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.