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| 1. **Identification** | | | | | | |
| **Best Practice Principles** | | **Rationale** | **Assessment criteria** | | **Yes/No** | **Justification** |
| Local governments to develop a formalised written process for identifying and supporting all eligible children and care leavers within its remit. This will improve consistency in the identification process and allow for greater awareness of the EUSS and the responsibility of local government.  Local government to use nationality as opposed to ethnicity as a filter when searching for eligible children and care leavers as part of the identification process.  Local government to ensure that’s its formalised written identification process includes a strategy for identifying non-EU/EEA EFTA family members of EU/EEA EFTA citizens who may be eligible to apply for the EUSS. | |  | **There is a process for identification and supporting all eligible children and care leavers.** | |  | ***Example***: The IMA has seen documentation and / or have evidence of a clear, workable process to identify and support eligible children and care leavers. |
| **Nationality is being used as part of the identification process.** | |  | ***Example***: The IMA has seen and or have evidence that nationality is being used to support the identification process of eligible children and care leavers. |
| **There is a process which allows for the identification of non-EU/EEA EFTA family members of EU/EEA EFTA citizens, third county nationals and joining family members.** | |  | ***Example***: The IMA have seen and or have evidence of a process to support the identification of non-EU/EEA EFTA family members of EU/EEA EFTA citizens,third county nationals and joining family members. |
| **Original grading** |  | | **New grading** |  | | |



**Looked After Children and Care Leavers xx Council**

**Service Standards Assessment Form**

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| 1. **Record keeping** | | | | | | |
| **Best Practice Principles** | | **Rationale** | **Assessment criteria** | | **Yes/No** | **Justification** |
| Local government to ensure all data is captured and stored in line with GDPR policies for all eligible children and care leavers in accordance with Home Office guidance. This will ensure status is monitored when moving from pre-settled status to settled status once a child or care leaver has accrued five years’ continuous residency | |  | **The Unique Application Number (UAN) given when the application is made has been recorded** | |  | ***Example***: The IMA have seen and or have evidence that record keeping is in line with the Home Office Guidance (1-7). |
| **The e-mail(s) and phone number(s) that were entered in the application form have been recorded** | |  | ***Example***: The IMA have seen and or have evidence that record keeping is in line with the Home Office Guidance (1-7). |
| **The address that was entered in the application form has been recorded** | |  | ***Example***: The IMA have seen and or have evidence that record keeping is in line with the Home Office Guidance (1-7). |
| **The answers that were given to the memorable questions at the end of the application form have been recorded** | |  | ***Example***: The IMA have seen and or have evidence that record keeping is in line with the Home Office Guidance (1-7). |
| **The nationality of the child or care leaver has been recorded** | |  | ***Example***: The IMA have seen and or have evidence that record keeping is in line with the Home Office Guidance (1-7). |
| **The status the child or care leaver was granted has been recorded** | |  | ***Example***: The IMA have seen and or have evidence that record keeping is in line with the Home Office Guidance (1-7). |
| **The date that the child or care leaver can move from pre-settled status to settled status has been recorded** | |  | ***Example***: The IMA has seen and or have evidence that the Local Government is able to determine when an eligible child or care leaver can move from pre-settled status to settled status. |
| **Original grading** |  | | **New grading** |  | | |

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| 1. **Retrospective checks** | | | | | | |
| **Best Practice Principles** | | **Rationale** | **Assessment criteria** | | **Yes/No** | **Justification** |
| Local government bodies ensure that complete retrospective checks of all eligible children and care leavers in its remit have been completed and remain ongoing | |  | **Retrospective checks have been completed.** | |  | ***Example***: The IMA have received confirmation that retrospective checks have been completed to identify eligible children and care leavers. |
| **If the identification process has been revised as a result of IMA engagement, further retrospective checks have been completed due to changes to current identification processes.** | |  | ***Example***: The IMA have received further confirmation that retrospective checks have or will be completed as a result of the Local Government revising their identification process.  No further retrospective checks are required from xxx Council |
| **Local Government to inform the IMA of the numbers of any additional identified eligible children and care leavers.** | |  |  |
| **Original grading** |  | | **New grading** |  | | |

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| **Volumes\*** | **Original** | **Final** |
| Looked After Children |  |  |
| Care Leavers |  |  |
| Children in receipt of Local government care and support |  |  |
| Eligible children/care leavers – Non-EU EEA and EFTA/family members |  |  |

Final submission from LA/HSCT

*\*Additional cases identified as a result of retrospective checking*

**Appendix One**

|  |  |  |
| --- | --- | --- |
| Identification | Record Keeping | Retrospective Checks |
| Green | Response provides a detailed process for identification of eligible children and care leavers under the remit of local government, including non-EEA family members of EEA citizens. This includes the provision of supporting documentation outlining their process, and details of how the process and awareness of the EUSS has been disseminated to those identifying and supporting eligible children or care leavers. | Response explains a clear record keeping process which includes record of the EUSS application status/outcomes, contact details, and when the child or care leaver would be eligible to upgrade from pre-settled status to settled status. | Response confirms that retrospective checks have been completed and are based on an identification process which has also been graded as green. |
| Amber | Response provides a process for the identification of eligible children and care leavers under their remit in little detail. Local government body does not have supporting documentation or has not provided details of dissemination of information and the EUSS guidance to staff. | Response explains record keeping process. However, it is unclear, or it is not the case that all details of the EUSS application status/outcomes, contact details, and eligibility to upgrade from pre-settled status to settled status are consistently recorded for all eligible children and care leavers. | Unclear from response whether retrospective checks of all children under the local government body’s remit and care leavers have taken place, or checks based on identification process which has been graded as amber. |
| Red | Response provides unclear identification process (for example, refers to identification of children using recorded ethnicity), and the local government body does not provide supporting documentation or detail of dissemination of information and process guidance to staff. | Response does not provide record keeping process or explains that it has not yet been established for the EUSS by the local government body. | Response indicates that retrospective checks of all children under the local government body’s remit and care leavers have not taken place, or checks based on identification process which has been graded as red. |

**Appendix Two**

**Local Authority Mandatory Requirements (Home Office Guidance)**

1. To identify adequately trained resources to manage and make applications under the EUSS.
2. To identify children who are eligible to make an application under the EUSS, including looked after children for whom the local authority has parental responsibility, looked after children who are accommodated, care leavers and any other children in receipt of local authority support, including children in need.
3. To implement plans to ensure that signposting support for each eligible child takes place.
4. To determine whether in respect of each child for whom the local authority has parental responsibility whether an application will be made.
5. To keep an adequate record of each application made, including the status granted as a result of the application.
6. To record plans for monitoring the child's status, including future actions required in respect of children who have been granted pre-settled status to convert this to settled status at an appropriate point in the child's care plan or care leaver's pathway plan.