

Principles into Practice



Adapted Guidance during COVID-19 Pandemic

Version 1 - 7/5/20

This guidance will be regularly updated. To ensure you have the most up-to-date version please download each time from the **Scottish Transitions Forum** website.

1. Introduction

We recognise that the increased pressures on all services due to the current pandemic will have an impact on available resources and capacity for partners to deliver the full range of transition planning and support we set out in 'Principles into Practice.' To this end, we have published this adapted COVID-19 version of Principles into Practice which sets out key actions and considerations for use during this current crisis.

The primary aim of this adapted Principles into Practice guidance is to provide a framework to structure current planning for young people who require additional support needs who are going through key transition points during the COVID-19 pandemic.

It sets out key tasks and considerations associated with delivering the following three aims:

- 1. To coordinate an approach to transitions throughout the period of the pandemic**
- 2. To ensure there are plans in place for all young people who are at a critical point of transition**
- 3. To provide information and support to young people and their families**

The primary focus of this guidance is to help lead partners to effectively coordinate transition planning and support for young people who require additional support who are due to leave school or college this summer (2020). These lead partners are:

- **Social Work (child and adult services)**
- **Health**
- **Skills Development Scotland**
- **Schools**
- **Colleges**

Other organisations may also be involved depending on each young person's individual circumstances and local arrangements. These could include third sector organisations, parent and carer groups and advocacy services.

In order to coordinate transition plans, we recommend that a local representative from each of the above agencies is identified to work collectively to oversee the tasks set out in this adapted guidance.

The full version of 'Principles into Practice' can still be downloaded from our website.

Further information in relation to COVID-19 on the Scottish Transitions Forum website that might also be helpful includes:

- A **briefing paper** about how the introduction of the UK Coronavirus Act 2020 and the Coronavirus (Scotland) Act may impact on the support you provide for young people during transitions
- Our **Parent and Carer Network** page with information, advice and experiences of parents and carers supporting transitions during the pandemic. (We welcome additions to this resource page.

If you have any additions, please contact Tracey at: traceyfrancisconsulting@outlook.com

- Information that sets out **key tasks and considerations** for parents and carers during the pandemic. (This information can be circulated to the parents and carers you are in contact with).

Please get in touch with us if you would like us to help you identify and contact lead partners in your area, or if you are require any support in implementing this guidance.

Contact Rebecca Williams at: rebecca.williams@arcuk.org.uk

We recognise that the increased pressures on all services due to the pandemic will have an impact on available resources and capacity for partners to deliver the full range of transition planning and support we set out in 'Principles into Practice.' This adapted COVID-19 version of Principles into Practice sets out key actions and considerations only during this current crisis. The full version of '**Principles into Practice**' can be downloaded from our website.

2. Aim A : To coordinate an approach to transitions throughout the period of the Covid-19 pandemic

Tasks:

- Identify a representative from each of the lead partner organisations to meet frequently by video or teleconference to oversee delivery of the tasks set out in this guidance
- Partners work collaboratively to identify and coordinate contact with young people and their families who are a priority for planning.

Considerations:

- Can you identify and agree one lead partner agency to take responsibility for coordinating this work?
- Does your current information sharing agreements allow for information to be shared securely electronically. If not, what adjustments can be made?
- What support do new or temporary workers assigned to transitions planning require to make sure they understand their role in the process?
- Are there groups of young people who are experiencing other types of transitions at this time, such as those leaving youth justice settings and those leaving care. What work is required to develop and coordinate approaches to identifying and supporting these young people?

Resources:

- [Coronavirus: updates](#) (Social Work Scotland)
- [Coronavirus and additional support for learning](#) (Enquire)
- [Coronavirus Third Sector Information Hub](#) (Scottish Coalition of Voluntary Organisations - SCVO)
- [Helpful links during the Coronavirus pandemic](#) (Linking Education and Disability - LEAD Scotland)
- [Further and higher education updates](#) (Scottish Funding Council)
- [Coronavirus support - Schools, learners and teachers](#) (Scottish Qualifications Authority - SQA)
- [Covid-19 Coronavirus Information Point for Children's Care and Protection](#) (Centre for Excellence for Children's Care and Protection - CELCIS)
- [COVID-19: Guidance on supporting young people in conflict with the law](#) (Centre for Youth and Criminal Justice - CYCJ)
- [Coronavirus Support and Signposting](#) for care-experienced young people and those that support them (Staf)
- [COVID-19 Guidance for the youth work sector on how to move your youth work offer online, as well as signposting vital information and services](#) (Youth Link Scotland)
- [Coronavirus - The Children and Young People's Commissioner Scotland how children and young people's human rights are affected](#) (Children and Young People's Commissioner Scotland)

3. Aim B: To ensure there are plans in place for all young people who are at a critical point of transition, in particular:

- **School leavers (including out of area placements)**
- **College leavers.**

Tasks:

- Identify a key person to take on a coordinating role for each young person's transition
- Check there is an agreed, written down plan to support each young person that has been identified
- Where a transition plan is already in place, review it in consultation with the young person and their family to ensure it includes what is important to them and how they want to live their life given the current situation (it can always be reviewed and amended later)
- If a young person you have identified as a priority has no plan, work with them, their family and lead partners to develop a short - medium term plan that can be reviewed after this crisis period
- Provide information and contact details to young people and their parents /carers to enable them to begin developing or reviewing their plan independently (see resources below).

Considerations:

- What support might young people, parents and carers require to utilise phone/video conferencing for the purpose of holding transition planning meetings? What platforms does your organisation support?
- Is there a 'Plan B' (contingency) within each transitions plan? e.g. What needs to happen if college places are not confirmed in the usual timescales or if the young person's preferred support provider does not have capacity at the moment to provide support?
- Who is best placed to be the key person at this time? Is this someone the young person and their family can contact directly?
- What frequency of communication and reviews should take place during this time?
- Does the young person have an up to date communication passport? This might be helpful if they are currently working with new or temporary social workers or support staff. Has it been reviewed to support communication through the channels currently available?

Resources:

- [Planning for transition](#) - Talking About Tomorrow: Contact in Scotland (Contact)
- [Parent and Carer Network](#) - information, advice and experiences of parents and carers supporting transitions during the pandemic (Scottish Transitions Forum)
- [Supporting disabled children, young people and their families: transitions guidance](#) (Scottish Government)
- [Support to help you get online and develop essential digital skills](#) (Scotland's Digital Participation Charter - SCVO)
- [Near Me](#) - a video consulting service that enables people to have health and social care appointments from home or wherever is convenient. Near Me is a secure form of video consulting approved for use by Scottish Government and NHS Scotland.
- [Stepping Up Live](#) - Support and guidance available to all young people with additional support needs in the senior phase of school anywhere in Scotland (Enable)
- [Coronavirus \(COVID-19\)](#) - information on current support available (Skills Development Scotland)
- [Digital Passports](#) (PAMIS)

- [My Communication Pass](#) (MyCommPass)
- [Find an advocate](#) (Scottish Independent Advocacy Alliance)

4. Aim C: To provide information and support to young people and their families

Tasks:

- Partners work collaboratively to coordinate information provision about relevant community supports and national initiatives that are currently available to young people and their families
- Partners work collaboratively to meet the immediate wellbeing needs of young people and their families by providing direct support or referring to relevant agencies.

Considerations:

- What support options are currently available locally?
- What support would the young person and their family find the most useful at this time to meet their immediate, short-medium term needs and outcomes?
- What work is currently underway, and can be linked into, by third sector agencies and other partners to provide accessible information?
- What local and national resources are available to support young people and families who lack access to digital services?
- Has information been circulated to all disabled young people aged 16-25 and their families about the ILF Scotland Transition Fund that is operating as normal during this time?

Resources:

- [Coronavirus \(Covid19\) Help and information](#) including national and local information (Disability Information Scotland)
- [Transition Fund](#) available to young disabled people aged 16-25. Digital applications to the fund can be processed quicker (Independent Living Fund Scotland)
- [Support and information for young people during school/college closures](#) (Reach)
- [Accessible information on COVID-19](#) for BSL Users (British Deaf Association)
- [Information on Coronavirus](#) - guidance and self-help booklets for people with learning disabilities (SCLD)
- [Coronavirus and your wellbeing](#) - resources for autistic people (Scottish Autism)
- [Advice if a child is struggling with their mental health or anxiety about coronavirus](#) (NSPCC)
- [Mental health support for children and young people](#) (Scottish Association for Mental Health - SAMh)
- [Parent and Carer Network](#) - information, advice and experiences of parents and carers supporting transitions during the pandemic (Scottish Transitions Forum)
- [Parent Club](#) (Scottish Government)
- [List of current sources of help and advice](#) (Carers Scotland)
- [Short Breaks for strange times](#) (Shared Care Scotland)
- [Impact of coronavirus on Guardianship Orders and Power of Attorney](#) (Office of the Public Guardian)

- [COVID-19 information for supporting disabled children, young people and their families](#) (Scottish Government)
- [Stepping Up Live](#) - Support and guidance available to all young people with additional support needs in the senior phase of school anywhere in Scotland (Enable)
- [Coronavirus \(COVID-19\)](#) - advice, information and current available support (Skills Development Scotland)
- [Free learning options during the coronavirus](#) (Linking Education and Disability - LEAD Scotland)
- [Support to help you get online and develop essential digital skills](#) (Scotland's Digital Participation Charter - SCVO)
- [BBC Children in Need Emergency Essentials Programme](#) - support to meet basic needs and provide essential items. Applications must be made by registered referrers on behalf of families, children or young people (Family Fund Business Services)
- [Virtual Children's Hospice](#) - support for children and young people with life-shortening conditions (Children's Hospices Across Scotland - CHAS)