

# National Transfer Scheme Protocol for Unaccompanied Asylum Seeking Children – Scottish Protocol

Version 1.0

## **Contents**

Introduction and the Principles of the Scottish Protocol.....	3
Capacity in Scotland.....	5
Local Authority Participation.....	5
Family Reunification in the UK.....	5
The Reception and Transfer Process.....	6
Eligible Young People.....	7
Those outside the Scheme.....	8
Point the young person comes to the attention of the UK authorities.....	8
Reception into the Entry Local Authority Care.....	9
Referral into the transfer scheme by an entry local authority.....	11
Good practice note 1 – deciding which young people to refer for transfer.....	11
Good practice note 2 – preparing UASC for transfer.....	12
Good practice note 3 – reviewing decisions to refer for transfer.....	13
Good practice note 4 – providing young person level information to the receiving local authority.....	14
Actions undertaken by the UASC Transfer Team and the Regional Administration Lead on the UASC database.....	14
Actions undertaken by the receiving authority.....	15
Transfer agreements between Local Authorities outwith the Scheme.....	16
Funding.....	17
Central record keeping.....	17
The National Transfer Scheme and Referrals from outside the UK.....	17
Unaccompanied Children and Young People (non-family) from Europe – Section 67 of the Immigration Act 2016.....	17
Unaccompanied Children and Young People Referred from the Vulnerable Children’s Resettlement Scheme.....	18
If a young person goes missing.....	19
Annexes.....	20
Annex 1 - Best interests of the child.....	20
Annex 2 – Unique Unaccompanied Child Record.....	23

# **Introduction and the Principles of the Scottish Protocol**

1. The Scottish Protocol forms the basis of a voluntary agreement made between local authorities to enable the safe transfer of unaccompanied asylum seeking children and young people (UASC, generally referred to as unaccompanied young people throughout this document) from one local authority to another throughout the UK. The long-term objective of this voluntary transfer scheme is to achieve a more even distribution of unaccompanied young people across all local authorities and all regions across the UK. It is intended to ensure that any local authority does not face an unmanageable responsibility in accommodating and looking after unaccompanied young people pursuant to its duties under the Children (Scotland) Act 1995, Children and Young People (Scotland) Act 2014 and The Looked After Children (Scotland) Regulations 2009 simply by virtue of being the point of arrival of a disproportionate number of unaccompanied young people, and in doing so ensure that appropriate services are available to all unaccompanied young people. The voluntary scheme is based on a regional approach and is intended to build on existing regional structure and enable regional pooling of knowledge and resource.
2. Article 3 of the United Nations Convention on the Rights of the Child provides that in all actions taken concerning children, the best interests of the child shall be a primary consideration. The decision to transfer and decisions on appropriate placement for unaccompanied asylum seeking young people, as with any in local authority care, is therefore determined by what is in their best interest and based on their individual needs. Guidance on best interests assessments within the transfer protocol can be found in Annex 1. Scottish local authorities will act in accordance with the Getting It Right For Every Child (GIRFEC) approach and support any young people towards independence. Local authorities will, where possible, seek and take into account young people's views and preferences when making care and protection arrangements.
3. This Transfer Protocol for unaccompanied asylum seeking children and young people has been created to enable the safe transfer of unaccompanied young people from one English, Welsh or Northern Irish relevant authority (the entry authority from which the unaccompanied young person transfers) to a Scottish local authority (the receiving local authority), from a Scottish local authority to an English, Welsh or Northern Irish relevant authority or between Scottish local authorities. It is necessary to have a separate protocol for Scotland because of the different legal framework.
4. The transfer protocol provides guidance on the operation of the National Transfer Scheme (NTS) and the way in which local authorities in the UK can transfer unaccompanied young people to another local authority in accordance with section 69 of the [Immigration Act 2016](#).
5. Part 5 of the Immigration Act contains provisions for the transfer of responsibility for unaccompanied asylum seeking and refugee children in the UK. Key provisions within Part 5 are as follows:
  - Section 69 creates a mechanism to transfer responsibility for unaccompanied asylum seeking and refugee children from one local authority to another.
  - Section 70 enables the Secretary of State to direct local authorities to provide information on the support and accommodation provided to children looked after by the local authority. This will inform arrangements made for the transfer of unaccompanied children from one local authority to another.

- Section 71 enables the Secretary of State to direct the provision of written reasons as to why a local authority refuses to comply with a request to accept responsibility for an unaccompanied migrant child from another local authority.
  - Section 72 enables the Secretary of State to require local authorities to cooperate in the transfer of unaccompanied migrant children if they are unwilling to do so on a voluntary basis, by creating a scheme for the transfer of the functions of one local authority to another local authority in accordance with arrangements under section 69 and directing the relevant local authorities to comply with the scheme.
  - Section 73 enabled the Secretary of State to make regulations to extend any provisions made by sections 69 to 72 to Wales, Scotland and Northern Ireland. Regulations have now been made under this section and came into force on 7 February 2018 date – please see [The Transfer of Responsibility for Relevant Children \(Extension to Wales, Scotland and Northern Ireland\) Regulations 2018](#), extending the above provision to Wales, Scotland and Northern Ireland.
6. The transfer protocol sets out the agreed roles and responsibilities of the officials with principal responsibility for its implementation, including:
    - Participating local authorities which have functions under the Children (Scotland) Act 1995;
    - The UASC transfer team (formerly the UASC Central Administration Team); and
    - Regional administration leads.
  7. This version of the protocol is operational from 16 April 2018 and is available at: <http://www.migrationscotland.org.uk/our-priorities/current-work/unaccompanied-children> Notification of any updated versions will be communicated to local authorities in Scotland by COSLA. In addition the protocol will be subject to ongoing revisions and regular review.
  8. Scottish local authorities who chose to participate in the National Transfer Scheme (NTS) will operate in accordance with the Protocol. Local authority participation in the scheme is voluntary and will be based on actual capacity within each local authority which reflects local circumstances and the needs of their communities.
  9. For the purposes of the NTS – only unaccompanied young people that meet the definition of a UASC, as set out in paragraph [352ZD of the Immigration Rules](#), or those who are temporarily treated as a child pending a case law compliant age assessment, are eligible to be referred to the NTS. For the purpose of this protocol a child is defined as a young person under the age of 18.
  10. The long-term objective of the transfer scheme is to achieve a more even distribution of unaccompanied young people through a scheme which is equitable and transparent, across all local authorities and all regions. The aim is to prevent disproportionate pressures on local authorities and regions who are supporting UASC and to provide a more sustainable approach to the protection and care of these unaccompanied young people across the UK. Commitment to participate in the scheme will come from an individual local authority.
  11. The transfer of unaccompanied young people to Scotland will be driven by the actual capacity of Scottish local authorities. The local authority is the only agency capable of determining capacity within their area and their view on this will be accepted by the Home Office as the scheme is voluntary.
  12. Due to the resources available to support these young people and the care system in Scotland, Scottish local authorities will largely only be able to accept young people who

are 16/17 years old and will plan services on that basis. Any referrals of young people outwith these parameters may be considered by Scottish local authorities on a case by case basis.

## **Capacity in Scotland**

13. The transfer of UASC to Scotland will be driven by the actual capacity of Scottish local authorities who have signed up to the NTS. The local authority is the only agency capable of determining capacity within their area.
14. Under the NTS, 0.07% of a local authority area's total under 18 population has been identified by the Home Office as a threshold for the number of UASC in that local authority area<sup>1</sup>. 0.07% is not a target but will be used to indicate when a local authority has reached the point where they would not be expected to receive any more unaccompanied young people. Included within 0.07% are unaccompanied asylum seeking young people, unaccompanied young people transferred under the VCRS scheme and any asylum seeking young people transferred under Dublin Regulation whose family relationship has broken down and are looked after by the local authority.
15. The percentage calculated for each local authority does not include care leavers, however local authorities will need to take their care leaver population into account given the resource implication for local authorities and the current level of Home Office funding.
16. Where there is political agreement at the local level, Scottish local authorities will consider their local circumstances and their ability to participate in the NTS. Given the resources available and the unique Scottish circumstances, it is anticipated that most local authorities will only have or be able to develop capacity suitable for 16/17 year olds. Local authorities will need to consider the type of placements they are able to offer or develop and how they would meet the needs of these young people.

### **Local Authority Participation**

17. Where a local authority has decided to participate in the NTS they will inform the UASC transfer team and their regional administration lead. A local authority can cease to be part of the NTS at any time, should this occur they will inform the UASC transfer team and their regional administration lead.

## **Family Reunification in the UK**

**Further guidance will be made available outside the scope of this protocol.**

18. Where a young person arrives unaccompanied in the UK but they declare the presence of a potential carer in another local authority, that person is willing and able to care for them and it is assessed as being in the best interests of the young person to be reunited with them, the entry local authority will make arrangements to assess whether the young person could live with the adult. This may result in the young person ceasing to be looked after by the local authority (if the arrangement is deemed to be a family and friends care

---

<sup>1</sup> The number of children per local authority as published by the Office for National Statistics in the Mid-2016 Population Estimates. This percentage is set for the year 2017-18 and will be reviewed annually, requiring agreement between COSLA and the Home Office for any change.

arrangement) but not in all cases. If, after an assessment, it is deemed in the best interest of the young person not to be cared for by that adult but contact should be facilitated, the entry local authority should request for a specific local authority to which the transfer should be requested, specifying the reasons why that local authority is being asked to care for the young person to facilitate contact with that individual. This is most likely for example if the adult is a sibling and care leaver themselves.

19. **At the point where a young person is reunited with family members and may cease to be a looked after young person the local authority will use Part E (Looked after Transfer Status Update) of the Unique Unaccompanied Child Record (UUCR) to notify the UASC transfer team of the arrangements.**
20. Where a young person is transferred to the UK and is reunited with a family member under the [Dublin Regulation](#), and is not a looked after young person, the young person will not be eligible to be included in the transfer scheme. The young person may become eligible for the transfer scheme if the family relationship subsequently breaks down and the young person becomes looked after by a local authority that is over their 0.07% threshold, and it is assessed to be in the young person's best interest to transfer away from the family member.

## **The Reception and Transfer Process**

21. When requested by the UASC transfer team, the regional administration lead for Scotland will ascertain whether there is any capacity within Scotland to receive any additional young people. This will be based on actual capacity within Scottish local authorities to meet the needs of the young person. The UASC transfer team will, in consultation with regional administration leads, operate a fair system for allocation of unaccompanied young people to regions, which will take into account other relevant demands upon them. Due to the complexities and requirements of devolved legislation and the lack of capacity in the care sector, the UASC transfer team recognises that Scotland will normally only be able to receive young people who are aged 16 or 17 years old, except in exceptional circumstances.
22. The allocation of unaccompanied young people to local authorities by the receiving regional administration lead will be in accordance with a methodology agreed by each region and where unaccompanied young people should be placed in their best interests. If a suitable placement cannot be found in Scotland, then the young person will not be transferred to Scotland and the responsibility for the young person will remain with the entry local authority. When considering whether a local authority is able to accept a transfer they will take into account whether they are able support the young person appropriately – this may include but not necessarily be limited to: medical treatment, family ties, legal representation and advocacy, education, ethnic group, religion and continuity of care.
23. Where an unaccompanied young person presents in a participating local authority which is over the ceiling of 0.07% UASC to total under 18 population, or if there is some reason relating to the capacity and the ability of the local authority to support the needs of the young person, the local authority is expected to arrange for the transfer of the young person through the NTS, unless there are clear reasons why it would not be in the best interests of the young person. Key transfer rules:
  - i. If the young person first presents in Scotland and Scotland is under the ceiling of 0.07% then a placement will be looked for within Scotland unless there is good reason to transfer the child to another region. For example, if they are a potential victim of

- trafficking and if it is in their best interests to be placed away from the alleged trafficker who may reside in that region or if they have a relative in that region who may pose a safeguarding risk to the young person. Similarly, it would also be appropriate to consider transfer out of region if the young person had a relative living in another region and it was considered to be in their best interests to be placed near the relative.
- ii. If Scotland is over the 0.07% ceiling, or there is no suitable placement or support services available then the young person would be expected to be transferred out of the region<sup>2</sup> using the transfer protocol.

24. The UASC transfer team will also take in to account the following considerations on a case-by-case basis when requesting the allocation of UASC to Scotland. These can be discussed with the regional administration lead:

- The specific needs of the young person. These will include considerations such as location of any family members, access to legal representatives, a suitable place of worship and any other relevant considerations and recommendations specified within the UUCR;
- Scotland must have less than 0.07% UASC to total child population;
- The number of local authorities participating in Scotland
- Number and timing of recent UASC arrivals to Scotland via both the transfer scheme and spontaneous arrivals;
- Scotland will normally only accept unaccompanied young people who are 16 or 17 years old, except in exceptional circumstances;
- Other relevant considerations and recommendations specified within the UUCR (see annex 2);
- The number of former UASC care leavers still residing in the Scotland;
- The pressures created by other demands on local authority services including the overall number of looked after children and young people in the authority and the use of out of area placements.

25. Unaccompanied young people who present in participating local authorities that are over the 0.07% ceiling will normally be expected to transfer to another local authority. However, where young people are settled and established in a local authority area, that local authority is likely to make the decision that it is not in the best interests of the young person for them to be moved. In this case the young person should stay in that local authority area. Decisions to transfer young people should be reviewed at regular intervals to ensure the initial decision to transfer a young person is still in that young person's best interests. This means that some participating local authorities with high numbers of unaccompanied young people will only see a reduction over a number of months or years.

26. The local authority is the only agency capable of determining capacity within their area and their view on this should be accepted by the Home Office as it is a voluntary scheme.

## **Eligible Young People**

27. For the purposes of the NTS – Scottish Protocol, only unaccompanied young people that meet the definition of a UASC, as set out in paragraph [352ZD of the Immigration Rules](#), or those who are temporarily treated as a child pending a case law compliant age assessment, are eligible to be referred to the NTS. For the purpose of this protocol a child is defined as a young person under the age of 18.

---

<sup>2</sup> The regions are: Kent, South East, South West, North East, North West, Yorkshire and Humber, East of England, West Midlands, East Midlands, London, Wales, Scotland and Northern Ireland. We will be working towards Kent being brought back in the wider South East region in the coming months.



28. Anyone whose claimed age is disputed but who is given the benefit of the doubt while a Merton compliant assessment of their age is undertaken will be treated as a child (further details on this can be found at paragraph 32). An IS.97M or IS98M form will be issued by the Home Office in all cases in which an applicant's claimed age is disputed setting out the reasons for this decision.<sup>3</sup>
29. Where a young person is brought from another EU member state to be reunited with a family member under the Dublin Regulation and a family breakdown subsequently occurs, the young person may need to be looked after by the local authority. If this occurs and the young person is pursuing an asylum claim, the young person will become a UASC and will count towards the local authority and region's 0.07% threshold. The local authority will be able to claim the UASC funding rate for these young people provided they meet the other criteria in the Home Office's UASC funding instruction. It is expected that it will usually be in the young person's best interests to stay in the same local authority as their relative(s). Should this occur the local authority will complete a Part A of the UUCR and submit it to the UASC transfer team.

### **Those outside the Scheme**

30. Unaccompanied looked after young people who have not made a claim for asylum are not eligible to be included in the transfer scheme.
31. In accordance with the [Assessing Age](#) guidance, anyone claiming to be a child but whose physical appearance and demeanour very strongly suggests that they are significantly over 18 will be treated by the Home Office from that point onwards as an adult, though the decision will be reviewed if relevant new evidence is received. All asylum-seeking individuals who are accepted or temporarily treated as being below 18 years of age during the initial Home Office welfare interview<sup>4</sup> are eligible to be included in the transfer scheme. Where an individual has been given the benefit of the doubt and accepted as a child while a full age assessment is undertaken, the entry local authority will confirm with the Home Office as to the outcome of the age assessment. If a young person is found to be over 18 they are no longer eligible for the scheme.
32. Where a young person is brought from another EU member state to be reunited with a parent or sibling under Dublin Regulation, and is not going to be a looked after child, the young person will not be eligible to be included in the transfer scheme.

### **Point the young person comes to the attention of the UK authorities**

33. Unaccompanied young people who wish to claim asylum can arrive or be encountered in a variety of ways – for example, at ports, in enforcement operations, as clandestine arrivals or at the Asylum Intake Units in Kent or Croydon. On identification of an unaccompanied young person:
- Home Office staff or the police (if identified at a police custody suite) will notify the entry local authority administration lead and the social care team as soon as possible to request the attendance of the duty social worker to take responsibility for the young

---

<sup>3</sup> For further guidance on the Home Office's assessing age process, refer to the [Assessing Age](#) asylum instruction and the [Age Assessment Practice Guidance for Scotland](#)

<sup>4</sup> The Home Office Welfare Interview was previously known as the Screening Interview and is designed to ascertain basic information about the young person and identify any welfare concerns. This interview does not replace any interview or assessment undertaken by a social worker.



person. This will not be necessary if the young person is already being looked after by a local authority, for example those young people presenting at the Asylum Intake Unit in Croydon who are accompanied by a local authority representative.

- If the young person is identified at a police custody suite, the police will notify the Home Office and local authority as soon as possible.
- If Home Office staff cannot attend before the duty social worker arrives to take responsibility for the young person, they will liaise with the local authority to arrange a welfare interview as soon as possible.
- If police, Home Office staff or other frontline staff in contact with the young person has any suspicion that the young person may have been trafficked they should follow the instructions set out in the [National Referral Mechanism: guidance for child first responders](#) and follow child protection procedures.

34. Where there are indicators of trafficking, the relevant authorities will have to consider their duties in relation to the relevant legislation of the Modern Slavery Act 2015 and the Human Trafficking and Exploitation (Scotland) Act 2015<sup>5</sup>.

### **Reception into the entry local authority care**

35. On referral to the entry local authority children's services, the duty social worker will attend the site where the young person has been encountered and conduct an initial assessment of the needs of the young person under section 22 of the Children (Scotland) Act 1995. It is likely that they will have to accommodate the young person under section 25 of the Children (Scotland) Act 1995.

36. If the young person is referred to local authority care prior to having registered a claim for asylum and their biometric data having been collected, the local authority and Home Office will arrange a welfare interview (and collection of biometric data) appointment through the appropriate procedures set out at <https://www.gov.uk/claim-asylum/children>. This interview should take place at the nearest Home Office location to where the young person is placed. Guidance on registering the claim for asylum can be found on the GOV.UK website.

37. Where there are indicators of trafficking or exploitation the local authority will have to consider their duties in relation to the relevant legislation of the Modern Slavery Act 2015 and the Human Trafficking and Exploitation (Scotland) Act 2015. This may include a child protection response. The local authority should also refer the case to the National Referral Mechanism (NRM) by sending the appropriate NRM referral for to the Modern Slavery Human Trafficking Unit (MSHTU). A child does not need to consent to being referred into the NRM. It is however, best practice to inform them in a way that they can understand as this enables the child to be kept as fully informed as possible as to what is happening to them. For more information on referring to the NRM, see [Victims of modern slavery – frontline staff guidance](#). Referral forms are available at <https://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms> and provide a list of indicators of children who may have been trafficked.

38. Age assessments should only be carried out where there is significant reason to doubt that the claimant is the age they claim to be. Age assessments should not be a routine part of a local authority's assessment of unaccompanied or trafficked children, if their claimed age is not disputed. Home Office staff should deal with these cases in accordance with the

---

<sup>5</sup> In particular, Scottish local authorities should be mindful of Section 12 relating to presumption of age of a young person claiming to be under 18 who is reasonably believed to have been a victim of trafficking.

[Assessing Age](#) guidance. Local authorities may also wish to refer to the [Age Assessment Practice Guidance for Scotland](#). Anyone claiming to be a child but whose physical appearance and demeanour very strongly suggests that they are significantly over 18 will be treated from that point onwards as an adult, though the decision will be reviewed if relevant new evidence is received.

39. Where the age of a young person is disputed – but accepted as being under 18 years of age or treated as being under 18 years of age until further assessment of their age has been completed – the receiving local authority will normally conduct the Merton and further case law compliant age assessment. In some cases the entry local authority may agree to conduct the case law compliant age assessment before transfer has been agreed. Where the young person is not being transferred, the Merton and further case law compliant assessment will be conducted by the entry local authority. Local authorities may also wish to refer to the [Age Assessment Practice Guidance for Scotland](#).
40. Once the young person has had their claim for asylum registered by the Home Office (by way of a welfare interview), the entry local authority will notify the UASC transfer team and regional administration lead of the young person's reception into their care using Part A (Reception Information) of the **UUCR**. This form must be completed for **all unaccompanied asylum seeking young people** regardless of whether the young person could be considered for transfer or not. It is very important for entry local authorities to complete the Part A form as comprehensively and accurately as possible. Failure to do so can result in delays to the transfer process.
41. If the Scottish entry local authority is at or over their 0.07% threshold, they must then decide whether to refer the young person for transfer. This decision will be based on the best interests of the young person. If transfer does not take place within the expected timescales, then the entry local authority must review the continued suitability of transferring the young person. If the entry local authority reviews the decision to transfer the young person and concludes that it is no longer in the young person's best interests to proceed with the transfer then the entry local authority must notify the UASC transfer team, in writing of their intention to withdraw the transfer request.
42. If a young person is going to be transferred they will be placed into suitable and safe temporary accommodation by the entry local authority. It may be that if the young person is not going to be transferred they will similarly be placed into suitable and safe temporary accommodation until further assessment of the young person has taken place and a suitable permanent placement is identified.
43. When choosing safe and appropriate accommodation, the local authority must consider the risk factors of the young person going missing, especially if the young person is a potential victim of trafficking, and look to place the young person into suitable accommodation. Local authorities should be aware that there is a heightened risk of unaccompanied young people becoming victims of trafficking or being re-trafficked in the first 72 hours, and look to place the young person into suitable accommodation accordingly.
44. Entry local authority accommodation providers, carers and social workers will identify any immediate risks to the young person and will take all safeguarding actions necessary, including following processes required in the first 24 hours as set out in local Child Protection Procedures. Providers, carers and social workers will provide appropriate immediate support for the unaccompanied young person during their stay and also escort the young person for any emergency medical treatment required.

45. In particular, ensuring that the young person is accommodated in the most appropriate placement available which meets their needs. In determining the most appropriate placement available the entry local authority may take into account the likelihood that the placement will be for a very short period, along with all other circumstances relevant to the young person.<sup>6</sup>
46. Whether or not the young person has been referred for transfer, where they have been accommodated by the entry local authority under section 25 of the Children (Scotland) Act 1995 for 24 hours they become a looked after child under this section of the Act. The entry local authority will then need to comply with all its obligations under Children and Young People (Scotland) Act 2014 and The Looked After Children (Scotland) Regulations 2009 and other statutory guidance ensuring that the young person is accommodated in the most appropriate placement available which meet their needs. What is appropriate in the circumstances is a decision for the local authority to take.

### **Referral into the transfer scheme by an entry local authority**

47. If the entry local authority in Scotland has more than 0.07% UASC to total child population or otherwise where there are specific reasons why a transfer out of region has been requested, and in accordance with the child's best interests, they will decide whether to request the young person's transfer to another local authority. Local authority social workers will need to make a decision whether to request a transfer to another local authority<sup>7</sup> based upon the best interests of the young person; and then if they will be transferred, when to request a transfer (e.g. there may be health or other reasons why the transfer needs to be delayed).
48. The decision will take in to account the young person's best interests alongside other considerations – this may include but not be limited to: medical treatment, family ties, legal representation and advocacy, education, ethnic group, religion and continuity of care (refer to Annex 1 for further information on taking into account best interests of unaccompanied young people within the NTS).
49. An unaccompanied young person cannot be referred to the NTS until their asylum claim has been registered with the Home Office. Once the claim has been registered the entry local authority will make the transfer decision as soon as practicable and suitable - ideally within two working days.
- 50. The reasons for the decision on why it is in the best interest of the young person to refer the young person for transfer will be recorded in writing (or electronically) and kept by the entry local authority and reviewed regularly.**

Good practice note 1 – deciding which young people to refer for transfer

*Factors indicating it is NOT in the interest of the young person to refer for transfer at the point that the young person has arrived in the UK:*

- Where young people have a family connection in the entry local authority
- Where they have a level of disability or have additional health needs which need attending to before the young person can be transferred (e.g. TB or scabies treatment)

---

<sup>6</sup> The entry local authority will also need to comply with its obligations under the Looked After Children (Scotland) Regulations 2009.

<sup>7</sup> Local authorities should develop agreed procedures for referral, including details of who has the authority to make decisions

- Where there are unassessed or untreated drug or alcohol issues
- Where their racial, ethnic or cultural needs cannot be met elsewhere

*Factors indicating it IS in the interest of the young person to refer for transfer:*

- Where their ethnic or cultural needs can be met elsewhere
- Where there is a heightened risk of gangs, trafficking or child sexual exploitation (CSE) if they stay in the entry local authority
- Where they have a family member in another local authority which they can be transferred to
- Where they are vocal about not wanting to stay in the entry local authority and going missing because they want to be elsewhere

The assessment of why it is in the best interest of the child to be referred for transfer should be included in the LAC review and shared with the receiving local authority.

51. Once a decision has been made to transfer the young person to another participating local authority the entry local authority must explain the decision to the young person and ensure that they understand the implications of that decision. At the earliest opportunity, the young person should be informed about the local authority area where they are to be transferred. The local authority should ensure that the young person is prepared for the transfer to the receiving local authority.

#### Good practice note 2 – preparing UASC for transfer

Preparation for transfer needs to be continual and child-centred.

- Ensure that all carers (who need to be prepared too) and professionals are giving the same reassuring messages about the fact that the child will be transferring.
- Highlight the opportunities and positives of the move to the young person.
- Ensure that the care plan reflects the context of the young person awaiting transfer.
- Ensure all paperwork and information has been shared with the receiving local authority, and maintain a dialogue with the receiving local authority social worker
- Make contact with unaccompanied young people who have previously been transferred and ask them to share their experience with the young person who is due to be transferred
- Where possible, receiving local authority social workers could travel for an advance meeting or communicate through a video call with the young person before transfer to reassure and start building trust.
- Ask for photos of their accommodation and where appropriate their new carers or support workers to share with the young person, and if necessary help prepare the young person for being cared for in a different type of environment to the one they have experienced in the entry local authority.
- Show the young person pictures about the area they are transferring to and tell them what it will be like. If possible, put them in touch with other UASC who have been placed in that area and are happy with the placement.
- Arrange for the “handover” between social workers to take place somewhere the young person will be relaxed. An unaccompanied young person already settled in the receiving area might also be able to be present at the handover.

52. If transfer does not take place within the expected timescales then the entry local authority must review the continued suitability of transferring the young person. If the entry local

authority reviews the decision to transfer the young person and concludes that it is no longer in the young person's best interests to proceed with the transfer then the entry local authority must notify the UASC transfer team, in writing of their intention to withdraw the transfer request.

### Good practice note 3 – reviewing decisions to refer for transfer

Factors indicating it may be appropriate to withdraw the referral:

- Following referral has the young person then disclosed that they have relatives in the area?
- Has the young person developed connections with the local community or local services or treatment which they have begun and which it would be detrimental to leave?
- Are there specialist services which they are accessing and are only available in the entry local authority?
- Have further vulnerabilities become apparent (including mental health needs) since the referral was made?
- Have they expressed strong wish to stay – despite being adequately prepared to be transferred?
- Have other professionals given a view or made recommendations that the young person should not now be transferred?
- Is the young person due to turn 18 shortly? Local authorities may want to set an age which, if reached, they will withdraw the transfer referral.
- Is the entry local authority now under the 0.07% ratio?

53. In some circumstances, (for example where the young person is receiving treatment for an infectious disease) it may be in the best interests of the newly arrived unaccompanied young person to stay in the entry local authority accommodation for an extended period of time before being transferred. Where a decision is made to defer the transfer decision, the entry local authority will notify the regional administration lead and the UASC transfer team as soon as possible after the deferral decision is made. After a period of deferral, the decision to transfer will need to be assessed to ensure that it is still in the young person's best interest.

54. If requesting a transfer to another local authority, the entry local authority will complete Part B (Transfer Request) of the UUCR and submit this to the UASC transfer team and to the regional administration lead. More information on this process is given below. Once the UASC transfer team receives a Part B (Transfer Request) of the UUCR it is expected that the transfer should take no longer than ten working days to confirm.

55. The entry local authority must ensure that all information known about the young person including any health issues, safeguarding concerns and whether or not the young person claims to have family links in a particular area is recorded on Part B so that the receiving local authority can make the best initial placement decision possible. The entry local authority should also make clear if the young person has arrived in the UK with a sibling. It is not acceptable for Part B of the UUCR to be submitted to the transfer team with sections left blank or marked 'Not known'.

56. If, during the transfer process, the receiving regional administration lead or the prospective receiving local authority, request additional information from the entry local authority in order to progress the transfer, the entry local authority should respond as soon as

possible. In these circumstances, if a response is not received within 5 working days, then the transfer team will consider withdrawing the transfer request.

57. The entry local authority must keep the young person informed of the decision to refer them to the NTS and where possible that their views into account and the progress of the transfer process. The entry local authority must keep the young person informed and prepare them prior to the transfer to ensure a smooth transition.

Good practice note 4 – providing young person level information to the receiving local authority

*Before the receiving local authority is confirmed:*

- Complete every section of Part A of the UUCR in as much detail as possible.
- Where Part A is completed within days of arrival, after 2 weeks, re-visit Part A, add further information (which would make a difference to a placement decision) if this has become available and then re-send.
- Include full details of any family members.
- Where the care plan has been completed, send this with the revised Part A.

*Once the receiving local authority is confirmed:*

**All information available at the point that the receiving local authority is confirmed should be shared.** This could include:

- all assessments to date such as the LAC Care plan, medical assessment (or fitness to travel documents), LAC review documentation, etc.
- information about the culture and ethnicity of the young person, including foods, faith, regional language and dialect, experience of culture in journey to the UK
- a photograph of the young person for prospective carers

### **Actions undertaken by the UASC Transfer Team and the Regional Administration Lead**

58. On receipt of a Part A (Reception Information) of the UUCR the UASC transfer team will update its records and the Home Office's Case Information Database (CID) with the name and contact details of the social worker and the address of the first/temporary placement.

59. On receipt of Part B (Transfer Request) of the UUCR from an entry local authority the regional administration lead will seek to identify, using the agreed regional mechanism based on the young person's needs and capacity within Scotland, suitable placements enabling an in-region transfer.

60. In a region which has 0.07% or more UASC to total child population, or otherwise where there are specific reasons why a transfer out of region has been requested, the UASC transfer team will consider to which region to request allocation of the young person.

61. When considering Scotland as a possible receiving region, the UASC transfer team will operate on the basis that Scottish local authorities are normally only able to accommodate young people who are aged 16 or 17, except in exceptional circumstances. The regional administrative lead will keep the UASC transfer team up to date with any change in this position.

62. Where Scotland is identified as potentially the appropriate region, the UASC transfer team will contact the relevant receiving regional administration lead to notify them of the request and forward the UUCR.
63. The receiving regional administration lead in Scotland will review whether any local authority within their region should receive the young person through a matching process based on the young person's needs and capacity within Scotland. Where a potentially suitable Scottish local authority is identified, the regional administration lead will forward the UUCR to the local authority for consideration as to whether they can provide a placement which meets the needs of the young person. If the local authority agrees to take the young person, the regional administration lead will then notify the relevant receiving local authority using Part C (Transfer Allocation) of the UUCR. If no suitable local authority is identified in the region, then responsibility for the young person will remain with the entry local authority.
64. In the event of staff absences, the regional administration lead in the receiving region must ensure that they have in place adequate cover arrangements to allow for immediate action to be taken in order to prevent delay of the transfer. This may include providing the UASC transfer team with secondary contact details.
65. The receiving local authority will as soon as possible:
- Acknowledge allocation by email to the receiving regional administration lead.
  - Confirm transfer acceptance to the entry local authority, entry regional administration lead, receiving regional administration lead (where different to entry) UASC transfer team using Part D (Transfer Acceptance) of the UUCR.
  - The receiving local authority will sign and return Part D (Transfer Acceptance) of the UUCR once the young person is in their care.
66. The UASC transfer team will update its records. All information shared between local authorities, regional administration leads and UASC transfer team will be via secure email or MOVEit. Participating local authorities will be required to provide email addresses to be added to the system. E-fax may be used as a short term contingency in situations where secure e-mail is not available.
67. Notifications to the UASC transfer team will be via the [UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk) inbox.

### **Actions undertaken by the receiving authority**

68. **The receiving Scottish local authority will become legally responsible for the young person from the point of physical transfer into their care.** The receiving local authority will then need to comply with its obligations under The Looked After Children (Scotland) Regulations 2009 and statutory guidance.<sup>8</sup>
69. Once the placement of a young person has been accepted to a receiving local authority, the social work team will then make an initial placement decision, again, based on the information available in Part A, B and C of the UUCR and as much additional information which the entry local authority has been able to provide. They may also make contact with the entry local authority social worker listed on the UUCR to seek clarification or additional information. It may be in the best interest of the young person that this is a temporary placement to enable further information gathering and for the young person to settle and

---

<sup>8</sup> This will include the allocation of a social worker, independent reviewing officer, independent advocate and arrangements being put in place to ensure that a care plan, first review and single assessment will be completed.



be confident to talk about their needs, feelings and wishes although the social worker will need to consider the impact on the young person of another short term placement.

70. Age assessments should only be carried out where there is significant reason to doubt that the claimant is the age they claim to be. Age assessments should not be a routine part of a local authority's assessment of unaccompanied or trafficked children, if their claimed age is not disputed. Where a relevant authority has reason to believe that a young person has been a victim of trafficking then presumption of age will apply as set out in section 12 of the Human Trafficking and Exploitation (Scotland) Act 2015.
71. If the receiving local authority concludes from their own age assessment that the individual is an adult, they will cease to be eligible for support from the local authority under the Children (Scotland) Act 1995. The local authority should immediately notify the Home Office of anyone assessed as an adult who is in need of asylum support accommodation by submitting a request to [AccommodationGatekeeperTeam@homeoffice.gsi.gov.uk](mailto:AccommodationGatekeeperTeam@homeoffice.gsi.gov.uk) and sending Part E of the UUCR to [UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk). The Accommodation Gatekeeper Team handles referrals on a same day basis and will arrange initial accommodation and transport to that accommodation as appropriate. The local authority remains responsible until the individual has been physically transferred into accommodation in the adult asylum support system.
72. Transport arrangements from entry local authority temporary accommodation to the receiving local authority temporary accommodation<sup>9</sup> will be coordinated between the two local authorities. Unless mutually agreed otherwise, the receiving local authority will be responsible for payment of transport costs. To ensure the safe transfer of the young person between the entry local authority and the receiving local authority, at the point of transfer (including where a receiving local authority comes to collect the young person from the entry local authority placement) the young person must be accompanied by a representative from the entry local authority who will hand responsibility for the young person to the receiving local authority.
73. The receiving local authority will notify the entry local authority, regional administration lead and UASC transfer team of the safe arrival of the young person as soon as is practicable and no longer than 24 hours after arrival. If the young person does not arrive at the time expected the receiving local authority will make contact with the entry local authority to investigate. If the young person has gone missing, the local authority which has legal responsibility for the young person will follow relevant processes as set out in the [National Missing Persons Framework for Scotland](#). Upon safe arrival, if the young person has not been referred to the NRM but the receiving local authority considers that the young person may have been a victim of trafficking, they should follow the instructions set out in the [National Referral Mechanism: guidance for child first responders](#) and child protection procedures.

### **Transfer agreements between Local Authorities outwith the Scheme**

74. There may be some circumstances in which an unaccompanied young person is transferred from one local authority to another without the direct involvement of the UASC transfer team in the transfer process, such as when an authority is seeking to reduce its out of area placements by transferring legal responsibility to the authority the young person is currently accommodated in. The receiving local authority will use part D (Transfer Acceptance) to notify the UASC transfer team promptly of the transfer.

---

<sup>9</sup> Temporary accommodation is likely to be most suitable option to that the unaccompanied young person's needs and best interests are understood and therefore inform the choice of a suitable permanent placement.

75. The UASC transfer team will update its records.

## **Funding**

76. Details of the funding the receiving authority will receive and the process to claim the funding can be found in the [funding instructions](#).

## **Central record keeping**

77. In addition to notifying of new unaccompanied asylum seeking young person into their care, each local authority will use Part E (Looked after status update) promptly to notify the UASC transfer team and the regional administration lead of the following events occurring in relation to any of the unaccompanied young person in their care to whom the current UASC Funding Instructions apply:

- a) The unaccompanied young person ceases to be looked after by that local authority (whether this was because the young person went missing, their age was determined as being 18 or over, they reached 18 years old, they were reunited with an appropriate adult, or other reason) including the date and reason that provision ended.
- b) The unaccompanied young person has gone missing or is back in local authority care following a missing incident.
- c) Responsibility for looking after the young person had passed to a local authority other than that which is recorded by the UASC transfer team, including the date that responsibility changed.

78. If an unaccompanied young person is transferred from one local authority to another without the involvement of the UASC transfer team, the receiving local authority will use part D (Transfer Acceptance) to notify the UASC transfer team promptly of the transfer.

## **The National Transfer Scheme and Referrals from outside the UK**

### **Unaccompanied Children and Young People (non-family) from Europe – Section 67 of the Immigration Act 2016**

79. Unaccompanied children who are brought to the UK from another EU Member State (MS), but who are not reuniting with family, will be placed with a local authority via the NTS. This section explains how that transfer process should take place.

80. Once relevant checks in the sending Member State have been completed, authorities in the sending Member State will notify the Home Office's European Intake Unit (EIU) that a local authority placement is required. The child's details, including information gathered from a best interest assessment, will be shared with the EIU.

81. Upon receipt of the referral, the EIU will complete a UUCR (Part A) and send it to the UASC transfer team.

82. The UASC transfer team will consider which region to allocate the child and refer the child to the appropriate regional administration lead by sending them a Part C form. When

Scotland is identified as the appropriate region the regional administration will review whether any local authority within their region should receive the young person through a matching process based on the young person's needs and capacity within Scotland. Where a potentially suitable Scottish local authority is identified the regional administration lead will forward the UUCR to the local authority for consideration as to whether they can provide a placement which meets the needs of the young person. If the local authority agrees to take the young person the relevant receiving local authority will notify the UASC transfer team and regional administration lead using Part D (Transfer Allocation) of the UUCR. If no suitable local authority is identified in the region, then the regional administration lead will inform the UASC transfer team.

83. Once Part D has been received, the UASC transfer team will notify the EIU that a placement has been agreed. The EIU will then accept the case and agree which port they should arrive at. At this stage the EIU should also send any further information on the child to the receiving local authority via the UASC transfer team.
84. Once the EIU has been notified of the confirmed date and location of arrival they will liaise with the receiving local authority to arrange for the reception arrangements of the child at the arrival port.

### **Unaccompanied Children and Young People Referred from the Vulnerable Children's Resettlement Scheme**

85. Unaccompanied children who are part of the Vulnerable Children's Resettlement Scheme (VCRS) may be allocated to participating local authorities via the NTS.
86. For unaccompanied children being considered for resettlement, a professional safeguarding adviser in the Home Office may review all cases prior to referral to the NTS.
87. Unaccompanied children accepted under the VCRS will then be referred into the NTS by the Home Office (Resettlement Team) who will send the UNHCR referral, Medical Health Assessment and Best Interest Determination/Assessment. Upon receipt the UASC transfer team will consider which region to allocate the child and refer the child to the appropriate regional administration lead by sending them a Part C form. When Scotland is identified as the appropriate region the regional administration will review whether any local authority within their region should receive the young person through a matching process based on the young person's needs and capacity within Scotland. Where a potentially suitable Scottish local authority is identified the regional administration lead will forward the UUCR to the local authority for consideration as to whether they can provide a placement which meets the needs of the young person. If the local authority agrees to take the young person the relevant receiving local authority will notify the UASC transfer team and regional administration lead using Part D (Transfer Allocation) of the UUCR. If no suitable local authority is identified in the region, then the regional administration lead will inform the UASC transfer team.
88. On confirmation of acceptance the UASC transfer team will notify the Resettlement Team who will instruct the International Organization for Migration (IOM) to arrange flights to the UK. The Resettlement Team will liaise with the local authority and will facilitate any pre-departure communications between the local authority and the child. Pre-departure communications may be via phone/internet or may be written communication only. This will vary according to the needs of the case as assessed by the local authority and the UN High Commissioner for Refugees (UNHCR). On receipt of travel arrangements, the receiving local authority will arrange to collect the child from the receiving airport.

## **If a young person goes missing**

89. If a young person goes missing before entering the entry local authority care, the agency who held the young person should take immediate action. The young person should be reported missing to the police of the local area and the local authority. All available information (including biometric information) should be shared with the police and the local authority without delay.
90. If a young person goes missing from either the entry or receiving local authority care, the local authority which holds legal responsibility for the young person should follow their protocols from the [National Missing Persons Framework for Scotland](#).

# **Annexes**

## **Annex 1 - Best interests of the child**

Article 3 of the United Nations Convention on the Rights of the Child provides that in all actions taken concerning children, the best interests of the child shall be a primary consideration.

Guidance on taking into account the wishes and feelings of the child, and how the child's best interests should be included in all decisions regarding their welfare are embedded in the following legislation, regulations and guidance:

### **Section 16 of the Children (Scotland) Act 1995**

### **Section 95 of the Children and Young (Scotland) Act 2014**

As stated in the protocol, the receiving local authority will need to comply with its obligations under The Looked After Children (Scotland) Regulations<sup>10</sup>. The best interest of the child and their welfare will be central as with any other looked after child.

### **GIRFEC Principles**

The principles of GIRFEC are as applicable to young asylum seekers as they are to any other group of young people. However, the potential vulnerabilities of this group, coupled with their very particular additional needs and the consequential challenge for professional practice, make certain aspects of GIRFEC especially relevant.

These are highlighted below:

1. Using the GIRFEC tools and materials in assessing need – previous judgements have indicated that it is hard to see how an asylum seeking child cannot be a 'child in need'.
2. Adopting a 'whole child' approach across statutory and voluntary agencies will increase the quantity and quality of information and analysis. The common language of GIRFEC allows for more effective communication across agencies.
3. Use of the My Word Triangle at every stage encourages the consideration of the young person in their widest context, and supports the need to gather information from other sources.

### **International perspective**

The guidance on best interests assessment is elaborated in the General comment No. 14 (2013) on the right of the child to have his or her best interests taken as a primary consideration (art. 3, para. 1) published by the UN Committee on the Rights of the Child.

Article 3, paragraph 1, of the Convention on the Rights of the Child, ratified by the UK Government, gives the child the right to have his or her best interests assessed and taken into

---

<sup>10</sup> This will include the allocation of a social worker, independent reviewing officer, independent advocate and arrangements being put in place to ensure that a care plan, first review and single assessment will be completed.

account as a primary consideration in all actions or decisions that concern him or her, both in the public and private sphere.

The UN Committee has drawn up a non-exhaustive and non-hierarchical list of elements that could be included in a best-interests assessment by any decision-maker having to determine a child's best interests. The non-exhaustive nature of the elements in the list implies that it is possible to go beyond those and consider other factors relevant in the specific circumstances of the individual child or group of children. All the elements of the list must be taken into consideration and balanced in light of each situation. The list should provide concrete guidance, yet flexibility.

### **Elements to be taken into account when assessing the child's best interests**

#### **(a) The child's views**

#### **(b) The child's identity**

The identity of the child includes their current needs and capabilities, characteristics such as sex, sexual orientation, national origin, religion and beliefs, cultural identity, personality. Although children and young people share basic universal needs, the expression of those needs depends on a wide range of personal, physical, social and cultural aspects, including their evolving capacities.

#### **(c) Care, protection and safety of the child**

Children's well-being, in a broad sense includes their basic material, physical, educational, and emotional needs, as well as needs for affection and safety, and the possibility of future risk and harm, or other consequences of the decision.

#### **(d) Situation of vulnerability**

An important element to consider is the child's situation of vulnerability, such as physical and emotional need, disability, belonging to a minority group, specific protection needs such as being a victim of trafficking, prior experience of trauma, need for continuity, safety and security.

#### **(f) The child's right to health**

The child's right to health (including mental health) and his or her health condition are central in assessing the child's best interest. However, if there is more than one possible treatment for a health condition or if the outcome of a treatment is uncertain, the advantages of all possible treatments must be weighed against all possible risks and side effects, and the views of the child must also be given due weight based on his or her age and maturity. In this respect, children should be provided with adequate and appropriate information in order to understand the situation and all the relevant aspects in relation to their interests, and be allowed, when possible, to give their consent in an informed manner.

#### **(g) The child's right to education**

With the above legislation, regulations and guidance providing the framework for this protocol, there are a number of points in the national transfer scheme where in the decisions relating to the welfare of the child, their best interests and their wishes and feelings will need to be included, but the decision will need to be balanced with the pragmatic need to implement a scheme which is equitable and transparent, across all local authorities and all regions. Ultimately it will frequently be in the best interest of all unaccompanied asylum seeking children to be placed in regions able to meet their needs and not rely on a few overcrowded local authorities.

At the beginning of the transfer process local authority social worker will need to make a decision based on the child's best interests:

- Whether to request a transfer to another local authority; and
- When to request a transfer if it is deemed a transfer is in the child's best interests.

The entry social worker will not know which local authority the child will be transferred to and so will not have any information about the resources in that destination local authority. Their decision will therefore be restricted to the resource which is available to meet the best interests of the child in the entry local authority.

Where a local authority is over the 0.07% ceiling there will be a concern that the local authority has an unmanageable responsibility in accommodating and looking after unaccompanied young people and so the welfare needs of the child may not be met and one or more of the elements listed Article 3, paragraph 1, of the Convention on the Rights of the Child may be denied them if they were not to be transferred. For example, the right to education may be breached if no school places are available, or they may not have access to legal representation. **For this reason it is expected that, in the best interests of the child, the transfer scheme will prevent more unaccompanied young people being looked after by a participating local authority which is over the 0.07% ceiling than they are able to.**

In addition:

- The UASC transfer team will need to decide which region to allocate to; and
- The regional administration leads will need to decide which local authority to allocate to.

The information available in Part A and Part B of the Unique Unaccompanied Child Record will be used to make the decision, and as the transfer scheme progresses, there is an expectation that as information about regional and local authority resources increases, the scheme will become progressively nuanced and sophisticated to be able to increasingly meet any specific needs which present.

The regional approach of the scheme is intended to build on regional knowledge and mapping of knowledge, support and resources which is already available via other existing schemes, and so regions will increasingly be able to identify where UASC may be placed in their best interest.

Once the young person has been allocated to a receiving local authority, a social worker will then make an initial placement decision, again, based on the information available in Part A, B and C of the Unique Unaccompanied Child Record. It may be in the best interest of the young person that this is a temporary placement to enable further information gathering and for the child to settle and be confident to talk about their needs, feelings and wishes.



## Annex 2 – Unique Unaccompanied Child Record

### PART A: RECEPTION INFORMATION

This part is to be completed electronically by the entry local authority social worker in respect of each unaccompanied child who begins to be looked after, and submitted promptly by the local authority to the UASC transfer team at:

[UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk).

It is important that this form is completed as fully and accurately as possible to allow the prospective receiving local authority to obtain as much relevant information about the child as possible.

Entry local authority:		
Social worker:		Date:
Interpreter:		ID No:
Port/HO Ref:		Location of entry to UK:
Family/Tribal name:		
First name:		Middle names:
Any other names known by:		Any other names used:
(Claimed) DOB:	(Claimed) age:	Gender:
Nationality:	Language:	
	Dialect:	
Does the young person have any documents to support their stated age and nationality?		
What is your observation of his/her <u>likely</u> age range?		
Background (which country were they living in prior to their journey?):		
Are there any indications that the child may have been trafficked?		
Has the child been referred to the National Referral Mechanism?		
Has a risk assessment been undertaken to identify if the child is likely to go missing?		
Are there any visible physical marks, scars or identifying features that would enable this child to be identified if necessary?		
Do you have any other concerns about this child?		

<b>HEALTH</b>		
<b>Allergies:</b>	<b>Medication:</b>	
<b>Any long-term health concerns?</b>		
<b>Smoke?</b>	<b>Alcohol?</b>	<b>Drugs?</b>
<b>Any sustained injuries on the way to the UK?</b>		
<b>Any problems sleeping, have bad dreams or nightmares?</b>		
<b>Does the child require any emergency or immediate health treatment?</b>		
<b>Are there any other health issues that the receiving local authority should be aware of?</b>		
<b>Has the child been assessed as fit to travel to a new local authority?</b>		
<b>FAMILY</b>		
<b>Mother</b>	<b>Age</b>	<b>location</b>
<b>Father</b>	<b>Age</b>	<b>location</b>
<b>Brothers</b>		
<b>Sisters</b>		
<b>Does the child have any family in the UK?</b>		
<b>Location and numbers:</b>		
<b>How long ago did they leave their home country</b>		
<b>Route and journey to UK:</b>		
<b>Any obvious signs of trauma / vulnerability?</b>		
<b>Do they have a mobile phone?</b>		
<b>Do they have any money?</b>		
<b>Do they have any belongings?</b>		
<b>Education history:</b>		

<b>Have they attended school?</b>	
<b>Number of years attended:</b>	<b>Date last attended:</b>
	<b>Grades completed:</b>
<b>Work history:</b>	
<b>RELIGION</b>	
<b>Religion</b>	<b>Practising?</b>
<b>Any dietary considerations?</b>	
<b>INITIAL PLACEMENT</b>	
<b>Date initial placement commenced</b>	
<b>Type of first / temporary placement (foster care / reception centre)</b>	
<b>Address of first / temporary placement</b>	
<b>Transport method</b>	

**PART B: TRANSFER REQUEST**

This part is to be completed in respect of each unaccompanied child for whom a transfer is requested, and submitted by the local authority to the UASC transfer team at: : [UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk). If an in-region transfer is requested then it must also be submitted to the regional administration lead.

<b>Local authority requesting transfer:</b>	
<b>Type of transfer requested:</b>	
<b>In-region</b>	<b>Out of region</b>
<b>Any specific requests</b> (please state if the child has relatives in the UK and if so where they reside. You should also confirm if the child arrived in the UK with a sibling or whether they have asked to be kept together with another unaccompanied child):	

**This authority has reviewed the best interests of the child and considers it most appropriate for the child to be transferred to another local authority area**

<b>Responsible social worker:</b>		
<b>Contact details:</b>		
<b>(All case notes pertaining to this child will need to be transferred to the receiving local authority once transfer acceptance has been confirmed)</b>		
<b>Details for person to be contacted for a transfer to be arranged:</b>		
<b>Name</b>	<b>Secure e-mail</b>	<b>Telephone</b>
<b>Please provide any further information which has been gathered about this child since Part A was completed and submitted to the UASC transfer team. This may be anything which will enable the receiving local authority to find a suitable initial placement for the child. (eg. a care plan or personal education plan)</b>		
<b>Date/time of request:</b>		

**PART C: TRANSFER ALLOCATION**

**C1 – To be completed by the UASC transfer team where an out of region transfer is appropriate, and submitted to the regional administration lead.**

<b>Allocated region:</b>
<b>Date/time of allocation:</b>

**C2 – To be completed by the regional administration, where an in-region transfer is appropriate, or a transfer into the region has been identified at C1 above, and submitted to the local authority to which a transfer is requested.**

<b>Allocated LA:</b>
<b>Date/time of allocation:</b>

**PART D: TRANSFER ACCEPTANCE**

This part is to be completed electronically by the local authority agreeing to accept a transfer, and sent to (a) the entry local authority (b) the regional administration lead, and (c) the UASC transfer team at: [UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk).

This authority confirms its acceptance of legal responsibility for assessing and looking after the aforementioned child, by way of transfer between local authorities by mutual agreement in accordance with section 69 of the Immigration Act 2016.

Receiving LA:		
Contact details for person to arrange transfer:		
Name	Secure e-mail	Telephone
Date of acceptance of legal responsibility:		

**PART E: LOOKED AFTER STATUS UPDATE**

This part is to be completed by local authority and sent to the UASC transfer team at: [UASCNationalTransferTeam@homeoffice.gsi.gov.uk](mailto:UASCNationalTransferTeam@homeoffice.gsi.gov.uk) to notify of changes in circumstances of the unaccompanied child as set out in page 18-19 of the transfer protocol.

<b>Local authority:</b>		
<b>Contact in case of query:</b>		
<b>Name</b>	<b>Secure e-mail</b>	<b>Telephone</b>

**Details of child/young person (if part E is being submitted without a completed part A)**

<b>Port/HO Ref:</b>	<b>LA ref:</b>
<b>Family/Tribal name:</b>	<b>Nationality:</b>
<b>First name:</b>	<b>Middle names:</b>
<b>Any other names known by:</b>	<b>Any other names used:</b>
<b>DoB:</b>	<b>Gender:</b>

**E1 – to be completed if the child/young person has ceased to be looked after**

<b>Reason for child or young person ceasing to be looked after:</b>  a. <b>Missing: Police authority to which reported</b>  b. <b>Age determined as over 18</b>  c. <b>Client has reached 18 years of age</b>  d. <b>Reunified with responsible adult (name and address)</b>  e. <b>Other (please specify)</b>
<b>Date on which child/young person ceased to be looked after by this authority:</b>

**E2 – to be completed if the child/young person has resumed being looked after**

<b>Reason for resumption of child being looked after (please state):</b>
<b>Date on which authority resumed looking after the child:</b>

**E3 – to be completed by a local authority if responsibility for looking after the child has passed to a local authority other than as recorded by the UASC transfer team**

<b>Reason for looking after in this LA (please state):</b>
<b>Date responsibility commenced:</b>