**Outline Transition Planning Process**

***School Year 9 (age 14yrs old)***

*Child flagged at Operational Transition Forum every Month*

*(Team Manager led)*

Children’s Social Worker attends the **EHCP Review** with family to start the discussion re Transition planning. CSW to ensure relevant MDT members are present. Focus on readiness to transition, what will happen next, confirming dates for ‘moving on’ events etc.

Child flagged by Children’s Social Worker as **14yrs old** and recorded on the **Transitions Tracker** as requiring a Transition Plan and requiring a Referral to Adults Social Care

**Letter sent** by Children’s Social Worker to the family to start the process of Transition Planning

**CIN Review Meetings** will continue to be set up by Children’s Social Care with family, health & education to maintain focus on transition conversations with the family

*Weekly catch-up between Adults, Childrens, Health and Education*

*(Service Manager and Operational Lead)*

***School Year 11-12 (age 16-17 yrs old)***

*YP flagged at Operational Transition Forum every Month*

*(Team Manager led)*

**Referral to Adults Social Care at age 16yrs**, to be made by Children’s SocialWorker

Adults Social Care to ***identify* an Adults Social Worker** to **shadow, advise and guide** the Transition Plan. CSW continues to lead the plan

**Year 11 EHCP Review with relevant MDT** in attendance. Children’s Social Worker and identified Adults Social Worker must attend

**Needs and Wellbeing Assessment** to be started (and completed by 17.5yrs old or before if complex) by Adults Social Worker

*Weekly catch-up between Adults, Childrens, Health and Education*

*(Service Manager and Operational Lead)*

***School Year 13 (age 17-18yrs old)***

*YP flagged at Operational Transition Forum every Month*

*(Team Manager led)*

**Year 12 EHCP Review with relevant MDT** in attendance. Children’s Social Worker and identified Adults Social Worker must attend

Young Person flagged on the Transitions Tracker as **17yrs old** and **Adults Social Worker *allocated*** *to support transition*

**Needs and Wellbeing Assessment** to be **completed by 17.5yrs** (or before if complex) by Adults Social Worker

**Adulthood Planning Meeting** to be arranged and led by Adults Social Worker

Regular meetings with the MDT to maintain transition conversations and driving the plan

*Weekly catch-up between Adults, Childrens, Health and Education*

*(Service Manager and Operational Lead)*

***Age 18yrs old***

**EHCP** remains primary Plan driven by ASC and SEN

**Transferred** to Adults social worker in Adults Social Care