



Arrangements for Supporting and Safeguarding Unaccompanied Asylum Seeking Children

Multi-Agency Procedures

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Unaccompanied Asylum Seeking Children (UASC) Policy and Procedures

PURPOSE: To set out the multiagency approach to support and safeguard children who enter Suffolk unaccompanied by an adult.

This document should be read alongside the *East of England Unaccompanied Asylum Seeking Children (UASC) Safeguarding Protocol*, agreed by UK Visas and Immigration; Families, Communities & Young People Regional group; and Eastern Region Police Forces.

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This document refers to 'UASC' throughout but this term also includes those children who have sought asylum and have been granted refugee status (5 years leave to remain) before they reach 18 years old.

1. Key Principles

- 1.1** Research tells us that unaccompanied asylum seeking children (UASC) and child victims of modern slavery (human trafficking) are some of the most vulnerable children in the country. They may feel isolated, alone, speak little to no English so be unable to communicate their needs or fears, they will be unfamiliar with the UK culture, customs, and geographical area. They will have no family support network and be unsure of who to trust. They are easy targets for further exploitation and abuse. Trafficked children are at risk of returning to their trafficking network on arrival. Both groups are likely to have experienced emotional trauma or abuse in their own country, on their journey to the UK and through their treatment by others (Finch et al 2011).
- 1.2** Some **key principles** and **values** that underpin practice in relation to UASC and those accompanied by someone who does not hold parental responsibility are:
- Children and young people from abroad are children first and any intervention, by any agency, should be child-centred.
 - Children and young people arriving from abroad who are unaccompanied should be treated as children in need unless the relevant enquiries indicate that this is not the case.
 - Safeguarding and promoting the welfare of these children/young people must remain paramount for all agencies in their dealings with this group.
 - Assessment of need must include a separate discussion with the child or young person in a setting where, as far as possible, s/he feels able to talk freely, using a suitably qualified interpreter.
 - Any assessment of these children and young people should consider the background to their journey, their experiences and culture and in the context of arriving in to an unfamiliar environment.
 - Interrogation of the child or young person should be avoided.
 - We will ensure that in all our work with unaccompanied asylum seeking children we will aim to meet all their cultural, ethnic, and religious needs.

2. Definitions

2.1 Asylum Seekers and Refugees

2.1.1. The term 'asylum-seeker' is used to describe a person who has made a claim for asylum within the meaning of s18 Nationality Immigration Asylum Act (NIAA) 2002 and is awaiting a decision from the Home Office.

In the UK, an individual becomes an asylum seeker when they formally apply for asylum and they remain as such until the application is officially concluded by the government (UK Government 2016a).

2.1.2. To be recognised as a 'refugee' in the UK, an individual must:

- Be unable to go back to their own country because of a well-founded fear of *persecution*.
- Be unable to live safely in any part of their own country.
- Have failed to get protection from authorities in their own country.

Persecution must be because of one of the following:

- Race
- Religion
- Nationality
- Political opinion
- Membership of a 'particular' social group that puts you at risk because of the social, cultural, religious, or political situation in your country, e.g. your gender, gender identity, sexual orientation.

2.2 Child and Unaccompanied Asylum Seeking Child (UASC)

The United Nations Convention on the Rights of the Child (1989) define a child as every human being below the age of 18 years.

A UASC is defined by the Home Office as:

- An individual who is under 18.
- Arrived in the UK without a responsible adult or guardian and is not being cared for by a parent or guardian who by law or custom has responsibility to do so.
- Has no responsible adult or guardian in the UK
- Is separated from parents or guardian and is applying for asylum in the UK including those who enter the UK accompanied but become unaccompanied during their stay. (Home Office 2016)

2.3 Trafficked Children

The *Modern Slavery Act 2015* encompasses two key offences:

- Slavery, Servitude, and Forced or Compulsory Labour
- Human Trafficking.

2.3.1 Slavery, Servitude and Forced or Compulsory Labour

A person commits this offence if:

- They hold another person in slavery or servitude and the circumstances are such that the person knows or ought to know that the other person is held in slavery or servitude, or
- They require another person to perform forced or compulsory labour and the circumstances are such that the person knows or ought to know that the other person is being compelled to perform forced or compulsory labour.

2.3.2 Human Trafficking

A person commits this offence if they arrange or facilitate the travel of another person with a view to that person being exploited. It is irrelevant whether the person, adult or child, consents to the travel.

2.3.3 Modern slavery concerns the exploitation of people who are coerced, deceived, forced into, or expected to accept, a life of abuse, servitude, inhumane and degrading treatment.

2.3.4 People who become victims of modern slavery are exploited for many reasons including sex, labour, organ donation, domestic servitude, financial benefit to the exploiter, and other criminal purposes. They may become victims through circumstance or association, and are vulnerable. For the exploiters, modern slavery is a means of financial gain, and of exerting power and control over another human being who is used as a commodity. It is a profitable method of criminal activity for organised crime groups. Victims are often paid less than the minimum wage but do not recognise that they are exploited because the sum is more than they would otherwise be paid in their home country.

2.3.5 Meaning of exploitation

The Modern Slavery Act 2015 defines a person as a victim of exploitation if one or more of the following apply to them:

- Slavery, servitude and forced or compulsory labour.
- Sexual exploitation.
- Removal of organs.
- Securing services etc. by force, threats, or deception.
- Securing services etc. from children and vulnerable persons.

The consent of a person (whether an adult or a child) to exploitation is not relevant in determining whether a person has been exploited.

(College of Policing – Authorised Professional Practice – Modern Slavery)

2.3.6 Children may be trafficked into the UK from overseas. They may be accompanied by an adult who is not a parent or guardian with responsibility to care for them or unaccompanied on their arrival into the UK. There is no requirement for the child to have been deceived or coerced by the trafficker, a child cannot 'consent' to go with the trafficker, this is not recognised in law, therefore regardless of whether the child

appears to be ‘consenting’ to be involved with the trafficker, this is still viewed as Trafficking and is against the law. (DfE 2016)

2.3.7 Statutory guidance for local authorities on the care of unaccompanied asylum seeking and trafficked children is available online at gov.uk website under *Care of Unaccompanied and Trafficked Children*. [under consultation March 2016]

For further information on Trafficking please see:

- Suffolk LSCB “*Safeguarding Children who may have been trafficked*” – online at <http://www.suffolkscb.org.uk>
- [*Safeguarding Children Who May Have Been Trafficked*](#) (DfE HO 2011)

3. Legal Context

3.1 The United Nations Convention on the Rights of the Child (1989)

This convention has been ratified by the UK Government who agree to:

“Respect and ensure the rights of set forth in the present Convention to each child within their jurisdiction without discrimination of any kind, irrespective of the child’s race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status”. (Article 2)

and

“In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration”. (Article 3)

3.2 Hillingdon Judgement and Local Authority Circular Guidance (2003)

This legal and policy development makes clear the level of support that is expected of Local Authorities for UASC and the following guidance should be followed:

- All UASC fall within the scope of Section 20 of the Children Act 1989 and should on arrival be supported appropriately unless the needs assessment reveals ‘particular’ factors which suggest that an alternative response is more appropriate.
- Based on assessment of need most UASC should be provided with section 20 support. Unless for example relatives are identified in the UK who could take responsibility for the child or if a child’s welfare would be better supported through a care order under section 31 of the children act 1989.
- In cases where there is an age dispute, section 17 support should be used until age is determined.
- The ‘majority’ of UASCs should be entitled to leaving care services.
- Section 17 can be used to support UASC in exceptional circumstances where it is identified that to become a Child in Care may be unnecessary (for example if the young person already has established independent living skills) or if the child states they do not want to be a Child in Care and they have understanding and capacity to make this decision.

3.3 The Children Act 1989 Section 17

This outlines the general duty to support children in need by safeguarding and promoting their welfare.

3.4 The Children Act 1989 Section 20

Section 20 outlines the duty of the local authority to accommodate a child in need, if a child is accommodated under Section 20 they become a Child in Care. The criteria are that a child requires accommodation because there is no one with parental responsibility for them, because they are lost or have been abandoned, or because the person who has been caring for them is prevented from providing them with suitable accommodation or care.

Regardless of immigration status, a UASC in the UK remains a child in need and eligible for section 20 support.

Being accommodated under section 20 has implications not only for the support they receive as a child in care, but also for their eligibility for leaving care support as they progress to adulthood.

3.5 The Children (Leaving Care) Act 2000

It is the duty of the local authority to advise, assist and befriend a child in Care with the view to promoting their welfare when they have ceased to be in care.

Providing they have been in care for a period of 13 weeks or more, UASC subject to Section 20 are entitled to on-going support until the age of 21 or 24 if in full time education or training.

3.6 Immigration Act 2016

Part 5 states the secretary of state must make arrangements to relocate to the UK and support a specified number of unaccompanied asylum seeking children from other countries in Europe. The number of children to be resettled shall be determined by the Government in consultation with local authorities.

While Suffolk supports spontaneous arrivals of UASC who are found within the locality, the Immigration Act legislation adds that alongside this, local authorities will be required to support planned arrivals brought in from other countries.

3.7 National Transfer Scheme 2016

This government protocol has been created to enable the safe transfer of UASC from one UK local authority to another. It is designed to ensure a fairer distribution of UASC across all local authorities and all regions of the UK. The intention is to manage the disproportionate number of spontaneous arrivals into certain local authorities more effectively and allow for appropriate services and statutory duties to be carried out.

Suffolk County Council (SCC) have signed up to the scheme and are taking planned transfers from other local authorities, however this is constantly under review depending on the number of UASC Suffolk hold overall and once quota is reached will be unable to accept further planned arrivals under the National Transfer Scheme (DfE/Home Office 2016-17).

4. Initial Contact: UASC arriving in Suffolk

Spontaneous Arrivals

- 4.1 Most spontaneous arrivals of UASC into Suffolk are found by the police. They are usually discovered in lorries from abroad which have stopped in Suffolk or wandering in the area, having fled from the lorry when stationary.
- 4.1.1. There are occasions when UASC are discovered by Border Force agents, for example at Felixstowe Port. They may also be found by police or Immigration Enforcement officers during operations; for example, to address illegal activity.
- 4.1.2. On all occasions where a UASC is found in Suffolk they will be engaged with by Suffolk Police and the officer/s dealing will do this in the most appropriate and proportionate way to ensure that the child is safeguarded. This will include the use of Police protection powers, voluntary attendance, and/or arrest for illegal entry into the United Kingdom. They will be transported to the nearest, most appropriate police facility for the method they have been detained by. *See Section 10 – Role of the Police for further details of the response.*
- 4.1.3. Whenever an agency identifies a child as being an unaccompanied minor, a referral must be made immediately to Customer First during office hours and out of hours to the Emergency Duty Service. Telephone contact for both is: **0808 800 4005**
- 4.2 **Customer First** record, as a minimum, the UASC's details including:
- Name
 - Nationality and ethnicity
 - Language spoken
 - Age claimed and date of birth if known
 - Name of referrer
 - Location found and contact details for where the UASC is being held.

They will then direct the referral to Suffolk Multi Agency Safeguarding Hub (MASH) who will create a MASH Referral Record and immediately advise the **Fostering Changes for Children Team (FCFCT)** of the spontaneous arrival(s).

- 4.3 **Fostering Changes for Children Team (FCFCT)** (see also section 8) A duty social worker from the FCFCT will contact the referring agency, initially to gain details and arrange to attend wherever the UASC are being held. It is helpful at this stage to gain a view from the referrer around suspected age of UASC; this helps the prompt search for suitable, age appropriate accommodation.
- 4.4 Providing the referral comes in within office hours, two workers from the FCFCT will attend the location where the UASC are being held to make a Brief Enquiry (Appendix A) as to their age and to ensure the individual's wellbeing. Screening for the presence of modern slavery (trafficking and exploitation) will also be undertaken (Appendix B). An interpreter will be used where required; this may be via Language Line telephone interpreting. Guidance documents are available to assist this process including suggested questions to ask.

- 4.5** Following this interaction with the new arrival, the social workers may make a decision that they believe the individual is significantly over the age of 18. In this case, a SCC Over 18 letter (Appendix C) will then be issued to the individual and the content explained via an interpreter. Copies will be given to the referrer and to immigration; and a copy will also be retained by the social workers for SCC records.
- 4.6** If there is any doubt as to the individual being an adult or child, the benefit of the doubt must be given to the individual being a child and the individual brought back with the social workers and accommodated without prejudice until an age assessment can be completed.

Planned Arrivals

- 4.7** Where SCC is asked to care for UASC under the National Transfer Scheme, the Regional Co-ordinator will contact FCFCT. They will provide details of the UASC needing to be transferred and from which authority. The transferring and receiving authorities must complete the relevant sections of the Unique Unaccompanied Child Record and send to UASCCentralAdmin@homeoffice.gsi.gov.uk
- 4.8** Liaison is required between the transferring and receiving authority prior to transfer to ensure all relevant information and assessments are obtained by the receiving authority and an agreement is made around who will transport the UASC.
- At handover, the receiving authority take responsibility for the UASC and should be offered support in line with Section 20 and a Child in Care.
- 4.9** An Update to the Immigration Act 2016 (Section 67- Dubs amendment) states arrangements must be made to relocate to the United Kingdom and support a 'specified number of unaccompanied refugee children'.
<http://www.legislation.gov.uk/ukpga/2016/19/section/67/enacted>
- 4.10** Where the Home Office approach SCC to support planned arrivals of UASC from other European countries, it is the expectation that SCC and the Home Office will liaise prior to the arrival to confirm who will transport the UASC to Suffolk. On arrival into the UK, the Home Office should conduct the screening interview and issue the child with an Application Registration Card (ARC).

5. Emergency Duty Service

- 5.1 There is a separate guidance document that sets out the Local Authority's response to those presenting to the Emergency Duty Service as UASC. It should be read in conjunction with the ***East of England Unaccompanied Asylum Seeking Children (UASC) Safeguarding Protocol*** (updated October 2015), that has been agreed by UK Visas and Immigration Service; Eastern Region Police Forces; and the Families, Communities, and Young People Regional Group.
- 5.2 It describes the process that should be followed by the out of hours' social workers and EDS manager when dealing with an individual who presents to immigration or the police claiming to be an unaccompanied minor.

The guidance can be found at:

<https://suffolknet.sharepoint.com/sites/myscc/Pages/Referral-and-Assessment.aspx>

- 5.3 When attending the location where the new arrival is being held by police or immigration, the EDS worker should use the Brief Enquiry and Modern Slavery Screening Tool to help establish if the person is likely to be an adult or child and if there is evidence of trafficking. This is a joint process with the police (see Section 10).

6. [Multi-agency] Response to Modern Slavery Concerns

- 6.1 Child trafficking is a very serious issue which can have a devastating and lasting impact on its victims. SCC have a duty to protect all children, regardless of immigration status. *The Palermo Protocol* establishes children as a special case and any child transported for exploitative reasons is 'considered to be' a victim of trafficking/modern slavery, whether they have been forced or deceived or not.
- 6.2 If you suspect a UASC is a victim of modern slavery, please also refer to Suffolk LSCB (2016) policy '*Safeguarding Children Who May Have Been Trafficked*'.
- 6.3 It is important that concerns are discussed with your manager. A referral should be made to the Multi-Agency Safeguarding Hub (MASH), clearly identifying the trafficking concerns. If trafficking concerns are up held following the referral to MASH, a strategy discussion should be held and subsequently a strategy meeting involving all relevant agencies and the Police.
- 6.4 The strategy meeting will determine whether the National Referral Mechanism (NRM) should be activated. The NRM is used for identifying and recording victims of trafficking and ensuring they are provided with appropriate support.
- 6.5 Suffolk CC are a specified 'First Responder' authority and have a responsibility to identify potential victims of trafficking and refer cases on to the Competent Authority.
- 6.6 Decisions about who is a victim of trafficking are made by trained specialists in designated 'Competent Authorities'. The Modern Slavery Human Trafficking Unit (MSHTU) and the Home Office act as the UK's Competent Authorities with responsibility for the final decision on whether a frontline professional's grounds for believing that the child has been trafficked are founded i.e. whether the child is or is not a victim of trafficking (Home Office 2011).
- 6.7 When a UASC has been identified and initially age assessed by Suffolk CYPS. The police and a member of the Fostering Changes for Children Team (FCFCT) or out of office hours EDS will conduct a joint initial modern slavery screening of the child to identify if they are a victim of modern slavery.
- 6.8 This will not be a full interview of the child, but a brief account from them, which will be probed where necessary so that those assessing can identify whether the child is a victim of crime, what potential risk they face and to ensure that any immediate safeguarding measures e.g. at their accommodation can be co-ordinated jointly. Where the screening is positive for modern slavery, an Achieving Best Evidence interview will be undertaken, with the same objectives, but with the advantage of more in depth information. See Section 8.6 and Appendix D - ***Flowchart for Response to Modern Slavery concerns*** for full details.

7. Missing Children

- 7.1** In relation to missing children, please refer to Suffolk LSCB policy: *Safeguarding Children Who Run Away or Go Missing from Home or Care* (2016). (see References) This outlines when consideration should be given to a strategy discussion being convened by social care i.e. where the return interview has revealed concerns for the child's safety and well-being. A strategy discussion MUST be convened where there is reasonable cause to suspect the child has suffered or is likely to suffer significant harm or has been missing for 24 hours or on 2 or more occasions within the previous 30 days. Note: A strategy discussion in the form of a meeting must be considered where there are complex circumstances and always where child abuse is suspected.
- 7.2** The term 'missing' refers to children and young people up to the age of 18 who have run away from their home or care placement, have been forced to leave or whose whereabouts are unknown.
- 7.3** Police will lead efforts to locate children who are missing, working closely with CYPS when children are missing from care placements.
- 7.4** As soon as it is established that a UASC has gone missing this must be reported to the police via 101 as soon as practicable after discovery unless it is believed that their missing is because of a criminal act, in which case 999 is to be used.
- 7.4.1** The allocated social worker should liaise with the officer in charge of the investigation to keep updated and share information. The allocated worker must also complete a 'Notification of Missing Child' (see section 19 for link to website) form as soon as possible and send this to Missing.Children@suffolk.gcsx.gov.uk
- 7.5 'Safe-and-Well-Check'**
- When the UASC is located the Police will carry out an immediate 'Safe-and-Well-Check' to identify any indications that the young person has suffered harm; where and with whom they have been; and to give them an opportunity to disclose any offending by, or against, them.
- 7.6 The Return Interview**
- 7.6.1** The allocated social worker will make arrangements to see the UASC to offer them a Suffolk *Signs of Safety & Wellbeing* (SSOSWB) Return Interview. This will build on information gained from the 'Safe-and-Well-Check' and serve to identify any harm the child may have suffered, understand, and address the reasons why they ran away and consider preventive measures regarding further running away.
- 7.6.2** This Return Interview should aim to take place within 72 hours of the young person being located or returning from absence.
- 7.6.3** An independent Return Interview can also be undertaken by Suffolk's commissioned service, Anglia Care Trust. This service can be accessed through the missing children inbox – missing.children@suffolk.gcsx.gov.uk
- 7.7** If information gathered at the 'Safe-and-Well-Check' and/or the Return Interview suggests that the missing episode could mean the UASC is a victim of Modern

Slavery this must be investigated via a joint assessment by Suffolk Police and Suffolk CYPS. The UASC will be subject of a police response plan under a 'specific' operation name. This will be provided to the accommodation provider/social worker/foster parent and must be communicated to the police whenever reporting them missing.

7.8 All UASC residing in Suffolk will be subject to a police-drafted response plan to ensure that the Suffolk Contact and Control Centre Inspector can direct any early police actions including in respect of a missing report.

7.9 Absent or Missing?

7.9.1 Where a young person is away from their accommodation without permission, but is contactable and a personalised SSOSWB Safety Plan is already in place, then they may be considered as 'absent' rather than 'missing'. This is an informal definition, used by FCFCT who define 'absent' as where a looked after child is not in the place they are expected or required to be; but with minimal investigation, they can be contacted, their whereabouts and safety are established. It is not the formal definition of 'Absent' previously adopted by the Police/Social Care but no longer in use.

7.9.2 The Safety Plan will be created with the young person and key people responsible for their care and safety i.e. allocated social worker, family support practitioner, accommodation support worker, foster carer. The Plan will describe the young person's understanding of danger, risk, and safety. It will outline the worries about being away from placement, how the young person will keep themselves safe while they are away and will state any agreed actions, such as, texting a key person to say where they are and when they will be back.

7.9.3 The decision to treat a young person as 'absent' rather than 'missing' may vary depending on the circumstances of the absence and the 'particular' vulnerabilities of the young person concerned.

7.9.4 The decision will be made between the responsible social worker and a manager and will be clearly recorded on the child's record.

7.9.5 Furthermore, in cases where the young person is 'absent' rather than 'missing' a Return Interview may not be necessary but, again, this depends on the circumstances at the time of return. For example, if the Safety Plan has not been followed then this may make a Return Interview necessary.

8. The Role of Social Care

Suffolk Local Authority will conduct a range of assessments to safeguard UASC and provide accurate services and support.

8.1 An Age Assessment will be undertaken where the presenting individual does not know their age or date of birth or where there is doubt around the claimed age of the individual. This is a specialist assessment that will be conducted by the Fostering Changes for Children Team who will ensure the assessment is Merton compliant. Age Assessments are only undertaken if necessary; they are not routine.

8.2 Full Merton compliant age assessments will not be conducted at the place where the disputed individual is being detained or held. Any request by police or Home Office colleagues to perform a full age assessment prior to release of the individual will be declined. If an age assessment is required, the presenting person will be accommodated without prejudice by Suffolk County Council until the age assessment can be completed.

8.3 An age assessment report is a legal document that sets out the evidence gathered and analysed to reach a decision on an individual's age. It explains the reasons underpinning the outcome and, if the person is found to be under 18, it will state clearly their concluded age and date of birth. If the outcome is that the person is found to be an adult, the report is not required to state an age or date of birth, just that they are over 18.

8.4 If assessed as under 18, support should be made available under Section 20 Children Act 1989 unless there is a good reason not to so. As S.20 is a voluntary status, a 16 or 17-year-old UASC can make an informed decision that they do not wish to be treated as a child in care. If assessed to be an adult the individual will be referred as an adult asylum seeker to the Home Office who will offer support; Suffolk County Council's responsibility will end at this point.

For further information around Age Assessments please refer to *Age Assessment Guidance* (ADCS 2015).

8.5 Statutory Assessment: Working Together (2013) lists the statutory assessments required of local authority under the Children Act 1989 as including S.20 Children requiring accommodation.

8.5.1 A statutory assessment of need will be carried out as soon as possible once a UASC is identified and able to engage in this process, to ensure correct services such as accommodation, health, education can be provided and any risks assessed e.g. from trafficking. For detailed guidance on completion of the statutory assessment please refer to the [Suffolk Child & Family Social Work Assessment Framework](#).

8.6 Modern Slavery Assessment process

UASC are recognised as vulnerable to having been trafficked and at risk of exploitation including forced labour.

- 8.6.1. A Modern Slavery Screening will be required for all UASC located in Suffolk in line with government guidance (DfE 2011) and to ascertain if the child is a victim of crime. The assessing social worker will use the “*SCC Modern Slavery Screening*” pro forma (which is part of the Brief Enquiry Form), to gather information and establish whether the child is likely to have been trafficked/exploited or not. This should be used when attending a newly arrived UASC held in police custody.
 - 8.6.2. Where trafficking and/or an offence under Modern Slavery Act is suspected, this will trigger Section 47 enquiries. Following a strategy discussion between police and social care, a full joint risk assessment with Achieving Best Evidence (ABE) interview may be undertaken by Police and CYPS to identify immediate safeguarding concerns.
 - 8.6.3. The strategy meeting will include all parties involved with the UASC to share information and to decide if a formal referral will be made through the National Referral Mechanism (NRM) to the Modern Slavery Human Trafficking Unit (MSHTU) and Home Office. Information from both social care and the police should be included in the NRM submission; this may be drawn from the ABE interview record (UK Government Information 2016b). See also section 10 – the role of the Police.
- 8.7** In all assessment and work with UASC due regard should be given to the experiences children may have had in their country of origin and their previous encounters with government and authority figures. Sensitivity should be shown to children’s experience of repeat questioning. They may be particularly traumatised having been separated from their families, possibly against their will or having left the country to escape abusive situations at home or from authority figures in their own country e.g. being forced to be child soldiers.

Fostering Changes for Children Team (FCFCT)

8.8 Social workers within the Fostering Changes for Children Team are case responsible for all UASC who are supported by SCC until they reach the age of 18.

- 8.8.1 For UASC as Children in Care, the worker must ensure the required social care documentation is completed including the Children in Care Notification form which must be completed and sent to the safeguarding coordinator at CYPSSafeguardingCo-ordinatorsIpswich@suffolk.gcsx.gov.uk and FCFCT administrator at cypadoptfostsouth@suffolk.gov.uk.

This will ensure the child’s details are recorded correctly on the CYPS systems, that an Independent Reviewing Officer (IRO) is allocated to the child and that all financial obligations e.g. accommodation and support, can be met.

8.9 Social workers from FCFCT will undertake all social work assessments with UASC to identify their needs and any risks that may be present and the protective factors that may mitigate those risks. The assessment will incorporate the views of the UASC about their needs and how these can be addressed by CYPS. The assessment will also include the views of all those professionals caring for and supporting the UASC

including foster carers, accommodation providers and others such as those providing education and health services.

- 8.10** The **Suffolk Signs of Safety and Wellbeing** approach to practice is used in **all** aspects of social care intervention with UASC from assessment and planning to support and review. This solution-focused, collaborative approach to working with children and young people keeps them and their views at the centre of our practice.
- 8.11** The allocated social worker will work collaboratively with the UASC and, where applicable, the allocated Family Support Worker to create outcome focused Care Plans outlining how specific needs will be met. They will make referrals to relevant supporting agencies and ensure the UASC is safeguarded, their needs are met and their well-being and development is promoted.
- 8.11.1 Case responsible social workers are required to complete statutory visits to UASC at a frequency of every 6 weeks (minimum) if subject to Section 20.
- 8.12** Under S.20, a UASC will be appointed an Independent Reviewing Officer who will undertake statutory visits to the child and review the Child in Care Plan by chairing Child in Care meetings following the *Signs of Safety & Wellbeing* approach to practice. The IRO Handbook provides more information on the role of the IRO (DfE 2010).
- 8.13** When a UASC turns 16 years of age a Pathway Needs Assessment should be completed with the UASC to identify what must happen to enable the UASC to develop independent living skills and prepare to leave care. This resulting Pathway Plan will be superseded the Child in Care Plan and be the subject of Review Meetings. If the UASC is already 16 on arrival to the UK, the allocated social worker should begin with pathway planning as soon as possible and certainly within one month of them being eligible for leaving care services.
- 8.14** If a young person aged 16 or 17 decides they no longer wish to be a child in care and makes an informed decision about withdrawing their consent to S.20 care this decision will need to be agreed by the Director of Children's Services. If they were a child in care for 13 weeks or more before and/or after their 16th birthday they will be entitled to Leaving Care Services as a 'relevant child' (see section 16 for details).

NOTE: *Guidance for working with Children in Care and required forms can be found on the Good Practice Guide under Corporate Parenting - see Section 19 for link.*

The link to Information on Suffolk Signs of Safety & Wellbeing is also in Section 19.

9. Children's Rights and C2C

9.1 Co-production with young people: making young people's voices heard

- 9.1.1 To deliver and shape services for young people that meet their needs and enables them to progress to be successful adults, we must make sure that they are at the heart of everything we do. This does not just mean that we consider them as a group of young people, but that we actively listen to their views, ideas and lived experiences of what works and what doesn't. If we do not do this we will fail to get it right, which will result in poor outcomes and ultimately cost money.
- 9.1.2 *Who knows better what will make a difference to a service than the people in it, living it?* UASC have already told us this in terms of the types of accommodation that would best suit their needs through an initial focus group meeting and by forming a young people's panel as part of the tendering and procurement process.

9.2 Recruitment & Selection

- 9.2.1 One of the most important things that young people have told us is about having the right staff to support them. This does not just mean staff that are suitably qualified, but people that they can communicate and build relationships with. Therefore, it is vital that young people themselves are involved in the recruitment and selection process when staff are appointed to support UASC.
- 9.2.2 The Engagement Hub offers accredited training through the P4I scheme in recruitment and selection. It is expected that workers will promote this opportunity with young people and support them to apply and attend a course if they wish to.

9.3 C2C – Suffolk's Children in Care Council

- 9.3.1 C2C are a group of young people aged 13-24 years who are either in care or care leavers. Supported by the Engagement Hub, they meet every school holiday to discuss important issues & how changes/improvements can be made. They meet regularly with the Corporate Parenting Board to raise these issues & progress them to successful outcomes. C2C are also responsible for monitoring the implementation of Suffolk's Promise across CYPS.
- 9.3.2 Young people are recruited to C2C through their social workers, YPAs, IROs and through recommendations from their peers. The Engagement Hub also runs recruitment drives twice a year. It is expected that workers will promote C2C to the young people they are working with and support them to join and attend. All members of C2C are invited to complete the recruitment and selection training.
- 9.3.3 We will offer any support needed to enable a young person to attend, e.g. interpreters if needed. We have had one UASC as a regular member of C2C and 2 new young people have recently joined.

9.4 Advocacy, representations, and complaints.

9.4.1 United Nations Convention on the Rights of the Child (Article 12) states:

“Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child’s day-to-day home life.”

9.4.2 All children in care and care leavers are entitled, by law, to the support of an Independent Advocate, up to the age of 24 years, to enable them to express their views. SCC contracts a local organisation, Anglia Care Trust, to provide this service. If the young person has a disability they may also receive support up to the age of 18 years from Access Unlimited Advocacy.

9.4.3 All workers must ensure that young people are aware of this entitlement and know how to access these services. Workers in turn should refer a young person for an independent advocate if they feel the young person’s voice is not being heard and they need support, independent of the local authority, to ensure that their views are taken into consideration when decisions are being made about their lives.

9.4.4 Similarly, workers must ensure that young people are aware of their right to make a complaint and provide them with the relevant information and support to do so. All young people making a complaint **must, by law**, have an independent advocate to support them.

9.5 Independent Visitors

Children in care and care leavers are also entitled to the support of an Independent Visitor up to the age of 18 years. Anglia Care Trust similarly provide this service locally in Suffolk. Unlike the advocacy role, the independent visitor is a long term befriending role provided by volunteers who develop a relationship with the young person, normally around a shared activity, and visit monthly. The decision to refer a young person to this service is normally made at the CiC Review/Pathway Plan meeting and it is the allocated worker’s responsibility to follow this through.

10. The Role of the Police

When receiving a telephone call into the Contact and Control Room (CCR) reporting an UASC has been found in Suffolk or an officer identifying to the CCR radio controller via their police radio that they have located a UASC, Suffolk Constabulary will do the following:

10.1 Police identification or Third Party report of UASC

- 10.1.1. On being informed that an officer has located a UASC or person claiming to be a UASC, the Suffolk CCR will create a CAD record of the information received. Where a third party advises that a UASC has been found, Suffolk Police will create a CAD (police log) record in the same way and grade it as per the Force Grading policy that will determine the response time.
- 10.1.2. Where a third party have reported the presence of a UASC at a location, a uniformed officer will attend the location and liaise with the referrer. In both cases, the officer present will make a formal assessment of all information available to them and then take steps to ensure that child is safeguarded in the most appropriate and proportionate way. This will include the use of Police protection powers, voluntary attendance, and/or arrest for illegal entry into the United Kingdom.
- 10.1.3. They will be transported to the nearest most appropriate police facility for the method they have been detained by. This will include the nearest Victim Care Centre, SARC or Police Investigation Centre (PIC) used by Suffolk Constabulary. If the child is clearly under 10 years old or is suffering from physical or mental disabilities that would make it wholly inappropriate for them to be taken to a custody facility, the police will transport them to one of three Victim Care Centres in Suffolk for assessment by Police and Suffolk CYPS, or the Ferns SARC if this is most appropriate.
- 10.1.4. If the child is not arrested, the same process as detailed in 10.2 will take place which ever location the child is taken too. The Border Force will need to be made aware that an illegal entry to the UK has been made and all the child's details past to them so their records and checks against their systems. Wet finger prints will need to be obtained from child instead of Livescan prints.

10.2 Custody Process

- 10.2.1. If the child is detained and taken to a **Custody Sergeant**, on booking the child into custody, they will contact **Customer First** during office hours and, out of hours, the **Emergency Duty Service (CYPS)**.
Telephone for both services is: **0808 800 4005**.
Customer First will record, as a minimum, the UASC's details including:
Name, Nationality and Ethnicity, Language spoken, Age claimed and date of birth if known, Name of referrer, Location found and contact details for the Police Investigation Centre where the UASC is being held.
- 10.2.2. The Custody Sergeant will telephone **Home Office Immigration Enforcement** (Command and Control Unit) on: 0161 261 1640 (24-hour number) to advise the of the arrest for illegal entry into the UK and request attendance of immigration officers (as required).

- 10.2.3 The Child will have their fingerprints, photograph and DNA taken as an arrested person and their fingerprints sent to Immigration via Livescan. This Biodata will be obtained under the guidance and authority of the social worker or duty EDS social worker to ensure biometrics are available to the Police if the child is reported missing once in the care of the local authority.
- 10.2.4 The Custody Sergeant will notify during office hours (8-4 Monday to Friday) the **Suffolk Human Trafficking team (HTE)**. Out of these hours they will notify the area **Duty Inspector** that an UASC child has been arrested and requires a joint initial modern slavery screening.
- 10.2.5 A designated police officer will be assigned to deal with the joint initial modern slavery screening by the Detective Sergeant of the HTE team or the Area Duty Inspector.
- 10.2.6 The designated officer in the case (OIC) will conduct the joint initial Modern Slavery Screening with either a member of the Fostering Changes for Children Team (FCFCT) or out of office hours EDS.
- 10.2.7 If the joint initial Modern Slavery Screening identifies that the child is a victim of Modern Slavery, then the Force Duty Detective Inspector is to be immediately notified so that a formal criminal investigation can commence and appropriate Safeguarding measures put in place.
- 10.2.8 If the child is identified as a victim of Modern Slavery a member of the Police Investigation team will complete an NRM submission once the ABE process has been completed.
- 10.2.9 If, because of the Modern Slavery screening, the child is not identified as a victim of MS. Then a NC/12 Child Protection Investigation will be recorded on Athena covering the circumstances of the child being found. All details of the child will be included and the placement address which they will be residing at.
- 10.2.10 Whatever the outcome of the Modern Slavery assessment. The child will have a Response plan completed by the Police OIC and submitted to the Suffolk CCR and uploaded to the Athena Investigation/Child Protection referral before the end of their Tour of Duty.

11. The Role of the Home Office - UK Border Force and Immigration Enforcement

UK Border Force

- 11.1 UK Border Force are a law enforcement command within the Home Office, they are tasked with securing the UK border at air, sea, and rail ports by carrying out immigration and custom controls for people and goods entering the UK.
<https://www.gov.uk/government/organisations/border-force>
- 11.2 People who enter the UK clandestinely are termed as illegal entrants, illegal entrants must apply for asylum if they want to stay in the UK as a refugee. Illegal entrants found in Suffolk by UK border force, who claim to be an unaccompanied child are dealt with in the following way.
- 11.3 Border Force acknowledge they have a duty of care to UASC, any presenting health concerns are addressed first. UASC are searched for weapons which could be used to harm themselves or others. They are also searched for mobile phones which are seized to avoid the potential for Trafficking within the UK. Identification documents are also searched for to confirm age and date of birth.
- 11.4 Where ID documents are found confirming the person to be a child or in the absence of ID documents where the person is claiming to be an unaccompanied child, UK Border Force contact Suffolk Local Authority, Customer First to alert them.
- 11.5 During working hours it is the expectation that two Social Workers from the Fostering Changes for Children Team will attend where the UASC is being held to undertake a 'Brief Enquiry'.
- 11.6 During out of hours, the Emergency Duty Team will be alerted. It is the expectation that where possible the EDS will attend where the UASC is being held to undertake a brief enquiry. If the EDS worker has no capacity to attend there may be opportunities for short term holding of the UASC by UK Border Force at the Harwich centre, in this case it is the expectation that UK Border Force will then transport the UASC to CYPS at the nearest convenient opportunity.
- 11.7 Whether a UASC is being handed over to the Fostering Changes for Children Team during working hours or to the EDS worker out of hours, in every case UK Border Force require that a physical handover is completed to CYPS. UK Border Force will not agree to transport a UASC to a designated accommodation without the CYPS worker being present for handover.
- 11.8 At handover, UK Border Force will provide the CYPS worker with the UASC's IS96 (temporary admission) paperwork. Any possessions will also be handed over to the CYPS worker.
- 11.9 If the CYPS worker, having conducted a brief enquiry believes the UASC is significantly over the age of 18, UK Border Force must acknowledge this and take responsibility for the illegal entrant as an adult. CYPS will issue the illegal entrant and UK Border Force officer an Over 18 letter.

11.10 If CYPS initially accept responsibility of a UASC, conduct an age assessment and conclude that the UASC is over 18 years of age, UK Border Force must acknowledge this and take back responsibility for them. While there is no timescale that runs out where Border Force can refuse to accept back a person who has been assessed as over 18, the age assessment should still, where possible, be conducted in a timely manner.

11.11 If CYPS take responsibility of the illegal entrant as a suspected UASC and handover takes place, the UASC's file will be closed on the UK Border Force data base, this will only be re-opened when the UASC is screened and their asylum application is started, at which point the UASC case will be transferred to the Home Office Case Working Team.

Immigration Enforcement

Awaiting contribution from Immigration Enforcement - ICE East of England (due July 2017)

12. The Role of Health

12.1 If a UASC has been assessed as being under 18, they have rights to primary and secondary healthcare under section 20 Children Act 1989.

12.2 The usual route for obtaining an NHS number for children and young people born outside the UK is to have one allocated through GP registration. In England, there is no set length of time that a patient must reside in the country to become eligible to receive NHS primary medical care services. Therefore, all UASC are eligible to register with a GP practice. This will need to be done as soon as possible. Any issues relating to registering UASC with a GP must be escalated via email to the Designated Nurse for Children in Care – WSCCG.suffolksafeguardingchildren@nhs.net

12.3 Children aged under 16, and children 16-19 in full time education are entitled to exemption from charges for prescription items, free dental services and free eyesight tests following completion of a HC2 certificate. For UASC aged over 16 years not in full time education to access these entitlements, a certificate of exemption, HC1, confirming that the young person is on low income must be completed. This should be done no later than Initial Health Assessment.

12.4 The local authority is responsible for ensuring that all UASC have their Statutory Initial Health assessment within 28 days of coming into the care of the local authority and a review health assessment every 12 months thereafter. Please refer to local authority guidance on Children in Care Health Assessments.

12.4.1 All Care Leavers will have an enhanced review health assessment before their 18th birthday at which they receive a health passport /health information record and details of how to contact any health services that are relevant to their health needs. Care Leavers are entitled to support with health services until they are 25 years old.

12.4.2 When requesting for a health assessment through the Children in Care Hub, the local authority should be aware of factors which may impact on a child/young person or family's ability to make health appointments such as language barriers and

transport. This must be communicated with health staff at the time of requesting a health assessment. It is best practice for UASC to be accompanied to all health appointments by a support worker who they know and feel comfortable with.

12.5 Consent

12.5.1 At the time of requesting an Initial health assessment, the local authority must ensure that the consent documentation is provided with all the required paperwork.

12.5.2 In the UK, children, and young people, including unaccompanied minors, can consent to treatment if they are deemed Gillick Competent, meaning they can:

- understand the 'nature', purpose, benefits, risks and consequences of not proceeding;
- retain the information discussed;
- use and weigh this information, and
- communicate their decision to others.

12.5.3 A child or young person with capacity to consent, who refuses, should have their decision respected unless there are exceptional circumstances.

12.5.4 Young people over 16 years should be assumed to have capacity unless there is reason to believe that they have an impairment of mind or brain that affects their capacity for the 'specific decision' at the 'specific time'. If there is doubt about capacity, an assessment of capacity should be undertaken.

12.5.5 Young people aged 16 years or over who are assessed to lack mental capacity for a 'specific decision' at a 'specific time' should have an Independent Mental Capacity Advocate appointed, with the best interests decision-making process of the Mental Capacity Act 2005 followed.

12.6 Following receipt of all documentation from the local authority, the health professional will undertake the health assessment which includes an assessment of the following health needs:

- physical health needs
- emotional and mental health needs
- Immunisations

This assessment will result in a health plan to address any health issues identified during the Health Assessment including a timescale and responsibility for actions.

12.7 Following completion of the health assessment, the health assessment documentation and health plan is sent to the Social Worker and child/young person if appropriate. The health plan will form part of the child/young person's care plan and should be reviewed every 6 months at the CIC review by the Independent Reviewing Officer.

12.8 Local Authority staff should contact the Suffolk County Council Children in Care Hub for support and advice regarding any health queries for UASC – CiC.HealthHub@suffolk.qcsx.gov.uk

13. The Role of Education

13.1 Promoting the Education of Looked After Children (DfE July 2014)

- 13.1.1 The Department for Education issued Statutory Guidance, *Promoting the Education of Looked After Children*, in 2014 ('Statutory Guidance'). Under the terms of the statutory guidance, social care colleagues should consult with their local authority 'Virtual School' where any child in care needs a new school. UASC are entitled to an education like any other child of statutory school age. The expectation is that a mainstream school place is sought as it should be for any other Child in Care.
- 13.1.2. The UASC's allocated social worker should inform Suffolk Virtual Schools of their arrival in the Local Authority's care via email: SuffolkVirtualSchool@suffolk.gov.uk. Once an education provision has been found and confirmed Suffolk Virtual Schools should be updated.
- 13.1.3 Social Care will complete assessments including an age assessment if appropriate upon the arrival of UASC and produce a Care Plan to include education.
- 13.1.4 Social Care will check the Ofsted website for a copy of the school's latest Ofsted inspection report. Social Care may also wish to speak with the school's Designated Teacher for Children in Care, which all schools are required to have, to arrange a visit before making an application. Most UASC are of secondary school age and can arrive at any point during the school year. Social Care colleagues are encouraged to arrange an admission meeting to discuss the 'specific' needs of the child concerned.

13.2 Applying for a school place

Once it is known where a young person is to be living, an application for a school place will be made by Social Care. In the case of an academy, mid-year applications must be made directly to the school (details usually available on the school's website). In the case of a maintained schools, application should be made to the Suffolk Admissions department.

For guidance and relevant forms to apply for a school place for UASC please see the Suffolk County Council school admissions website:

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/>

13.3 School Admission

- 13.3.1 Upon receipt of an application, the school will consider the application without delay and make a decision as to whether a place is to be offered or not. In most cases, a decision will be easy to make since a place should be offered unless the year group is fully subscribed to the admission number, or there are competing applications for a limited number of places. All schools will formally determine any application received by either offering a place, or by writing to the parent/carer to refuse a place. This should be done within 7 school days of receiving an application in most cases.
- 13.3.2 The Statutory Guidance states that '*Where a placement has been made in an emergency, or where education provision breaks down, the responsible local authority, through the child's Social Worker and accountable Team Manager, should ensure that a suitable new education placement is secured within 20 school days.*'

Social Care colleagues should identify and apply for a school rated either Outstanding or Good as soon as possible; the 20 days in which an application must be determined will only begin once it is submitted.

13.4 Education provision

It is recognised that the admission of UASC to school may present a challenge in terms of organising appropriate provision and resources. Many UASC are determined and enthusiastic learners. Their English language and communication skills may be limited but this in no way reflects their intellect or ability to learn with the right support. There have been some carefully planned, successful UASC integrations to Suffolk schools in recent years. With the right provision and support from inside and outside school UASC can flourish.

13.5 Expectation of provision

13.5.1 In England, compulsory school age begins at the start of the term following a child's fifth birthday. All children and young people of statutory school age should receive full time education consistent with their Key Stage:

- 21 hours at Key Stage 1
- 23.5 hours at Key Stage 2
- 24 hours at Key Stage 3
- 24 hours at Key Stage 4 (Year 10)
- 25 hours at Key Stage 4 (Year 11)

13.5.2. A phased integration into school may be used for UASC but this should not be automatic; some UASC will have accessed education and may have a sound knowledge base in a variety of subjects.

13.5.3. Compulsory school age ends on the last Friday in June when the child will be 16 years of age by the end of the summer holidays. For more information, visit: <https://www.gov.uk/know-when-you-can-leave-school>

13.5.4. Children above compulsory school age must do one of the following until they are 18:

- stay in full-time education, for example at a college
- start an apprenticeship or traineeship
- spend 20 hours or more a week working or volunteering, while in part-time education or training

13.6 Barriers to learning

13.6.1 One of the obvious and common barriers for UASC is a lack of English language skills. They may find conversations difficult to begin with and will often appear shy or reserved; therefore, making group work and informal situations like break and lunch times difficult for them. UASC may require additional support to acquire basic oral English before progressing to reading and writing.

13.6.2 Careful consideration of how to include UASC in lessons will be required; please see the Virtual School Website for suggested classroom strategies (see page 40 for web

address). Besides provision considerations for schools, some UASC may be overwhelmed by the size of a school, the day to day routine of school life, and mixing with people of the opposite sex. UASC may show reluctance to change in front of others and may have no experience of practical subjects like Drama, or Design and Technology.

13.7 The wider school community

Many UASC are grateful for the fresh start and determined to gain an education. They can often bring many positive aspects to school, for example cultural opportunities for the wider school community through celebratory school assemblies and peer-working. It is recognised that schools will have established procedures to follow when admitting pupils 'mid-year'; schools may want to consider whether there is anything additional required when admitting UASC. UASC may be interested in sport or other activities and could be encouraged to join clubs at or outside of school.

13.8 Integration Plan

Many UASC will not be familiar with school routines and expectations and will need additional support. As well as an admission meeting the following can be considered:

- Plan of school and tour
- Plan of the local area, including the route to and from school
- Names and introductions to key members of staff including photos
- Details of school the school routine e.g. breaks, lunch, change of lessons
- Term dates / school events
- Information on the curriculum, grading system, homework expectations
- Information on how to access school on-line learning and after school support
- School clubs and activities
- Uniform list, including PE and equipment list with any necessary religious or cultural adjustments
- Information on wider community support and clubs
- Peer 'buddy' and named key worker
- Agreed plan of support which will be put in place
- Plan for progression review (could be PEP meeting)

13.9 School applications during the spring/summer terms if the child is chronologically Year 11.

Schools may receive a request to admit a UASC to Year 10 or below for these UASC; indeed, they may also seek admission to a lower year group for UASC who are chronologically of other year groups. Some schools have been agreeable to placing UASC into the year group below (or even into the year group two years lower than) the UASC's chronological year group.

13.10 Exam dispensation

13.10.1 In this context, schools should note that dispensation from statistical exam returns may apply to UASC. Under Department for Education (DfE) guidelines issued

annually over recent years, schools can apply for pupils recently arrived from overseas, with English as a second language, to be removed from the number of pupils at the end of Key Stage 4, if:

- He/she was admitted to an English school for the first time on or after the start of the DfE stated academic year.
- He/she arrived from overseas prior to their admission.
- English is not an official language of the country they arrived from.

13.10.2 Schools should already be aware of the dispensation from statistical exam returns that may apply to some pupils. We have highlighted this for information and to encourage consideration of admission for UASC where a request has been made for a lower year group than what would be chronological; schools will need to complete their own checking processes using the DfE guidance.

13.10.3 Where it is not possible for UASC of Year 11 age who arrive during the spring or summer term to join a school either in Year 11 or in a lower year group, schools / Social Care colleagues should contact Suffolk School Admissions.

13.10.4 Support for pupils with English as an additional language (EAL) An assessment should also be completed prior to the UASC starting. All staff will need to be briefed on what to expect when the young person starts, including how to best support them and the assessments needed to ascertain their levels of learning and need.

13.11 Ongoing support in school

As with any new pupil who starts at school, their first few weeks can often feel overwhelming, confusing and lonely. This is especially true for UASC who will not have their family with them, in a strange country and who may be concerned for loved ones in their home country. Staff will need to be vigilant for signs of any deeper problems or difficulties that may emerge once the pupil begins to settle.

13.12 Pastoral support

It is important for the young person to feel part of the community. It may be helpful to obtain information about their country of origin and find out if there are any local groups who can offer support.

13.13 Appointments

13.13.1. Claiming asylum is a legal process and UASC will have several appointments to keep in support of their claim and any subsequent appeal. They will need to attend Home Office and solicitor appointments to prepare their claim to be heard. This can involve several days out of school over the course of a six-month period.

13.13.2 UASC may require on-going physical and/or emotional support and may be attending medical appointments and/or specialist counselling. Reasonable information should be shared with staff to support with any changes in behaviour and to ensure that staff can be supportive.

13.14 Socialising

UASC may often feel socially isolated and could potentially become victims of bullying. They may have low self-esteem and lack confidence. To support a young

person, try to encourage them to attend lunch and after school clubs and join school teams. UASC may also need support in building and maintaining friendships.

13.15 Review/Personal Education Plan (PEP)

- 13.15.1 To provide on-going support as the young person settles into school it is vital to hold regular review meetings and discuss any concerns with the Social Worker / Foster Carer. In addition, as the young person begins to settle there may be indications of additional needs which could require input from the school's SENCO.
- 13.15.2 To ensure that education is meeting the UASC's needs, Personal Education Plans (PEP) must be completed by the education provision throughout the UASC's time there, this includes post 16. It is expected that a PEP is completed once per term and this document must be sent to Suffolk Virtual Schools.
- 13.15.3 UASC should be allocated to a Specialist Youth Support Worker who can specifically address educational needs and encourage engagement. Specialist Youth Support Workers should particularly offer support if the UASC is already or is at risk of becoming *Not in Education, Employment, or Training* (NEET).

13.16 Additional Support

In 2014 the government introduced **Pupil Premium Grant Plus** (PPG+) for Children In Care, which is currently £1,900 per year. For Suffolk Children in Care, including those educated outside of Suffolk, PPG+ is allocated solely based on the termly PEP document being completed by the school on CLA Tracker. It is not dependent on the PEP meeting, rather it is allocated because of educational need as set out in the school's online PEP document; in some circumstances it may be more, or less, than the amount set according to need. The principle of schools using their professional judgement for appropriate use of PPG+ has not changed, rather it is the method by which it is accessed and the accountability of the Virtual School Head.

13.17 The Suffolk Virtual School for Children in Care

The Suffolk Virtual School is responsible for improving the attendance and academic progress of Suffolk children in care and will provide support and challenge as and where appropriate. Virtual School staff carry out visits to review the academic progress of children in care, linking with colleagues involved with inclusion matters as appropriate. The Virtual School also works to address and resolve issues of school admission, attendance, behaviour, and bullying.

14. Accommodation and Support Provision

14.1 Considerations

- 14.1.1 A careful evaluation of the young person's needs and wishes will need to be undertaken to identify a suitable placement where their needs can best be met. A full and considered assessment may not be possible at the initial meeting with the young person e.g. when they first arrive in the UK but will be completed at the earliest opportunity thereafter.
- 14.1.2. It may be necessary, therefore, to place the child or young person temporarily pending further assessment and identification of the most suitable placement. The young person and carers/accommodation providers should be made aware of this, and further assessment undertaken at the earliest opportunity. The temporary nature of the accommodation should be recorded on the CiC documentation and the Head of Corporate Parenting should be advised if the UASC is still in temporary accommodation 4 weeks after placement.
- 14.1.3 A balanced decision regarding placement choice should also consider any potential risk to other children or young people due to our lack of knowledge about the UASC, the access to cultural and religious services, access to commissioned educational resources for English as second language, availability, and the distance from the social care team i.e. that may affect the ability to monitor the UASC's progress and welfare.
- 14.1.4 No UASC will be placed in accommodation out of county unless there are 'specific' reasons why this should happen which are to the benefit of the young person e.g. relatives are identified in another part of the UK and they can provide care for the UASC or because there are no suitable placements in Suffolk at the time of placement. Any UASC who is placed out of county for this latter reason should be brought back into Suffolk as soon as reasonably possible.

14.2 The Process

- 14.2.1. All requests to accommodate a UASC must be made to the Head of Corporate Parenting in the first instance and then through the County Resource Panel (CRP) The search for suitable accommodation, both temporary and longer term, will be undertaken by the SCC County Resource Team (CRT) upon completion of the required CRT paperwork including a risk assessment.
- 14.2.2. The allocated social worker must complete the required CRP paperwork (on CareFirst6) and submit to the Panel Administrator requesting a slot at the next available Panel which they and/or their supervisor will attend. The Agency Decision Maker may make a decision outside Panel, in which case there is no need to attend.
- 14.2.3. All UASC deemed to be under 16 years should be placed in foster care or, where this is not deemed to be suitable, in other specialist provision such as residential care. In circumstances where the child has presented out of office hours, emergency foster placements should be sought but if none are available, the CYPS Crash Pad may be used for that night only. Foster care or other specialist provision should also be considered for those UASC over 16 who are deemed to be particularly vulnerable e.g. at risk of exploitation and/or identified high level

health/mental health needs. The request to CRP and CRT should reflect this expectation.

- 14.2.4. UASC over 16 who do not require foster care, will be placed in supported or supervised accommodation in Suffolk. The exact type of accommodation and the level of support required will need to be considered in the request to CRT.

14.3 The Provision

- 14.3.1. There is a range of bespoke UASC accommodation available for young people aged 16 and over, in the Ipswich and surrounding area. The provision includes a comprehensive support package that can be adapted to each UASC's needs.
- 14.3.2 The bespoke provision is shared housing with 24/7 sleep-in support or shared housing with 'floating' support. Hostel type accommodation and more independent living such as shared or self-contained flats with minimal support may on occasion be accessed via Suffolk Access which is housing related support dependant on availability and suitability.
- 14.3.3. There are currently two providers that have been awarded the contract for UASC accommodation and support in Suffolk. These providers will be approached first in every instance. If they are unable to meet the request when asked, then an alternative will be sourced from the main 'CYPS 16+ supported and supervised provision' supported lodgings or Housing related support.
- 14.3.4. Any alternative used should be a temporary measure until the UASC bespoke providers can meet the original request. However, if this was not possible in a timely manner then any move and associated disruption to the UASC must be carefully considered and the UASC should remain in their housing until there is a natural point for moving on e.g. an increase in the level of independence so a less supported provision is needed.

The Service Specification document that details the provision of bespoke accommodation and support services to UASC including the minimum standards, young person's accommodation pathway and service user expectations can be found on the CYPS Good Practice Guide or a copy can be provided upon request to the FCFCT via email: FCFCT@suffolk.gcsx.gov.uk

15. Legal Representation for Asylum Claim

- 15.1** UASC claim for asylum will be triggered and recognised by the Home Office when their Screening Interview is completed. If found by UK Border Force, then Screening may take place at the UK border if the UASC claims asylum as soon as they arrive in the UK.
- 15.2** Otherwise it is important for the allocated social worker to arrange the UASC screening interview as soon as possible but no later than two weeks from arrival. It may be possible for UASC to be screened by Suffolk's local immigration enforcement team, based in Felixstowe where an officer will attend a CYPS venue e.g. Info Bar, to conduct the screening interview.
- 15.3** Where the local immigration team are unable to attend, an appointment must be booked with the nearest Asylum Screening Unit, usually in Croydon. This is booked via email at: Child.ASUappointment@homeoffice.gsi.gov.uk
- 15.4** If an appointment is booked at the Asylum Screening Unit, the UASC should also receive their ARC at the same time. If the UASC is screened in Suffolk by the local immigration team, then a separate appointment must be booked (via email) at the ASU so that the UASC to obtain their ARC.
UASCARCAppointments@homeoffice.gsi.gov.uk
- 15.5** Once the Screening Form is received by the Central Home Office personnel, an asylum caseworker will be allocated (from the relevant offices for the region i.e. Solihull).
- 15.6** To progress their asylum claim it is essential that UASC receive appropriate legal representation, from an experienced provider who has been awarded sufficient 'matter starts' from the Legal Services Commission (Legal Aid).
- 15.7** Once the solicitor has agreed to represent the UASC, they will arrange to meet with their client to explain the asylum process, their role in the process, and obtain the UASC's statement of evidence. The solicitor is responsible for arranging a face to face interpreter for all appointments. Once completed, the statement of evidence will be sent to the Home Office by the solicitor.
- 15.8** The Home Office will invite the UASC to a Substantive Interview where they will have the opportunity to describe what has happened to them and what it is they fear in their own country.
'Substantive Interviews with claimants under 18 years of age must be interviewed by trained case workers who are qualified to interview children'. (Home Office 2015)
- 15.9** Where possible the UASC's solicitor will attend the substantive interview. However, in the event they are unable to do so, the solicitor will request that the interview is recorded and a copy sent to them for their use.
- 15.10** Following the substantive interview, the Home Office caseworker will make a decision to either accept or refuse a UASC's claim for asylum. This decision will be made in writing and sent to the solicitor who will forward it on to the UASC and inform the allocated social worker.

- 15.11** If an asylum claim is accepted then the child will be granted refugee status in the UK. Refugee status allows the child Leave to Remain for a period of five years. It is possible to be granted Indefinite Leave to Remain after the five years' refugee leave if the person meets the requirements and there has been no significant change in their country of origin.
- 15.12** If the child is convicted of criminal offences during their time in the UK this can affect their right to qualify for Indefinite Leave to Remain. If they travel back to their country of origin during their refugee 'leave' then they could lose their refugee status.
- 15.13** If a UASC asylum claim is refused then they may receive Discretionary Leave to Remain which is normally for a period of three years or until they reach 17.5 years of age, whichever comes first.
- 15.14** A UASC can appeal the Home Office's decision to refuse their asylum application, their solicitor will take advice from the UASC and support them to do this. If an asylum decision is appealed, then the case will be heard at court where a Judge will preside and make a decision to either allow the appeal or refuse it.
- 15.15** An allowed appeal means that the Judge accepts the UASC asylum claim and would like to grant refugee status. The Home Office can appeal this decision but have a limited time to do so. If no appeal is lodged by the Home Office, then the Judge's decision stands.

16. Transition to Leaving Care Services

- 16.1** This section outlines the transfer arrangements from Fostering Changes for Children Team to the Leaving Care service.
- 16.1.1. All UASC who are children in care will be supported by the Fostering Changes for Children (FCFCT) team until their 18th Birthday. All UASC are entitled to receive a Leaving Care Service if they have been 'looked after' by the local authority for a period of 13 weeks or more before and/or after their 16th birthday.
- 16.2** The FCFCT and Leaving Care service will have regular meetings to establish which young people are due to transfer so that any outstanding needs or issues can be shared and addressed in a timely manner.
- 16.2.1. An invite will be sent to the Leaving Care service to attend the last Child in care review e.g. when the young person is 17.5 onwards. This will ensure that planning can commence and will enable the Leaving care worker to start to build a relationship with the young person.
- 16.2.2. Joint working will commence no later than 2 months prior to the young person turning 18. This will ensure that the new worker has a full understanding of the:
- Status of the asylum application
 - Housing needs
 - Education needs

A young person can claim statutory benefits such as housing benefit and job seekers allowance when they reach 18 if they have a positive decision on their asylum claim.

16.3 Prior to transfer to Leaving care the Fostering Changes for Children Team will ensure that the young person has been issued with an appropriate ID card from the Home Office. They will also ensure that the young person has applied for a National Insurance number to ensure they can claim benefits at 18.

16.4 When a young person is transferring to the leaving care service from Fostering Changes for Children team, the following paperwork must be up to date and available on the Child's electronic record:

- Pathway needs assessment
- Pathway Plan
- Progress report
- Updated Risk assessment
- Assessors summary and conclusion

The Chronology will be emailed to the Leaving Care Service separately.

16.5 In certain circumstances, a young person may be transferred to Leaving Care Services before they are 18 years old.

16.5.1 For example, if a young person aged 16 or 17 makes an informed decision that they no longer wish to be a child in care, withdrawing their consent to S.20 care and are eligible for leaving care support, discussion will take place to transfer their case to Leaving Care services in a planned way. The young person will then be known as a 'relevant child'.

16.5.2 The planning will ensure the needs of the young person are considered and to enable the new worker to gain an understanding of the young person's ongoing support needs.

16.6 Comprehensive details of the support available from the Leaving Care Service can be found in the *Suffolk Leaving Care Service: The Offer for Care Leavers and Service Description* (April 2017). See Section 18 for the link to the document.

16.7 Children able to receive Leaving Care Services – social care terminology

"Eligible children" are aged 16 or 17 and are looked after by a local authority having been looked after for a qualifying period of at least 13 weeks beginning after their 14th birthday and ending after the age of 16.

"Relevant children" are aged 16 or 17 and have left care, having been "eligible children" but have moved from care to more independent living arrangements. Refer to The Children (Leaving Care) Act (England) Regulations 2001 for full details.

"Former relevant children" are defined in the relevant legislation as being aged 18-21 (although in certain circumstances they can be older) and having been either "eligible" or "relevant children".

If, at the age of 21, the young person is still being helped by the responsible authority with education or training, then he or she remains a former relevant child until a maximum age of 25, and the programme of education or training will be set out within the Pathway Plan.

17. Funding Arrangements

17.1 Services to UASC are primarily funded via the Home Office Grant specifically for that purpose. The grant is paid up to the young person's 18th birthday when other sources of funding apply. Grant instructions can be found on the Home Office website.

17.2 If granted refugee status, humanitarian protection, or discretionary leave to remain because of a successful asylum application, at 18 years old the former unaccompanied asylum seeking child has the same entitlement to benefits and housing duty as a British citizen.

17.2.1 Former unaccompanied asylum seeking children, who have turned 18 before their asylum application has been determined, are entitled to leaving care services under sections 23C, 24A and 24B of the Children Act 1989 if they are a 'former relevant child' (see section 16.7 p.37 for definitions).

17.2.2 These former relevant children become entitled to asylum support at the age of 18 when Home Office should take over financial responsibility. Support and accommodation will continue to be provided by the local authority and a small grant from the Home Office may be available to assist. Where this grant is insufficient to meet living costs, the local authority leaving care service must make up any shortfall.

17.2.3 If the young person is not eligible for leaving care services, they must apply for accommodation and subsistence from the National Asylum Support Service and may be dispersed anywhere in the UK where housing is available. All care leavers are eligible for personal adviser and pathway plan (Binomugisha v Southwark [2006]).

17.3 Schedule 3

17.3.1 Schedule 3 to the Immigration and Asylum Act 2002 excludes people who are not lawfully present in the UK from the leaving care provisions of the Children Act, unless this would be a breach of their human rights. Although "children of any nationality" are not excluded by Schedule 3, care leavers are assessed as adults.

17.3.2 If the former unaccompanied child has a need for care and support arising from (or related to) a physical or mental impairment or illness, they continue to be entirely within the local authority's responsibility under the Care Act 2014. Schedule 3 exclusions do not apply and no human rights assessment is required.

17.3.3 If he or she is a former relevant child (see below), the local authority will have a duty to continue to provide services under sections 23C, 24A and 24B of the Children Act 1989. Schedule 3 exclusions do not apply and there is no need to conduct a human rights assessment to determine eligibility. The local authority has a general duty to accommodate former unaccompanied asylum seeking children who do not come under the Schedule 3 exclusions under section 23(4)(c) "*to the extent that his or her welfare requires it*" (SO v Barking and Dagenham [2010]).

17.4 From 6 April 2013, the Immigration Rules incorporated an existing policy commitment that no *unaccompanied child* will be removed from the United Kingdom unless the Secretary of State is satisfied that safe and adequate reception arrangements are in place in the country to which the child is to be removed. So, if the child's asylum application was determined before they reached the age of 18, they are likely to have been given limited leave to remain as an unaccompanied asylum seeking child (UASC Leave).

17.5 Human Rights Assessments

Some former unaccompanied asylum seeking children are treated as not lawfully present. In these cases, a Human Rights Assessment should be conducted as part of the pathway plan.

17.5.1 Human rights assessment required

For former unaccompanied asylum-seeking children who:

- Applied in-country, whose application for asylum was refused and have exhausted their appeal rights **OR**
- Applied at port of entry, whose application was refused and who have exhausted their appeal rights **and** who were granted discretionary leave to remain which has now expired

17.5.2 Human rights assessment not required

For former unaccompanied asylum-seeking children who:

- Applied at port of entry, whose application was refused and have exhausted their appeal rights, but have never been granted discretionary leave to remain **OR**
- Have submitted fresh representations **OR**
- Face potential obstacles to returning to country of origin **OR**
- Have accepted an offer of voluntary return and are awaiting departure

17.5.3 The local authority is not entitled to consider the availability of Section 4 (IA Act 1999) support when considering whether the applicant should be provided with accommodation (SO v Barking and Dagenham [2010]). Anyone already in receipt of services will continue to receive the services until ongoing eligibility is assessed.

17.5.4 Care leaver provision under the Children Act 1989 takes precedence over S.4 support. A care leaver under 21 in education cannot be referred for S.4 support.

NOTE: Section 68 and Schedule 12 to the Immigration Act 2016 have not yet come into force. When they do (date to be advised) the current local authority duty to former unaccompanied asylum-seeking children whose applications have been fully and finally refused. known as 'appeal rights exhausted' (ARE), will change. Section 68 of and Schedule 12 exclude these young people from accessing mainstream leaving care support provided by local authorities under the Children Act 1989.

18. Essential Contacts

Fostering Changes for Children Team	01473 265025	Children & Young People's Services Suffolk County Council Endeavour House, Russell Road, Ipswich, IP1 2BX FCFCT@suffolk.gcsx.gov.uk
Out of Hours and Emergency Duty Service	0808 800 4005	
Immigration and Enforcement Felixstowe	01394 303044	
Regional Immigration Control Suite (24 hours)	0161 2611 640	
Asylum Screening Unit Croydon	0208 1964 524	Lunar House 40 Wellesley Road Croydon CR9 2BY Email:
Immigration Legal Services – (Jan 2017) Fisher Jones Greenwood	01206 835300	Fisher Jones Greenwood Solicitors Newcomen Way, Colchester, Essex CO4 9YA
Language Line Telephone Interpreting Service	0800 1692 879	
Missing Children	01473 260532	Missing.Children@suffolk.gcsx.gov.uk
INTRAN HITS Face to Face Interpreting	01442 867212	interpreting@communityactiondacorum.or.uk
Suffolk 16+ and Leaving Care Service	01473 264949	
Suffolk Child in Care Health Hub	01449 776055	CiC.HealthHub@suffolk.gcsx.gov.uk
Suffolk Virtual Schools	01473 260818	Suffolk Virtual School Children & Young People's Services Suffolk County Council Endeavour House, Russell Road, Ipswich, IP1 2BX SuffolkVirtualSchool@suffolk.gov.uk
UASC Regional Coordinator	01284 758318 07834 328289	Strategic Migration Partnership West Suffolk House, Western Way, Bury St Edmunds, Suffolk IP33 3YU
Police	101 – 999	
Suffolk Human Trafficking and Exploitation team [Police]	01473 613500 Ext 2787, 2790, 2783	HumanTraffickingandExploitationTeam@suffolk.pnn.police.uk

19. References and Websites

ADCS 2015 Age Assessment Guidance. Available [online] at:
http://adcs.org.uk/assets/documentation/Age_Assessment_Guidance_2015_Final.pdf

Border Force Website: <https://www.gov.uk/government/organisations/border-force>

College of Policing Authorised Professional Practice – Modern Slavery
<https://www.app.college.police.uk/app-content/major-investigation-and-public-protection/modern-slavery/>

DfE (2010) *Statutory guidance for independent reviewing officers and local authorities on their functions in relation to case management and review for looked after children*; available [online] at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/337568/iro_statutory_guidance_iros_and_las_march_2010_tagged.pdf

DfE (2015) *Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children*, available [online] at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

DfE/Home Office (2016-17) *Interim National Transfer Protocol for Unaccompanied Asylum Seeking Children*; available [online] at:
<https://www.gov.uk/government/publications/unaccompanied-asylum-seeking-children-interim-national-transfer-scheme>

Finch, N., Shaw, C., Stoyanov, S., De Sousa, S., Fazel, M., Pearce, H. & Crawley, H. (2011). *Safeguarding children from abroad: refugee, asylum seeking and trafficked children in the UK*. E. Kelly, & F. Bokhari (Eds.). Jessica Kingsley Publishers.

Government Compulsory School Age: <https://www.gov.uk/know-when-you-can-leave-school>

Government school admissions code (2014).
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

Home Office (2011): *Safeguarding Children Who May Have Been Trafficked*
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/177033/DFE-00084-2011.pdf

Home Office (2015) *Asylum Processes*, accessed [online] at
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410098/Asylum_Interviews_AI.pdf

Home Office 2016
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/561388/UA_SC_Funding_Instructions_2016-17_version_3.pdf

Immigration Act 2016: <http://www.legislation.gov.uk/ukpga/2016/19/section/67/enacted>

Suffolk Good Practice Guide to Corporate Parenting inc. guidance and forms needed for Children in Care

<https://suffolknet.sharepoint.com/sites/myscc/Pages/Corporate-Parenting.aspx>

Suffolk Good Practice Guide to Missing Children including Policy, Missing Notification Form and Return Interview Form

<https://suffolknet.sharepoint.com/sites/myscc/Pages/Missing-Children.aspx>

Suffolk Leaving Care Service (April 2017) *The Offer for Care Leavers and Service Description* Available online at:

<https://suffolknet.sharepoint.com/sites/myscc/Pages/Corporate-Parenting.aspx#twelve>

Suffolk LSCB (2016) Safeguarding Children Who May Have Been Trafficked'.

<http://suffolkscb.org.uk/assets/files/2016/2016-02-12-Safeguarding-Children-who-may-have-been-trafficked.pdf>

Suffolk LSCB (2016) Safeguarding Children Who Run Away or Go Missing from Home or Care.

<http://suffolkscb.org.uk/assets/files/2016/2016-09-30-Safeguarding-Children-Who-Run-Away-or-Go-Missing-Policy.doc.pdf>

Suffolk County Council School Admissions website: <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/>

Suffolk Signs of Safety and Wellbeing website:

<https://suffolknet.sharepoint.com/sites/SignsofSafety/Pages/default.aspx?e=1>

UK Government Information (2016a) <https://www.gov.uk/claim-asylum/overview>

UK Government Information (2016b) *Modern slavery victims: referral and assessment forms*, available [online] at: <https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms>

Virtual School - Classroom Strategies: <https://www.suffolk.gov.uk/children-families-and-learning/children-in-care-and-care-leavers/the-virtual-school-for-children-looked-after/support-for-schools/#tab4>

BRIEF ENQUIRY cont.

If someone told you your age, how old were you when they told you?

Do/did you have any ID documents?

Where are these documents now?

How long has it taken you to get to the UK?

Who arranged your journey?

Note: Please have regard for any indicators that the person presenting may have been trafficked (regardless of age, this makes them additionally vulnerable) and use the **Modern Slavery Screening Tool** as required.

Other professional's opinion on age e.g. police, police doctor, immigration official:

OUTCOME

Do you consider this person to be under the age of 18?

No/ Yes/ Not Sure (*delete as appropriate*)

Next Steps

If **YES**, but age/date of birth is unclear or **NOT SURE** - a full assessment is required. Request the release of the young person/possible adult into the care of Suffolk CC. Ensure that their biodata (photograph and fingerprints) have been collected by Police or Immigration prior to release and that Police have information on the address they will be taken to so an object marker can be placed on their profile to facilitate a prompt police response if they go missing.

If **NO**, ensure 'Over 18 letter' has been issued and explained fully to the presenting adult and that they sign to acknowledge this. Provide copy to Police/Immigration as necessary and retain copy for Suffolk CC records. Take a photograph of the presenting adult for Suffolk CC records, providing they give their permission for this to be done.

NOTE: If the person presenting is accepted as a minor but the age they claim is disputed e.g. claims to be 13 but evidence suggests 16+, then a full age assessment is required to determine age and date of birth more accurately and ensure correct provision of services. If the young person's age and date of birth is accepted as claimed, no assessment is required.

Signed: _____ Print Name: _____

Signed: _____ Print Name: _____

Date:

APPENDIX B

Modern Slavery Screening Tool

The Modern Slavery Act (2015) identifies victims as those who are being held in circumstances of slavery, servitude, forced or compulsory labour or who have been trafficked (having their travel arranged or facilitated by persons with a view to exploit the victim).

In brief, exploitation is outlined as being subjected to force, threats or deception designed to induce the victim to provide services of any kind.

Within the act, a child will routinely be viewed as a victim of modern slavery if they have been exploited. Whether a child states he or she has willingly or knowingly consented to the exploitation is irrelevant. They are still viewed as a victim of modern slavery due to them being a child and as such a vulnerable person.

This screening tool is intended to be used as part of the initial brief enquiry which is completed with newly arrived Unaccompanied Asylum Seeking Children (UASC). Here the screening will be conducted jointly by the designated police officer and either a member of the Fostering Changes for Children Team (FCFCT) or out of office hours Emergency Duty Social Worker.

The tool can also be used where Modern Slavery concerns are suspected, with more established UASC who, for example, have been transferred from other counties to Suffolk. The purpose of the following tool is to gather information and provide evidence to determine if a child is likely to be a victim of modern slavery.

The questions within the screening process highlight risk factors associated with being a victim of modern slavery. They are designed to help the practitioner explore, with the UASC, the presence of indicators. Notes of the discussion and UASC responses should be recorded by the practitioner within the screening tool.

While the identification of one or two risk factors in isolation may not be indicative of modern slavery, the more questions which are answered in the affirmative by the UASC should provide the practitioner with evidence to decide whether Section 47 enquiries should be triggered (please refer to UASC Policy for further details).

Modern Slavery Screening Tool

NAME [CHILD/YOUNG PERSON]: _____ DATE: _____

1.	Does the young person have little or no money but does have a mobile phone?	
2.	If the young person possesses a phone, do they receive unexplained or unidentified phone calls?	
3.	Does the young person have expensive items such as clothing or jewellery?	
4.	Is the young person withdrawn and/or refusing to talk?	
5.	Does the young person show signs of physical or sexual abuse e.g. have they contracted a sexually transmitted disease or show sexualised behaviour?	
6.	Has someone arranged the young person's journey i.e. other than themselves or their family?	
7.	Is the young person saying they have a debt to pay off?	
8.	Does the young person know anyone in the UK? Are they trying to meet anyone in the UK?	
9.	Has the young person been told to contact someone 'specific' when they arrive? If so, who?	
10.	Is the young person planning to work for someone in the UK?	
11.	Is there anyone the young person appears to fear?	
12.	What has the young person been told to say or do when found in the UK?	
13.	Has the 'agent' travelled with the young person to the UK?	

COMPLETED BY: [Police] _____ [Social Care] _____

APPENDIX C**OFFICIAL - SENSITIVE****Your Ref:** PORT REFERENCE (if known)**Our Ref:****Date:****Enquiries to:** Duty worker
Suffolk Children and Young Peoples Service,
Floor 4, Lime, Endeavour House,
8 Russell Road, Ipswich, IP1 2BX**Tel:** 01473 265025**Email:** FCFCT@suffolk.gcsx.gov.uk**Dear** _____ (*name as declared to the local authority*)**Nationality declared:** _____

You have presented to the local authority claiming to be a child aged ____ with a date of birth as stated: _____ (Persian or Gregorian calendar) or no date of birth stated.

In line with the *East of England Unaccompanied Asylum Seeking Children (UASC) Safeguarding Protocol October 2015* and in accordance with the ruling under Merton, that states "*there are cases where it is very obvious that a person is under or over 18. In such cases, there is normally no need for a prolonged enquiry*" a full assessment of your age is deemed unnecessary.

In this instance, on the basis of a visual assessment of your appearance, demeanour and a brief enquiry with the assistance of an interpreter, it is our opinion that your appearance and demeanour strongly suggest that you are over 18 years of age.

It is not the intention, therefore, of the Local Authority to undertake a full assessment of age and in our opinion you should be treated as an adult. We have informed the Immigration Officers responsible for your case and they will now be responsible for making arrangements for you.

Yours sincerely,

Social Worker**Social Worker**

A copy of this letter has been provided to you [name] _____ and by signing below you acknowledge receipt of this letter and that its content has been explained to you using an interpreter speaking _____ [requested language]

Signature: _____**Print****Name:**_____
Date: _____

APPENDIX D

Flowchart for Joint Police and CYPS Response to Modern Slavery (MS) Concerns for UASC

Purpose: To identify a victim of crime under the Modern Slavery Act as opposed to a young person who has been smuggled into the UK with their consent and who is not subject to exploitation.

