about something please remember to write your name. If you prefer not to give your name, we'd still love to hear from you. Your feedback will go straight to the team manager. Thanks!

GET INVOLVED!

Are you interested in being involved in any of the following? (We will provide training for you where necessary.)

Youth Forum	Yes/No
Interviewing new staff	Yes/No
Training staff	Yes/No
Social events, eg rounders, bowling	Yes/No
Production of Newsletter	Yes/No
Development of Service leaflets	Yes/No
One off groups, eg attending conferences, visits, development meetings.	Yes/No

Name (optional) _____

DATE _____

THANKS!

Personal Adviser to ensure that the above activities are clearly recorded in the Education, Training and Employment and Finance Sections of this Plan

If the young person also wishes to make comment, without giving their name, please use an additional sheet.

PATHWAY PLAN FOR DATED

This Pathway Plan has been agreed by:			
Name	Signature	Job Title (where appropriate)	Date
Young Person			
Rainer Surrey 16plus Personal Adviser			
Rainer Surrey 16plus Assistant Team Manager			
Foster Carer or Residential Worker			
Surrey Children's Service Team Manager/Assistant Team Manager			
Other – Please state			

The Plan will be reviewed at (location) on (date), or earlier, if necessary.