

**FAMILIES WITH NO RECOURSE TO PUBLIC FUNDS
INFORMATION GATHERING AND ASSESSMENT CHECKLISTS**

The following information should be considered at the Contact Stage with the family and included in the assessment process.

Establish the family's country of origin, ethnicity language, dialect and religion and arrange interpreters.	
Establish if the family have been habitually resident/local connection in Hertfordshire or another LA (previous accommodation address, details of GP, dentist and schools). Refer to other LA if appropriate.	
Establish who the primary carers for the children are and who has PR.	
Explain the assessment process to the family and gain consent for gathering information you will require to complete the assessment, to include professionals working with the children, government agencies, friends, relatives and previous employers/accommodation providers.	
Establish family's immigration status and any current application for asylum or right to remain and/or right to work and recourse to benefits. Obtain HO reference number.	
Obtain a copy of original passports, birth certificates and visas and any correspondence for all parties to any HO application, and copies of bank statements, rent documents and any other evidence of the family's financial situation.	
If family have applied for asylum, make arrangements with the Home Office for support to be provided by them pending their decision.	
Establish if domestic abuse is a characteristic of family situation and contact IDVA for DDV assessment if applicable (HO will support the family if they meet criteria).	
Establish if there is any evidence of trafficking or Human Slavery and complete NRM if applicable (Salvation Army will support the family if they meet criteria).	
If there are no children, but an expectant mother, consider whether she is qualified for support under the National Assistance Act.	
Consider whether any adults in the family have needs which qualify them for support under the Care Act.	
If the family are immediately homeless and destitute, and their immigration status does not involve a current asylum application gain approval for initial accommodation and/or subsistence costs pending completion of the C and F assessment. Also see the Written Agreement for Families Staying in Accommodation Provided by Children's Services Form (Located in the Social Work procedures Manual).	
Contact Brokerage where appropriate to identify suitable accommodation and arrange subsistence payments.	

The following should be completed at the Assessment Stage with the family.

Gather information from partner agencies, including checks with Foreign Office/Embassy regarding any risks of return to country of origin.	
Establish timescale with the family and Home Office regarding applications for leave to remain they are in the process of completing and approximate timescales for decision by the HO.	
Contact non-resident parent if applicable and appropriate.	
Complete an ecomap and establish family/friends support network and contact if appropriate.	
Confirm whether an appropriate application for leave to remain has been filed with the Home Office during the assessment if none completed at start of process.	
Discuss with the family any options of return to country of origin and any support they might require to achieve this. Refer them to the assisted voluntary return scheme if appropriate.	
Complete the Child and Family Assessment incorporating Human Rights considerations.	
Consider the needs of the adults in the family –Consider whether a referral to HCS is required for a Care Act assessment.	
Evaluate any safeguarding concerns and consider whether the Local Authority has a duty to support the family due to destitution and/or the children’s needs.	
Complete a standalone Human Rights assessment where withdrawal or refusal of ongoing support is being considered. Contact CLU for advice if assessment is recommending refusal or withdrawal of support.	
Confirm in writing to the parents reasons for refusal or withdrawal of LA support where there is no duty established and the child(ren) are not or no longer considered ‘in need’. Specify a 14 day notice period for termination of support if this has been provided during the assessment process.	
Where a duty to support the family is established, assess the level of subsistence required and if the children have additional needs over and above the current agreed level of subsistence support.	
Where a duty to support is established, gain approval from Safeguarding Head of Service for continued support pending decision by HO regarding the family’s right to remain in the UK.	
Complete Child in Need Plan setting out: <ul style="list-style-type: none"> • Accommodation to be provided, for how long, and how often the family’s use of the accommodation will be monitored (every four weeks). • Level of subsistence support (NASS rates from 1-4-17). No additional payments will be made for transport etc. 	
Refer to Brokerage team to resource accommodation and start subsistence payments for family.	

Brokerage Team should contact the HO for an update every four weeks.	
If only needs are for accommodation and subsistence, brokerage will conduct home office checks monthly and suitability of accommodation checks at frequent intervals which may be by phone or visit. In this case a Family Safeguarding children's practitioner will be case holder but will not be required to follow general CiN procedures in respect of convening multi-disciplinary meetings or conducting 6 weekly reviews. Instead a monthly visit for the first three months will be required and then visits will reduce to three monthly.	
Reviews will be chaired on a panel basis by the designated service manager after three months and then six monthly, to include a representative from Brokerage and the children's practitioner.	
If any of the children have additional needs for support meeting the criteria for a Safeguarding or Specialist intervention, case to transfer to Family Safeguarding or 0-25 ongoing services and normal CiN processes with a multi-disciplinary input will be required.	
If the children have needs which require support from Families First, a referral to be made to the service while accommodation/subsistence support under CIN will transfer to Brokerage.	