

SALFORD CITY COUNCIL

NEXT STEP

&

SALFORD HOUSING OPTIONS POINT (SHOP)

PROTOCOL

May 2017

Next Step

The housing options point protocol for young people presenting as 'roofless'

The protocol will address issues relating to former relevant young people who are deemed to be in need of accommodation.

Exclusions to this protocol are young people involved with the MAPPA level 3 process.

The aim of the protocol

To assist young people to access emergency accommodation by working in partnership with the housing options team to identify and address any barriers that may impact on the young person's eligibility for housing.

Procedure

1. Following appropriate pathway planning and assessment, with Next Step Management authorization young people who are in need of housing will be identified to ensure it is appropriate for a young person to be presented as homeless to SHOP.
2. Prior to the interview the Next Step worker will assist the young person to present at SHOP for a homeless interview. The next Step worker will assist/support the young person to complete the housing application form.
3. The Next Step service will ensure that written consent is given by the young person to share that information with the housing department.
4. The next Step worker will accompany the young person (when agreed) during the interview process with the SHOP worker.
5. The young person will be supported by the Next Step worker to present their documentation confirming their identity.

6. The young person is provided with a reference number to also access the Salford Home Search database.
7. Next Step will assist in the formulation of a SHOP risk assessment.
8. SHOP will make a decision about their homeless duty and provide a confirmation letter.
9. If appropriate SHOP will provide emergency accommodation.
10. It is agreed between Salford Next Step and SHOP the definition of 'intentionally homeless' will only be used under exceptional circumstances.

This decision will still allow SHOP to explore accommodation options.

Under exceptional circumstances discussions will take place between Next Step management and SHOP management about taking a young person outside of bidding to the Housing Panel for discussion.

Signed:

P

Service Manager – Next Step

Date: 5th May 2017

Signed:

J

Service Manager – SHOP

Date: 5th May 2017

Next Step Service / Housing Questionnaire

The following questionnaire will help us to make sure that you receive as much help as possible on your release with housing and accommodation. There are a number of questions that you may feel are very personal. All the questions are aimed at assessing your priority to housing particularly the areas that cover vulnerability and risk. It may be that if you score high in these areas your priority for housing will be increased. We will not share any of this information without your consent.

Please discuss any issues that you may have with your Next Step worker who will help you to fill in this form.

Name

Age

Last address

Reason for housing application / leaving home:

1. Do you have any physical health problems

2. Are you registered disabled

3. Do you have any emotional or mental health problems

4. Are you receiving any medical treatment

5. Are you involved with CAMHS or other psychiatric psychological services

6. Do you have any substance misuse issues

7. Do you have any dependants e.g. children of your own

8. Will they be living with you?

9. Do you have any reading and writing difficulties?

10. Have you any specific learning needs?

Questions for the Next Step worker

1. What is the young person's level of risk?
2. What is the legal status of the young person as defined within the Leaving Care Act 2001?
3. If the young person has substance misuse issues what level of support will be given on release?
4. What other support will be offered by the Next Step service or partner agencies on release?
5. Nature of offences if relevant
6. Is the young person subject to an ASBO
7. Conditions of ASBO
8. Is there any area of the city the young person should not be housed in?
9. What is the reason for this?
10. Is the young person receiving support from any other agency?