

**Financial Allowances Policy for Children Looked After and Young  
People Placed in Residential Schools – (2016-2017)**

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# **Hertfordshire County Council**

## **Financial Allowances Policy for Children Looked After Placed in Residential Schools - (2016 - 2017)**

This guidance sets out the schedule of payments and allowances for **children looked after placed in residential schools** most of which will be residential special schools. These establishments often don't have a financial allowances policy as many of the children and young people staying there will not be looked after. This policy only applies to children looked after by Hertfordshire.

It ensures equity of provision for all children looked after and care leavers and makes sure that all personal finances are specified, recorded and managed consistently. The social worker will ensure that all entitlement to benefit is maximised e.g. the Mobility element of Disability Living Allowance (children up to age 16) and Personal Independence Payment and Employment & Support Allowance (children and young people from the age of 16). In addition, social workers should check whether children and young people aged 16 and above are eligible for the 16-19 bursary.

This will be read in conjunction with:

- Children Looked After Personal Finances
- Managing Disability Allowances for Children Looked After
- *Assessing 'Capacity' - Guidance*
- Child Trust Funds and Junior Individual Savings Accounts for Children Looked After

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In situations where a child or young person becomes looked after and at the point of placement in a residential school, the initial Placement Plan should set out all of the arrangements for the financial support to be provided to the child or young person by Hertfordshire.

Where a child is looked after prior to being placed in a residential school, the statutory review undertaken at the point of the move should also review the Placement Plan and set out all of the arrangements for the financial support provided to the child or young person.

The majority of children/young people placed in residential schools are likely to have learning needs and as a result may require assistance and support to

manage their allowances. As children and young people age and mature an increasing amount of responsibility should be transferred to the child/young person, depending on an assessment of their ability and understanding. The transfer of responsibility to children/young people for managing their allowances should be aligned with goals in their care/pathway plan (and Education Health and Care Plan) and enable the development of financial capability, money management and independent living skills.

Young people reaching the age of 16 should be subject to a 'Capacity' assessment which will inform the level of responsibility they take for their own allowances (and Disability Living Allowance/Personal Independence Payment/Employment & Support Allowance).

The allowances set out in this policy are provided to meet the personal needs of the child/young person. Items and activities related to the child/young person's education/training needs should be covered in the funding for the school placement.

The Independent Placement Agreement will set out the arrangements between the school and Hertfordshire County Council in regard to how the residential school staff will manage the allowances provided for the child/young person. The following points should be addressed in the Independent Placement Agreement:

- The account details where the payments are to be transferred and who in the school is responsible for managing and administering the child/young person's allowances.
- The provision of a named contact who will be the person who acts as a primary contact in regard to any financial issues for the child/young person's social worker and the Brokerage Team.
- The audit process for recording and ensuring all allowances paid to the school (for the child/young person) are provided in line with the Residential School Allowances Policy.
- The audit process for ensuring all allowances paid to the school, are subsequently provided to the individual child/young person as set out in their Placement Plan.
- How any savings are recorded, where they are held and how any long-term savings and payments are added to their Junior ISA account (where a child/young person has been looked after for more than 52 weeks).
- How the school will manage any Disability Living Allowance or Personal Independence Payments (Mobility)/Employment & Support Allowance and if the school is acting as a benefit appointee for the child/young person.

## Appendix One – (2016 – 2017 Rates)

### Allowances for Children and Young People – (Per Week & One-Off)

#### Pocket Money – per week

Age	Amount	Age	Amount
5 to 7	£5.00	13	£8.50
8	£5.30	14	£9.50
9 to 10	£6.00	15	£11.60
11	£6.30	16 & 17	£12.70
12	£7.50	18 & 19	£12.70

The pocket money allowance is provided to children and young people for their general and personal needs.

Dependent upon eligibility, children and young people aged 16 and above should claim Employment & Support Allowance (if eligible).

#### Toiletries – per week

The toiletries allowance is provided to ensure that children/young people have a supply of their own toiletries. Where the toiletries allowance is not being used to purchase such items, the child/young person's residential keyworker will use the allowance on their behalf to buy items/brands that the child/young person uses.

#### Mobile Phone Allowance – per week

Young people aged 11 and older will be provided with a £2.50 per week mobile phone top-up.

#### Savings – per week

Age	Amount	Age	Amount
0 – 10	£2.50	11 – 17	£5.00

The savings will be added to the child/young person's Junior ISA by Brokerage.

#### Personal Luggage – one-off

Up to £35.00 per year

All children and young people should have at least two luggage items (suitcases/holdalls/rucksacks) for transporting their personal possessions. £35.00 per year is available to ensure the child/young person has at least two pieces of luggage.

### **Clothing – per week**

Age	Amount	Age	Amount
5 – 10	£12.27	16 - 17	£20.84
11 – 15	£16.00	18 -19	£20.84

The use of the allowance will differ between individuals and should be set out in the child/young person placement plan and be agreed by the residential school keyworker and the child's/young person's social worker. The placement plan should set out how the allowance will be provided and managed and how this will change over time i.e., from clothing being purchased for the child, to the young person choosing and purchasing their own clothing.

School staff should keep a record of all items purchased (and receipts) to demonstrate how the allowance has been used and what items of clothing the child/young person has.

### **Initial Clothing Allowance – one-off**

Age	Amount	Age	Amount
5 – 10	£213.64	16 - 17	£331.44
11 - 15	£261.14		

The initial clothing allowance is only available at the point a child/young person first becomes looked after and if they do not have adequate clothing. The residential school keyworker and/or the child/young person's social worker should assess what clothing is required and the cost of what is needed.

### **School/Collage Clothing Allowance – one-off**

On starting or changing primary school	£136.28
On starting secondary school	£301.19
On changing secondary school	£252.47
Starting work/college allowance	£301.19

The allowance can be accessed when a child/young person starts a new school or changes school.

In addition, the starting work/college allowance can be claimed to enable a young person to buy suitable clothing for work/college, either at the age of 16 or 18.

### **School Prom Allowance (Needs Assessment Required)**

£100.00 – One Off

The school leaver's prom allowance is provided once, to enable children/young people to take part in their school prom (generally at the end of school year 11 or 13). The school leaver's prom allowance can be used to cover the cost of attendance, clothing and photographs etc.

## **Birthday Allowance - Up To Age 18 (Covers the 18<sup>th</sup> Birthday) – one-off**

### **Gift**

All children and young people are entitled to a yearly £100.00 birthday allowance. How the birthday allowance will be used should be set out in the child/young person's placement plan and could be used for a gift and/or party/celebration.

### **Celebration**

Age	Amount	Age	Amount
5 – 10	£56.00	16 - 17	£108.00
11 - 15	£77.00		

In addition, all children/young people are entitled to a birthday celebration allowance which is dependent on age. The celebration allowance should be used to fund a celebration meal, party or event.

## **Christmas/Festival Allowance - Up To Age 18 – one-off**

### **Gift**

All children and young people are entitled to a yearly £100.00 Christmas/festival allowance. How the Christmas/festival allowance will be used should be set out in the child/young person's placement plan and could be used for a gift/s and/or for a party/celebration. The Christmas/festival allowance should be used in accordance with the faith and wishes of the child/young person.

### **Celebration**

Age	Amount	Age	Amount
5 – 10	£56.00	16 - 17	£108.00
11 - 15	£77.00		

In addition, all children/young people are entitled to a Christmas/festival celebration allowance which is dependent on age. The celebration allowance should be used to fund a celebration meal, party or event.

Children/young people who are non-Christians should be given a choice as to when their festival allowance is provided. If they do not have a preference, the allowance should be made available at Christmas to ensure that they receive their entitlement alongside their peers.

### **Exceptional Needs and Other Allowances – assessed need**

All other allowances should be agreed by the Hertfordshire Access to Resources Panel (HARP).

For Example:

- Health needs;
- Contact with family and any specific travel arrangement;
- Specific and special needs payments and allowances;
- Key documents;
- Exceptional needs.

From the age of 16, young people who are deemed 'sick and/or disabled' are eligible to claim Employment & Support Allowance. This can be claimed where children/young people are attending full time education. When E&SA is in payment the pocket money, clothing allowance and savings allowance cease and should be covered by the young person's E&SA.

Young people aged 16 to 19 are eligible for the 16-19 Vulnerable Young Person's Bursary – children looked after and care leavers are a priority group for the Bursary. This is claimed through an application to the student's sixth form or college. Social workers should verify that the student is looked after or a care leaver.

## Appendix Two

### **The Management of Allowances for Children Looked After Placed in Residential Schools**

Prior to a child looked after being placed in a residential school setting, arrangements should be made with the school for the provision and management of allowances for the child/young person, for example, pocket money, clothing allowances, benefits etc. The first statutory review held at the school should ensure that the placement plan for the child/young person addresses the level of the allowances and how these will be managed by the school.

Hertfordshire has a financial allowances policy for children and young people looked after placed in residential schools.

See policy below:

[http://hertschildcare.proceduresonline.com/chapters/p\\_cla\\_finance.html#schools](http://hertschildcare.proceduresonline.com/chapters/p_cla_finance.html#schools)

The responsibility for ensuring that child/young person receives the correct allowances rests with the child's/young person's social worker; responsibility for the payment of the allowance to the school rests with the Brokerage Team. BACS payments will be made four weekly in advance unless agreed otherwise.

Prior to the placement being made and/or at the initial statutory review, the social worker should ascertain the school account details into which the child's/young person's allowances will be paid, the responsible person/contact at the school and what the arrangements are for auditing the use of the allowances and ensuring the child/young person has received their entitlement.

In addition, social workers and school staff should be aware of the following issues.

- Children/young people in a residential school setting may be eligible to claim DLA/PIP – Mobility element only. If so, what the arrangements are for managing the DLA/PIP.
- In order to manage a child/young person's benefit, a 'benefit appointee' or 'corporate appointee' may be required. At the point of placement, clarification should be sought as to who will be acting as the 'benefit appointee' (school) or, if Hertfordshire County Council will need to act as the 'corporate appointee'.



- Children/young people may be eligible for the 16-19 Vulnerable Young Person's Bursary. If so, what the arrangements are for managing the Bursary.
- From the age of 16 and where they have 'Capacity' (*Use HCC Capacity Assessment Form and Framework*), children/young people should manage their allowances and benefits through their own bank account. If they lack 'Capacity' the school or Hertfordshire County Council can continue to manage their allowances.
- From the age of 16 children/young people may be eligible to claim Employment & Support Allowance, at which point some allowances provided by Hertfordshire County Council may cease, (pocket money, clothing allowances etc.).
- In circumstances where a parent is providing the pocket money, clothing etc. and does not want the local authority to provide these allowances, it must be set out in the Care Plan/Pathway Plan that the allowances are not required and the child/young person is therefore not being disadvantaged by the local authority not providing them.

At the end of each school term, the school staff administering the allowances for the child/young person should complete the 'Expenditure – Monitoring and Audit Sheet' to demonstrate how the allowances have been used. The 'Expenditure - Monitoring and Audit Sheet' and any receipts for items over £50.00 should be returned to the child/young person's social worker who will arrange for it to be scanned and saved on Livelink.

When the child/young person leaves the school, the closing 'Expenditure – Monitoring and Audit Sheet' and related receipts should be submitted to the social worker who will arrange for them to be scanned and saved to Livelink. Any remaining funds held by the school should be sent to Brokerage Support Team West at Apsley 2 (APS2004), Brindley Way, Apsley, Hemel Hempstead, Herts HP3 9BF cheques should be made payable to Hertfordshire County Council. Arrangements will be made for the funds to be transferred as appropriate.

