Pre-transition (information gathering)

[ ]  Allocate transition lead.

[ ]  Student to complete initial **Pre-transition Questionnaire** to ascertain aspiration. Use ***Easy-Read*** version if necessary.

[ ]  Initial Transition Planning Meeting with student and parents/carers. This can be remote or in person. Agree frequency of further Transition Planning Meetings according to need, based on feedback from student and parents/carers.

[ ]  Student presented with variety of options in regards to the education and care.

[ ]  Student to attend transition events, post 16 events? Career advisors? Etc. Some colleges offer virtual events via their websites or can organise these, if asked.

[ ]  LA involved where necessary to ensure prompt communication with all parties.

[ ]  Student offered support from advocacy service if necessary.

[ ]  Student well supported by social services.

[ ]  For LAC or Care Leavers – request leavers grant.

[ ]  Student to have a chance to visit potential accommodations/providers. Be aware of changes in processes due to current social distancing rules.

[ ]  Visits to potential new providers organised. Contact directly to discuss alternatives if physical visits are not available.

[ ]  Complete student CV.

[ ]  Review Risk Assessment based on likely new destination and amend if necessary.

[ ]  Complete **Next Stage/Transition Plan**, informed by pre-transition questionnaire and gathered information from student, parents/carers, stakeholders and keyworkers.

[ ]  Transition Destination confirmed with all parties.

After Transition Destination confirmed

[ ]  Amend and update **Next Stage/Transition Plan** with clear timescales and allocated tasks with student’s involvement. Consider strategies to mitigate anxiety, such as phased transition period. Review weekly.

[ ]  Liaise with Transition Destination and submit/request necessary paperwork using **Transition Document Checklist**.

[ ]  Student offered transition additional therapeutic support, complete social story if needed.

[ ]  Complete relationship map.

[ ]  Consider best way to mark ending – meal, create craft item together, plant tree etc. for emergency ending – letter? Photo album etc.

[ ]  Complete **Transition Passport/Next Stage Planner** in conjunction with the student.

[ ]  Student to complete **Exit Interview.** Use ***Easy-Read*** version if necessary.

[ ]  Review any independence booklets and living skills assessments.

[ ]  Final review of Risk Assessment.

[ ]  Complete **End of Placement Report** (internal) to inform practice.

 Actual Transition

[ ]  Date for transition confirmed with all parties.

[ ]  Consider outreach or/and shadowing.

[ ]  *If Care Leaver* – help set up new accommodation.

[ ]  *If Residential* - help with packing – make sure all is organised, washed, clean and packed in suitcases or boxes.

[ ]  *If Residential* - Consider basic food shopping if moving into independent accommodation.

[ ]  *If Residential* - Pass on all pre-planned medical appointments.

[ ]  *If Residential* - Assure student transitions with at least 3 weeks’ worth of medication.

Post-Transition

[ ]  At six weeks - Contact student and complete **Post-Transition Contact and Feedback Form** to ascertain initial success of transition. This can be recorded following a telephone conversation or posted out to complete and returned. Use ***Easy-Read*** version if necessary.

[ ]  Populate **Transition Tracker Spreadsheet** with data on all leavers.

[ ]  Continue to complete further **Post-Transition Contact and Feedback Forms** at provider agreed internals.