

# Child in our Care

# Long Term Savings

# Procedure

Version number v1.1

Document owner: Head of Children in Care and Care Leavers  
(person responsible for implementation & day-to-day  
management of the procedure)

Responsible officer: Assistant Director for Children's Social Care  
(senior leader with overall responsibility for this procedure)

## 1. Introduction

### 1.1. Purpose

This procedure sets out who is responsible for ensuring that children in care of the Local Authority for a consecutive period that exceeds a period of 12 consecutive months are provided with consistent savings and that this is implemented.

### 1.2. Scope

This procedure will set out who is responsible for ensuring that the children, carers are aware of these savings. It will also detail who is responsible for implementing the payments and stopping the payments when relevant.

It will not cover the business processes that detail who has been in our care for 12 or more consecutive months and the business processes that the payments team use to set up and make a payment.

### 1.3. Supporting documentation

Child in Care long term savings policy

## 2. Guiding Principles

- 2.1. This procedure will ensure the child and carers are fully informed of any changes to their income. It will detail who is responsible for processing the payments and ceasing payments where appropriate. This procedure should demonstrate that through some quality assurance a child is not disadvantaged by a payment being missed and an account not set up.

## 3. Qualifying period

- 3.1. Savings Business Support will run a quarterly report in CareDirector to identify any Children in Care exceeding 12 months. This will be cross reference with the report sent by The Share Foundation (TSF).
  - 3.1.1. Contact for TSF is [Debra.mason@sharefound.org](mailto:Debra.mason@sharefound.org)

## 4. Notifying people and teams

- 4.1. Savings business support will contact the below people/teams and advise them that the young person now qualifies for £5 per week long term savings and that payments to the TSF now need to be set up.
- 4.2. Emails to be sent to:
  - 4.2.1. The Independent Review Officer (IRO) – Details can be found on the Child's CareDirector record under care network
  - 4.2.2. Allocated Social Worker (SW) – Details can be found on the Child's CareDirector record under care network
  - 4.2.3. Allocated Fostering Supervising Social Worker – Details can be on Child's CareDirector record
  - 4.2.4. Payments team - [Fosteringpayments@staffordshire.gov.uk](mailto:Fosteringpayments@staffordshire.gov.uk)
  - 4.2.5. Placements team - [placement.unit@staffordshire.gov.uk](mailto:placement.unit@staffordshire.gov.uk)
- 4.3. Email to include:
  - 4.3.1. Name
  - 4.3.2. DOB
  - 4.3.3. start date young person came into our care
  - 4.3.4. TSF unique reference number

## 5. Payments Team

- 5.1. Payments team will set up a service provision on the Child's record.

- 5.2. Fostering and residential provisions
  - 5.2.1. Payments team set up a deduction from carers payment and payment is sent to identified cost centre.
- 5.3. Supported accommodation – Supported lodgings
  - 5.3.1. The allowance that young people receive will not be reduced for those in supported accommodation.
  - 5.3.2. The payments team set up a payment direct to cost centre from identified Staffordshire County Council budget.
- 5.4. Payments will now commence on a 2 weekly basis for payments made by Adult and Children Family Services and 4 weekly for Independent Sector Placements.
- 5.5. Payments will be transferred to The Shared Trust Foundation on a quarterly basis
- 5.6. Placements team will need to advise the payments team of the type of or any changes in type of provision as this will affect the source of the payment i.e. moving from supported accommodation to a foster provision.

## **6. Keeping people informed**

- 6.1. Fostering and Residential provisions
  - 6.1.1. Placement team will advise independent carers/providers of the reduction in payments. This will also apply in changes to provision for a child who already qualifies.
  - 6.1.2. Fostering service will make in-house carers aware of the deduction in payments on their remittance slips
  - 6.1.3. Residential Lead will ensure Registered Managers are aware that the reduction will be taken from homes allowances expenditure.
- 6.2. Supported accommodation and supported lodgings
  - 6.2.1. Placements team to ensure providers and the Young Person are notified that YP will now receive an additional £5 per week paid directly to saving accounts.
- 6.3. IRO and Social Worker will inform the Child/ Young person about their savings in an age-appropriate way and, the IRO will ensure that it is clearly recorded in the Record of Review.

## **7. Ceasing payments**

- 7.1. Payments team to ensure payments are ceased when:
  - 7.1.1. The child leaving the care of Staffordshire County Council

7.1.2.The child no longer meeting the criteria set out within the scope of this policy or

7.1.3.The child turning 18.

7.2. Confirmation email to be sent to IRO, Allocated SW and Savings business support.

## 8.Re-instating payments

8.1. Payments team identifies a payment provision was previously in place and Child/Young Person has returned into Local Authority care and now requalifies for the payments to start.

8.1.1.Payments team informs savings business support ([Childrenssavings@staffordshire.gov.uk](mailto:Childrenssavings@staffordshire.gov.uk)) that a child/Young Person already qualifies and payments are being re-instated.

8.1.2.Savings business support to follow action points 4 onwards informing all parties that the child automatically qualifies for payments.

8.1.3.Payments team to follow action point 5 onwards once they have the required information from savings business support

8.1.4.Placement team to follow action point 6 for supported accommodation/supported lodgings

8.1.5.IRO/SW follow action point 6.3.

## 9. Quality assurance

9.1. Savings business support will email the payments team and placement unit on a quarterly basis with their data of who they have identified as qualifying for this payment to ensure no one is missed and that payments are stopped if appropriate in a timely manner.

9.2. IRO to email savings business support if they identify that a Child/ Young Person now qualifies for this payment and they have had no correspondence to confirm.

## 10. Version history

10.1. Superseded documents:

List all documents that have been superseded by this procedure

10.2. Revision history:

Version	Approved by	Approval date	Effective date	Sections modified
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1.1	Trandeep Sethi	07/09/2022	07/09/2022	Section 6.3
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Review date	
Pages that this document needs to be visible on	
Other documents that this procedure will be referenced in	