

## **PROCESS – working with unaccompanied children**

1. Ensure / establish that the activities outlined in the flowcharts have been carried out (Flowcharts A1/A2/A3)
2. Establish from the agency detaining the young person and also from the young person what the spoken language is.

Resource: Language Line on 0845 310 9900 quoting ID code L17229

3. Two workers must carry out the age assessment. Complete the age assessment form (Form B)
4. Once the assessment has been completed, discuss the case with the PL and confirm what age you have assessed the young person to be. It may be that you need to investigate further so the assessment isn't complete.

If assessed as being 18+, the case should be progressed by Police/UK border agency (UKBA).

5. Email the completed assessment to [helen.bird8@homeoffice.gsi.gov.uk](mailto:helen.bird8@homeoffice.gsi.gov.uk) and fax over the paper copy them on **01275 841540**
6. Discuss accommodation with the PL. If the young person is deemed to be under 18 the CSC have a responsibility to care for this young person and they should be Looked After by the Local Authority.
7. If the young person is assessed as being vulnerable then appropriate accommodation must be sought.  
A foster placement should be the normal placement used. Where a child is determined as 16-18yrs of age, then supported lodgings and 'trusted' B&B's are appropriate. Where a child's age is unclear and they may be over 18yrs old, seek a placement where there is no access to other LAC children.

### **Homeless B&B's and homeless hostels are not suitable.**

If a foster placement is agreed then contact the Placements Team on **01275 884420** to request a placement. They will email you a form to complete.

- 9 Complete the AS1 Monitoring form (Form C) and email back to Julie Tilley, Finance admin, Castlewood 01275 888352. [julie.tilley@n-somerset.go.uk](mailto:julie.tilley@n-somerset.go.uk)
  
10. **Finance:** A weekly living allowance to be given to the young person to buy food etc. The amount is the same rate as Income Support.  
  
Basic clothes and toiletries may need to be bought.  
The cost used for UASC is **KS602**.
  
11. Arrange a **case strategy discussion** to following the assessment to Assess the circumstances / share information with agencies and any actions required.
  
12. Case transfer from SPA to resource Service: normally within 1-2 days following the age assessment and the young person being placed in accommodation.
  
13. Following actions from Resource service: On-going assessments.
  - Arrange Solicitors for Y/P re: Home Office application.
  - Arrange LAC Review and draw up a Care Plan.
  - Arrange LAC medical/PEP
  - UKHTC liaison **if** there is suspected trafficking.