



WEST SUSSEX

JOINT PROTOCOL FOR THE ASSESSMENT OF HOUSING AND SUPPORT NEEDS OF HOMELESS 16/17 YEAR OLDS

Introduction and purpose of protocol

The Department for Children, Schools and Families (DCSF) and the Department for Communities and Local Government (DCLG) published statutory guidance on 1 April 2010 entitled 'Provision of Accommodation for 16 and 17 year old young people who may be homeless and/or require accommodation'. This guidance is to 'children's services authorities and local housing authorities about their duties under Part 3 of the Children Act 1989 and Part 7 of the Housing Act 1996 to secure or provide accommodation for homeless 16 and 17 year old young people'. The guidance provides reference to appropriate legislation and should be read in conjunction with this protocol.

Recent court judgments have clarified the legal position that the duty under Section 20 of the Children Act 1989 takes precedence over the duties in the Housing Act 1996 when providing for children in need who require accommodation. In addition the duty under Section 20 takes precedence over the general duty under Section 17 of the Children Act 1989.

This protocol sets out the agreed working relationships between the seven Districts and Boroughs in West Sussex and the County Council. The purpose is to provide effective joined up services to young people to prevent them being passed from one service to another and ensure that legal duties are fulfilled. This protocol includes procedures which set out working practices to follow.



1. Implementation

- 1.1 The overriding principle of this protocol is that young people should not be sent from one office to another.
- 1.2 Each person in each organisation has responsibility to ensure they are aware of this protocol, procedures and joint assessment form and that frontline workers communicate with their managers to share information and address any difficulties at an early stage.
- 1.3 The implementation of this protocol is reliant on having a team of Young Persons Workers across the County. These workers are funded by Supporting People funding and provide the initial point of contact for young people who are homeless or threatened with homelessness, liaison with and between agencies and support to the young person.
- 1.4 To support the implementation of this protocol and the related procedures there will be joint training between Children's Social Care, Districts/Boroughs, Connexions, and the Young Persons Workers.

2. Aims and Principles

- 2.1 This protocol outlines the agreed practices, responsibilities and roles within the multi agency framework of services for young people who are homeless or threatened with homelessness.
- 2.2 This protocol aims to ensure that the appropriate assessment and delivery of services is carried out to those aged 16 and 17 in West Sussex. Those aged 16 and 17 include single people, those who are pregnant and those with a child(ren).
- 2.3 The following principles are agreed by each party ('the parties') signed up to this protocol:
 - 2.3.1 The parties agree to work together in a spirit of confidence and trust by adopting an open, transparent and accountable way of working.
 - 2.3.2 The parties will have full regard to the statutory guidance issued by the DCSF and DCLG in April 2010 entitled 'Provision of Accommodation for 16 and 17 year old young people who may be homeless and/or require accommodation'.
 - 2.3.3 16/17 year olds should have clear access to support and should not be 'bounced' between services. A consistent referral and assessment service will be provided to young people threatened with homelessness. The demands placed on relevant services by young people require that services work together in a flexible way to ensure the best interests of the young person are met alongside statutory responsibilities.

- 2.3.4 Homelessness can be prevented by timely and proactive intervention. The parties agree to work together to prevent homelessness. Co-operation and flexibility is required between services to work holistically to meet housing and support needs of young people and prevent homelessness by enabling a young person to return to their family home and/or to maintain their own licence or tenancy independently.
- 2.3.5 16/17 year olds are best accommodated in their family home and homelessness can be prevented by facilitating a return to the family home whenever appropriate and safe to do so. A home visit should be carried out to every 16/17 year old where there is an imminent risk of homelessness (subject to risk assessment).
- 2.3.6 The majority of young people become homeless due to breakdown of relationships within the family home. However, the family of the young person must still be involved in planning to address why relationships have broken down and establish whether the relationships can be repaired.
- 2.3.7 Accommodating a 16/17 year old rarely leads to improved outcomes so emergency accommodation is not seen as the first solution or the best solution. Whenever possible and appropriate, 16/17 year olds will be found an accommodation solution within their family (including extended family members) or friends.
- 2.3.8 16/17 year olds should not remain in their family home if this places them at risk of violence or other harm. Young people will not be left in a situation which may place them at serious risk of harm, for example, sexual or physical abuse.
- 2.3.9 If it is established that a young person cannot return to the family home or to the home of a responsible adult, and has no other accommodation available to them, alternative accommodation will be arranged. Accommodation provided by Children's Social Care will be under section 20 of the Children Act 1989.
- 2.3.10 This protocol recognises that homelessness is damaging to young people's personal, social and economic development and well being. It is accepted that for all young peoples' welfare to be safeguarded, appropriate packages of accommodation and support are necessary. In assessing the needs of young people for accommodation and support, and where services are provided, those involved in that process must take account of the special needs, cultural background and the views of the young person as far as is practicable.
- 2.3.11 The parties agree to work closely together and share all relevant information in a timely manner to ensure the housing and support needs of the young person are adequately met. This includes the parties alerting each other, at the earliest opportunity, to any difficulties in implementing the protocol.

3. Who is the Protocol aimed at?

- 3.1 This protocol is aimed at senior managers in each organisation who can sign up to the principles outlined. The protocol (including procedures) is designed to be an easy to use framework for frontline staff.
- 3.2 The welfare of young people who seek advice and assistance is of paramount importance. The agency who receives an initial approach from a young person must be aware of this protocol to ensure young people are provided with an appropriate service.
- 3.3 The lead responsibility for the implementation of this protocol is with Children's Social Care staff and Housing staff.
- 3.4 Other statutory and voluntary agencies will contribute to the delivery and development of the services covered by the protocol, such as Connexions, the Youth Offending Service, and Housing and Support providers.

4. Legal Framework

- 4.1 The parties adhere to the legislation that covers their own service area. As legislation is subject to change it is not listed here in detail but it is assumed that each party will adhere to current statutory responsibilities at any time. The key points of guidance and legislation relevant to this protocol in relation to young persons housing and support needs are referred to below.

4.2 Key points from guidance and legislation

- 4.2.1 The statutory guidance addresses the initial responses to homeless 16/17 year olds by Children's Social Care and housing services, and gives guidance on the provision of suitable accommodation. In addition the guidance refers to joint working between Children's Social Care and housing services at an operational and strategic level.
- 4.2.2 The guidance refers to court judgments that have clarified the legal position regarding duties in the Children Act and the Housing Act. The most notable judgment is the decision reached by the House of Lords in R(G) v Southwark [2009] UKHL 26 in 2009.
- 4.2.3 The most crucial issue to determine when young people seek help is whether they are actually homeless and require accommodation. The majority of young people become homeless due to a breakdown of relationships within the family home.
- 4.2.4 When a young person is homeless and seeks assistance, an initial assessment must be carried out as soon as possible (completed

within 10 working days) and a decision reached as to whether the young person is a child in need and requires accommodation.

- 4.2.5 It may not always be necessary to provide accommodation if proactive intervention and support is put in place for the young person and their family. Children's Social Care has powers under Section 17 of the Children Act 1989 to provide financial support and this can be used to stabilise the young persons situation in the family home or with other responsible adults in the young persons network. This means that accommodation duties under Section 20 of the Children Act 1989 do not arise.
- 4.2.6 It is clear from the guidance, and the decision reached in the Southwark case, that when accommodation needs to be provided to a homeless young person aged 16/17 on an ongoing basis, this will usually be provided under Section 20 of the Children Act 1989.
- 4.2.7 When accommodation is provided, other than on an interim basis, Children's Social Care do not have a choice about whether it is provided under Section 20 as there is no option for discretion on this matter.
- 4.2.8 This protocol and procedure aim to ensure that when Children's Social Care do accommodate a young person on an ongoing basis under Section 20, it happens after other alternatives that could provide a better outcome for the young person have been fully explored. It is therefore important that the joint assessment process is robust and looks holistically at the needs of the young person to ensure that the right decision is made.
- 4.2.9 The guidance places a clear emphasis on joint working between Children's Services and housing services to secure a range of suitable housing and support options for young people and their families. Although this protocol cannot cater for all scenarios in relation to young people, it can provide a clear approach to how young people are responded to when there is a risk of homelessness and they make an initial approach to services.

5. Strategic Relevance

- 5.1 The West Sussex Children and Young People's Plan 2010 - 2015 (CYPP) has an agreed vision for all young people living within the County.
- 5.2 The CYPP sets out key objectives in Report Card 1 – Children and Young People have somewhere they can call home.
- 5.3 The CYPP specifies that in West Sussex we want to make sure that 'vulnerable young people leaving care or custody, and those who cannot live with their families, have a robust review of their needs and a package of support to enable them to return home, or, if this is not possible, to

help them to find a new home that meets their needs'. One of the key action points for 2010/11 is to '...work together to deliver a better assessment process for homeless 16/17 year olds...'

5.4 The following outcomes for children and young people are reflected in the CYPP:

- Be healthy
- Be safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

5.5 Each District and Borough in West Sussex has a Homelessness Strategy which highlights the importance of homelessness prevention. In addition, Districts and Boroughs are expected to reduce the number of households in temporary accommodation and not use B&B accommodation for families and those aged 16/17.

5.6 The West Sussex County Council Strategy, 'With You, For You – A Strategy for West Sussex' 2009-2013 includes a focus on 'improving quality of life for our residents and communities', and 'giving our young people the best start in life'.

6. Equality and Diversity

6.1 The Equality and Diversity policies of each organisation signed up to this protocol must underpin the way in which services are provided.

6.2 All organisations are expected to value diversity and be committed to equality of opportunity.

6.3 Services should be accessible and where appropriate, additional resources provided, such as interpreters and translation services.

6.4 An Initial Equality Impact Assessment has been completed and will be reviewed six months after the introduction of this protocol.

7. Procedures for Disputes

7.1 All staff involved in delivering this Protocol are expected to work positively together in the interests of the young person. However, it is recognised that on occasion differences of opinion and assessment will arise. Such differences should, whenever possible, be resolved through discussion between those staff directly involved. If a resolution cannot be agreed, the area and reason for the disagreement should be recorded and staff should meet to discuss the reasons for the disagreement and try to reach an agreement or compromise.

- 7.2 Subject to paragraph 7.1 above, if any of the Districts or Boroughs or the County Council cannot agree on any aspect of the joint assessments or provision of services, the case will initially be referred to the Older Looked After Children Service Manager in Children's Social Care and the appropriate Housing Needs Manager (or equivalent) in the District or Borough for resolution.
- 7.3 If the above officers at paragraph 7.2 cannot reach agreement, the case should be referred to the Principal Manager in the County Council for Children's Operations and the appropriate Head of Housing in the District or Borough for resolution.
- 7.4 A steering group will be established with appropriate representation from Children's Social Care and each District/Borough. The steering group will be able to discuss and aim to agree on any cases that cannot be resolved by officers referred to at paragraph 7.3 above.
- 7.5 If any young person is dissatisfied with the manner or outcome of the joint assessment or services provided, they have the right to complain through existing complaints procedures.

8. Joint Assessments

- 8.1 A joint assessment will be arranged when a young person is homeless or threatened with homelessness and a quick resolution cannot be carried out by a single agency. The procedures (in section 9) for a joint assessment are not intended to cover every scenario involving 16/17 year olds. In addition, the procedures do not replace existing practices when a young person is assisted by Children's Social Care or housing services to remain in their family home or with an alternative responsible adult, or for example, when Children's Social Care quickly identify that a foster placement or supported lodgings is the most appropriate solution
- 8.2 A joint assessment will determine housing and support needs. The key principles and areas to address and a form to use are included in this protocol. The officers carrying out the joint assessment will make recommendations as to the statutory duties that are owed to the young person.
- 8.3 All 16/17 year olds who are identified as needing accommodation will be provided with accommodation and support that best meets their needs. The young person will be asked whether they wish to become accommodated under Section 20 of the Children Act 1989 and if so, will be provided with accommodation and support to meet their needs. If a young person declines accommodation under Section 20, Children's Social Care must be satisfied that the young person has been provided with all relevant information, is aware of the implication of their decision, and is competent to make such a decision.

- 8.4 Those 16/17 years old who are identified as not requiring accommodation will be offered support by the Young Person's Worker and any other agencies that can provide appropriate support. When family mediation is suitable, this may be provided by the Family Resource Team.

9. Procedures for joint assessments and provision of support and accommodation

9A Initial contact by young person

9A(1) First point of contact and referral

- 1.1 When a young person is homeless or threatened with homelessness, they should be directed to see the Young Persons Worker. Arrangements will be in place within each District/Borough and Children's Social Care area to ensure that the Young Persons Worker in their area is accessible to young people.
- 1.2 When a joint assessment is required, this will be carried out within 10 working days.

9A(2) Prevention of homelessness

- 2.1 When a young person is suspected to be homeless or threatened with homelessness they will be interviewed by the Young Persons Worker.
- 2.2 If it is established that there is a threat of homelessness, prevention activities will be necessary.

9A(3) Provision of support

- 3.1 The Young Persons Worker will provide immediate support to the young person.
- 3.2 Other agencies can refer to the Young Persons Worker for support.
- 3.3 The Young Persons Worker can provide intensive support, or low level support, depending on what is deemed necessary.

9B. Information sharing

9B(4) Sharing Information

- 4.1 It is essential that information is shared between the Districts/Boroughs and the County Council.

- 4.2 A young person may have had prior involvement with Children's Social Care but may be reluctant to give this information.

9B(5) Consent to share information

- 5.1 When a young person approaches the Young Persons Worker, a written consent form must be signed by the young person to enable information sharing across the relevant organisations and agencies.

9B(6) What information needs to be shared

- 6.1 The young person should be informed that the following information will be shared:
- Details of any prior or current involvement with Children's Social Care
 - Any known risks by the young person to themselves or others
 - Involvement of other agencies and reasons for involvement
 - Offending history
 - Health and disability

9C(7) Joint assessment

7 Preparation prior to joint assessment

- 7.1 The Young Persons Worker will contact Children's Social Care to arrange a joint assessment.
- 7.2 The Children's Social Care representative carrying out the joint assessment will be of an appropriate level and have the necessary experience / training to undertake a joint assessment. The Young Persons Worker will have appropriate knowledge of housing legislation to represent the District / Borough Housing Departments at the joint assessment.
- 7.3 The Children's Social Care representative will check any previous contact with their service from the young person or another young person within the family home.
- 7.4 The Young Persons Worker will collate any information from the Housing Department and all relevant agencies.
- 7.5 The young person will be notified of the date, time and location of the joint assessment by the Young Persons Worker. The assessment will take place at a suitable venue accessible to the young person.
- 7.6 The Young Persons Worker will invite the young person's parent / guardian and all other relevant agencies to the joint assessment. If another agency is unable to attend the joint assessment they may submit

a written report to the Young Persons Worker before the joint assessment takes place.

9C(8) Links with other agencies

- 8.1 Connexions will be required to attend all joint assessments for 16/17 year olds with Children's Social Care and Housing. Connexions workers can advocate for the young person and, if appropriate can speak on behalf of the young person during an assessment.
- 8.2 The Youth Offending Service will be invited to attend all joint assessments of a young person that the service is currently involved with. If there is no current involvement but there has been previous involvement, the Young Persons Worker will obtain relevant information from the Youth Offending Service to include in the joint assessment.

9C(9) Joint assessment procedure and form

- 9.1 A joint assessment form must be fully completed during all joint assessments. The form to use is included in this protocol.
- 9.2 The joint assessment form will form the basis of the assessment process but should not be used as a checklist. Open questions should be asked to determine the full circumstances and needs of the young person.
- 9.3 Provision of additional services should be discussed and agreed as part of the assessment, e.g. additional support.
- 9.4 Local connection will be discussed during the joint assessment. The young person will be advised which District / Borough they have a local connection with (acknowledging it could be more than one) in accordance with homelessness legislation.

9C(10) Recommendations, Decisions and Outcomes

- 10.1 The joint assessment will produce a recommendation which will be fully recorded on the assessment form. The Young Persons Worker is responsible for ensuring the full and proper completion of the joint assessment form and for recording the recommendations reached and any follow up action required.
- 10.2 The Young Persons Worker will provide a written summary of the outcome of the assessment to the Young Person within 5 working days of the joint assessment taking place. Details of any decisions made will be circulated to all other agencies involved.
- 10.3 The provision of interim accommodation will be recommended during the joint assessment (if accommodation has not already been provided). A decision regarding the provision of accommodation and agreement for

funding will be sought from the relevant Children's Social Care Team Manager budget holder.

9D(11)Provision of Accommodation

- 11.1 Each District and Borough differs in respect of its profile of housing stock and availability of supported housing and emergency accommodation for young people. The protocol includes the provision of a limited amount of interim accommodation across West Sussex, funded by Supporting People, for 16/17 year olds who become homeless.
- 11.2 Sixteen units of accommodation will be available in West Sussex either within existing supported housing (such as Foyers) or in alternative emergency accommodation. Referrals to the accommodation units will be agreed with each provider or proprietor.
- 11.3 The young person needing accommodation will be referred to the unit of accommodation that will best meet their housing needs and generally the one that is nearest to them. Children's Social Care will provide assistance with travel costs if a young person has no funds available to them in order to get to the accommodation.

9D(12)Quick access interim accommodation

(The details set out below are subject to agreement by the Foyers. The criteria and the process to follow are intended to follow the Crawley pilot model with allowances for local variances)

- 12.1 Quick access interim accommodation will be available across the County in the Foyers. It is expected that a total of eight bed spaces will be available in Foyers.
- 12.2 Bed spaces will be available in Crawley Foyer, Horsham Y, Chichester Foyer and Worthing Foyer. These bed spaces will be shared across the boundaries of the Districts and Boroughs as not all areas have a Foyer.
- 12.3 The average length of stay in quick access interim accommodation is between 14 and 21 days. However, it may be longer based on individual circumstances but should not be longer than 28 days unless there are exceptional circumstances.
- 12.4 Referrals to the quick access accommodation in the Foyers will be made primarily by the Young Persons Worker following a joint assessment.
- 12.5 If a referral needs to be made prior to a joint assessment, Children's Social Care and the Young Persons Worker will discuss and agree the referral.

- 12.6 Any referral is subject to acceptance by the appropriate Foyer who will complete their own risk assessment. If a Foyer refuses a referral, they will provide full reasons in relation to the refusal.
- 12.7 Assessment and transition planning will be the joint responsibility of Children's Social Care and housing to carry out promptly to ensure the average length of stay is not unnecessarily exceeded.

9D(13)Alternative emergency accommodation

- 13.1 Eight emergency accommodation bed spaces will be available across the County. These will consist of self contained units of emergency accommodation or a room in a Guest House. Although Guest Houses are not deemed to be suitable for young people on an ongoing basis, it may be appropriate to use in a crisis and on a short term basis.
- 13.2 Alternative emergency accommodation may be used where the quick access interim accommodation is not available or is deemed not to be suitable.
- 13.3 Bookings into the emergency accommodation bed spaces will usually be made by the Young Persons Worker following a joint assessment.
- 13.4 When a young person needs emergency accommodation prior to a joint assessment, Children's Social Care and the Young Persons Worker will discuss and agree the most suitable accommodation to be used.

9D(14)Breakdown of interim accommodation

- 14.1 If the quick access interim accommodation placement breaks down, it may be appropriate to consider whether the young person should be moved to alternative emergency accommodation. The decision on whether this would be appropriate would take into account the reasons why the quick access interim accommodation is not appropriate and any risk posed by or to the young person.
- 14.2 If alternative emergency accommodation breaks down, the reasons for this need to be considered but it would be very unlikely that any alternative accommodation would be provided on an interim basis.
- 14.3 When an accommodation placement has broken down, if a joint assessment has already taken place, a follow up meeting must be arranged with the young person and all relevant agencies to review the information from the joint assessment and consider any additional support needs. The question of whether any further statutory duties towards the young person exist needs to be fully considered and an appropriate decision made and conveyed to the young person in writing.
- 14.4 Although it is recognised that accommodation placements may not always succeed, it is anticipated that, with appropriate support provided, this situation would only arise in a minority of cases.

9D(15)Move on from quick access interim and emergency accommodation

- 15.1 The primary focus is whether the young person can return home and if so, whether additional support is needed to enable the young person to remain in their family home.
- 15.2 The joint assessment will explore whether the young person can reside with their extended family and if so, whether any support or financial assistance is required to facilitate this. Children's Social Care are able to make payments under Section 17 of the Children Act 1989 to support a young person to reside with a responsible adult if financial pressures would prevent this happening.
- 15.3 The Young Persons Worker can make referrals to appropriate supported housing projects. The provision varies across the County but includes Foyers, alternative supported housing for young people, and Life supported housing for pregnant women or single parents (female only).

9E(16)Provision of support

- 16.1 Support will be provided to young people to enable them to remain in the family home, with other family or friends or access alternative accommodation.
- 16.2 When additional support needs are identified, such as substance misuse or mental health, appropriate referrals will be made by the Young Persons Worker to other services.

9E(17)Housing support needs

- 17.1 The Young Persons Worker will provide appropriate housing related support to the Young Person. The level of support provided is expected to respond to the needs of the young person.
- 17.2 Support will be provided to the young person by the Young Persons Worker and/or Connexions Workers on an ongoing basis until it is no longer required, or alternative provision is in place.
- 17.3 Referrals to other support provision will be made by the Young Persons Worker, for example, specialist outreach support where it is available.
- 17.4 When a young person is residing in a supported housing environment, housing related support will be given by the relevant provider. Some providers will also be able to provide move on support for a short time or refer to an alternative support provider when the young person is ready to move on.

9E(18)Care and emotional support needs

- 18.1 Initial assessments carried out by Children's Social Care will consider how care and emotional support needs would be met.
- 18.2 Children's Social Care work closely with Connexions to ensure the young person has appropriate support in relation to education, employment and training.
- 18.3 If a young person is being accommodated under Section 20 of the Children Act 1989, the care plan in relation to the young person will consider how additional needs will be met.

9E(19)Referrals to supported housing

- 19.1 The Young Persons Worker will complete referrals to appropriate supported housing.
- 19.2 The Young Persons Worker will attend Access and Referral Panels that have been established across the County to provide information on the young person and contribute to the decisions on providing access to supported housing.

9E(20)Follow up work with young person

- 20.1 The housing, care and support needs of a young person may change over time. Further joint assessments can be requested by Children's Social Care, housing services, Connexions or the young person to review actions agreed or reassess the needs of the young person.
- 20.2 The Young Persons Worker is responsible to ensure that any actions agreed at the joint assessment are followed up and that the needs of the young person are being met by the services available.
- 20.3 The Young Persons Worker will identify if there are gaps in the services provided to the young person. The Young Persons Worker will ensure that appropriate referrals are made to other services where applicable, but will record any gaps in provision.

9E(21)Review of case loads

- 21.1 The Young Persons Workers will be supervised and case loads reviewed on a regular basis.
- 21.2 The distribution of cases across the County will be monitored and resources reallocated from low demand areas to high demand areas if necessary.

9F. Non Engagement by a Young Person and/or Refusal or Breakdown of Accommodation Placement

9F(22) Young person not engaging with support

- 22.1 If a young person does not engage with support, the Young Persons Worker will carry out a home visit. Joint visits with Children's Social Care will be carried out where appropriate.
- 22.2 The Young Persons Worker will contact other agencies involved with the young person to ascertain the level of engagement with others.
- 21.3 The Young Persons Worker will discuss and agree appropriate action to take in relation to non engagement with Children's Social Care and other involved agencies. Each case will be assessed on an individual basis.

9F(23) Refusal of quick access interim accommodation or alternative emergency accommodation

- 23.1 If a young person refuses to accept quick access interim accommodation or alternative emergency accommodation the reasons for this will be fully considered.
- 23.2 If the reasons for refusal are considered to be reasonable, alternative accommodation provision will be explored in conjunction with the statutory duties owed to the young person.
- 23.3 If the reasons for refusal are considered to be unreasonable, alternative provision will not be offered and the young person will need to make their own arrangements.

9F(24) Refusal by young person of accommodation provided under Section 20 of the Children Act 1989

- 24.1 If a young person refuses to accept accommodation arranged in accordance with Section 20 of the Children Act 1989, Children's Social Care will end their accommodation duty.
- 24.2 If the young person re-approaches Children's Social Care at a later date, their circumstances will be considered and a fresh joint assessment arranged.

9F(25) Breakdown of accommodation provided under Section 20 of the Children Act 1989

- 25.1 If the accommodation placement breaks down due to the behaviour of the young person, Children's Social Care will look into the reasons and

consider what further accommodation placement is appropriate and any additional support that may be needed.

25.2 If the young person does not stay in the accommodation provided under Section 20 of the Act, Children's Social Care will bring the accommodation placement to an end.

25.3 If a young person re-approaches Children's Social Care after accommodation provided under Section 20 of the Act has been brought to an end, their circumstances will be considered on an individual basis.

9G(26) Statistical recording

26.1 The Young Persons Workers will be responsible for statistical recording of the demand for services from young people.

26.2 The statistical recording will include, but not be restricted to, the following:

- The number of 16/17 year olds approaching for advice / assistance
- The number of joint assessments carried out
- The number of referrals made to quick access interim accommodation and alternative emergency accommodation
- The number of times when the above is not available
- The number of refusals of accommodation
- The number and names of homeless 16/17 year olds who have been accepted under Section 20 of the Children Act 1989
- The number and names of homeless 16/17 year olds who have refused assistance offered to them under Section 20 of the Children Act 1989
- The number of approaches of those leaving accommodation provided under Section 20 of the Children Act 1989 aged 18+
- PIE recording for homelessness prevention, relief and unsuccessful outcomes

10. SIGNATORIES

- 10.1 This protocol is dependent on cross County partnership working and resources being available to provide timely support, intervention and accommodation to young people in housing need.
- 10.2 This protocol is intended to run initially for three years from the date of implementation, subject to the required resources being committed from Supporting People, with an expectation that the protocol will be ongoing (assuming successful outcomes for young people are being achieved).
- 10.3 This protocol will be reviewed on an annual basis, or sooner if required, by the steering group referred to in paragraph 7.4.
- 10.4 Signatories to this protocol are listed below:-

West Sussex County Council:

Children's Social Care

Youth Services

Supporting People

Adur District Council

Arun District Council

Chichester District Council

Crawley Borough Council

Horsham District Council

Mid Sussex District Council

Worthing Borough Council

**West Sussex Joint Assessment Form for Young Person's
Accommodation and Support Needs**
(for completion during joint assessment)

Date of Joint Assessment			
People present			
Children's Social Care			
Housing Representative			
Connexions			
Youth Offending Service			
Other			
Details of Young Person			
Name			
Address / Former address			
Post Code			
Contact Number(s)			
Date of Birth		Age	
NINO			
Gender			
Ethnicity			
Young Persons summary of their circumstances			

Name, address and contact details of parent/guardian/carer
Family composition living within and outside the current home – include extended family members and details of where they live (e.g. older siblings, grandparents)
Recent contact by Young Person with their parents Date / outcome
Contact with parents by agencies (recent and past contact)
Any reason not to contact parents

Family & social relationships	Relationship with parents and extended family
	Capacity of family and social networks to provide secure and stable accommodation and meet the young person's practical, emotional and social needs.
Where is Young Person staying now	Address
	Type of accommodation
	Leave by date & reason
	Information verified
Other family / friends who could provide accommodation	
Previous accommodation details and address history	

Local connection to which Districts / Boroughs	
Accommodation history	Access to stable accommodation & does accommodation meet needs
<p>Involvement with other agencies</p> <p>Past and current</p> <p>Include details of any previous assessments carried out, e.g. CAF</p>	Children's Social Care
	Housing
	Connexions
	Youth Offending Service
	Other

Emotional and behavioural development	Self esteem, resilience and confidence
	Quality of relationships
	Self control
	Self awareness
Education details	Still in education
	Statement of educational needs
Employment details	
Income	Earnings
	Benefits
Education, Training and Employment	Education and/or training experience and background
	Is support required to enable young person to access or remain in education, training or employment

Health details	
Drug and alcohol dependency and misuse	
Physical or emotional abuse	
Health and Development	Physical
	Emotional
	Mental
Details of medication / GP / Hospital treatment / Institutional placement	
Risk issues	

<p>Accommodation requirements</p> <p>Suitability for supported housing</p> <p>Suitability for shared housing environment</p>	
<p>Independent living skills</p>	<p>Reading</p>
	<p>Writing</p>
	<p>Household skills, e.g. cooking, cleaning, shopping. Personal hygiene and cleanliness</p>
	<p>Claiming benefits</p>
	<p>Managing money</p>
	<p>Form filling</p>
	<p>Verbal communication</p>
<p>Basic items needed / available for independent living</p>	<p>Subsistence</p>
	<p>Bedding, pots, pans, utensils</p>

	Crockery & Cutlery
Financial capability and independent living skills	Financial knowledge and competence
	Financial support for the future
Support needs for independent living	
Identity	Any specific needs in relation to ethnicity, preferred language, cultural background, religion, sexual identity.
Recommendation It is important to record full reasons for the recommendation made. (A 'yes' / 'no' answer is not sufficient)	Child in Need? If not, give reasons

	Reasons why the young person is homeless or threatened with homelessness and cannot return home
	Is accommodation needed today
	Quick access interim accommodation required / suitable
	Alternative emergency accommodation required / suitable
	Recommendation regarding accommodation duty owed under Section 20 Children Act 1989
	Recommendation regarding accommodation duty owed under Housing Act 1996
Agreed outcome	

Support needs / support to be provided

Signed

Name
(Children's Social Care)

Signed

Name
(Young Person's Worker)

Signed

Name
(Connexions)

Declaration by young person & authority to share information

I hereby declare that the information I have given is accurate and to the best of my knowledge all information provided by me is entirely correct.

I hereby give Children's Social Care and housing departments (or their representatives) in West Sussex permission to discuss information in relation to me with third parties, and for third parties to provide and share information about me.

If you do not understand anything that has been discussed during this assessment, please ask before signing below.

Signed

Name
(Young person)

Action plan for Date

Action required	Who by	When
General comments:		