



**RENFREWSHIRE COUNCIL**

**SUPPORTED CARERS SCHEME**

**INFORMATION FOR YOUNG PEOPLE**

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## What are Supported Carer placements?

The supported carer scheme is one of a range of accommodation and support options for young people in Renfrewshire.

This placement might be suitable for you if you are moving on from a residential unit, school or foster carer but don't feel ready to live on your own. The idea of these placements is to develop your independent living skills to help you when you move into your tenancy. The placement would therefore be seen as a 'stepping stone' to independence, and would normally last between 3 months and 2 years, depending on your needs and the carer's circumstances.

If you decide to live with a supported carer, you will be given a room within the carer's house which will be suitable for sleeping and sitting in, and which will meet with council health and safety standards. You will be given independence and privacy by the carer, but you will also be expected to respect the carer's home and to give the carer privacy.

The aim of the placement is to prepare you for living on your own so the carer will be expected to provide support as outlined in your Pathway Plan. This might include support with cooking, household tasks, budgeting, and lifestyle choices. We would normally expect you to move into your own accommodation by the age of 21, since this is usually when Throughcare support ends, or by the age of 24 if you are in full-time education.



## The role of a Supported Carer

The role of a supported carer is to help you to develop the skills needed for independent living.

To do this, supported carers will be expected to provide:

- Practical and emotional support
- Accommodation which provides some degree of privacy
- Access to laundry and cooking facilities

In practical terms, this might mean assisting you with cooking, laundry, personal budgeting and other household management tasks, as well as supporting you with making positive lifestyle choices and developing your social skills and interests.

## How do Supported Carer placements work?

If you decide that a supported carer placement would best suit your needs, you will meet the carer and may spend a few overnights in the home before you move in on a full-time basis. This will let you get used to the carer's home and living in a new environment.

Before you move into a supported carer's home, you will be expected to sign a Supported Carer Scheme Agreement. This will detail your, the carer's and the throughcare team's rights and responsibilities in the running and management of the placement.

You will also be expected to sign an Occupancy Agreement and House Rules Agreement, which will outline the arrangements made between you and the carer about:



You will also be expected to sign an Occupancy Agreement and House Rules Agreement, which will outline the arrangements made between you and the carer about:

- Coming and going, including overnights
- Access to door keys
- Visitors
- Family contact
- College/ training/ employment
- Support required
- Domestic tasks
- Smoking/ alcohol/ drugs
- Behaviour
- Finance

The Occupancy Agreement and House Rules Agreement will vary depending on your and the carer's circumstances, and may cover other areas which are not mentioned above.

## Rights and Responsibilities

### Your Rights

- To feel safe and secure in your placement.
- To privacy as agreed between you, the supported carer and the throughcare team.
- To ask the supported carer for help and support as appropriate.
- To be treated with respect.
- To be involved in making decisions which affect your life, and to express your views in your Pathway Plan.
- To have visitors if agreed with the supported carer.
- To receive support from the Throughcare team until the placement ends or you reach the age of 21 years (or 24 years if they are in full-time education).



## Your Responsibilities

- To pay your contribution to the accommodation charge as agreed, and to inform your Throughcare worker of any change in your circumstances which could alter your contribution.
- To ensure that the supported carer, their family and neighbours are treated fairly, in respect of their rights and privacy.
- To use the support from both the supported carer and your Throughcare worker to develop independent living skills to help you in the transition to living in the community.
- To pay the cost of any wilful damages.
- To accept that you may be required to make full or part payment for any accidental damage.
- To give four week's notice to the supported carer and the throughcare team if you wish to end the placement.
- To find or accept alternative accommodation if required for up to four weeks a year to cover the supported carer's holidays and any other exceptional circumstances (e.g. illness, family circumstances).
- To accept responsibility for insuring your own personal belongings where necessary.
- To attend reviews.
- To complete an Occupancy Agreement, House Rules Agreement and Supported Carer Scheme Agreement between you, the supported carer and the throughcare team, and to adhere to it.



## The Rights of the Supported Carer

- To receive sufficient information about the young person, in order to meet the young person's needs in the placement. This information is strictly confidential and should only be shared with other adults in the household when necessary to allow them to support the placement.
- To receive a supported carer allowance.
- To regular support from an allocated support worker from the throughcare team.
- To seek support and training from the throughcare team and other agencies as appropriate.
- To be given a period of notice (where possible) if the young person has to leave.
- To be given information on the financial implications of providing supported care placements.
- To end a placement immediately in the event of an emergency situation.

## The Responsibilities of the Supported Carer

- To provide a suitable room in good order and repair for the exclusive use of the young person. This room must have space for the young person to sleep in and sit in.
- To provide facilities for the provision and preparation of meals.
- To provide accommodation which meets reasonable health and safety standards, which may be checked by Strathclyde Fire and Rescue.
- To record the young person's contribution to the cost of the placement (as agreed jointly with the Throughcare worker), and to record any other financial transactions on a contribution card.
- To give appropriate practical and emotional support to the young person throughout their placement.



- To obtain insurance as appropriate.
- To provide at least one month's notice to the throughcare team if they wish to bring the placement to an end. (In exceptional circumstances a placement may be brought to an immediate end).
- To ensure that the young person is treated fairly in respect of their rights, choice, privacy and equality of opportunity.
- To give adequate notice to the through team and the young person when they wish to take a holiday so that alternative arrangements can be made for the young person's accommodation if necessary.
- To attend reviews for the young person and to communicate appropriately with the throughcare team regarding any concerns.
- To accept that they may have to inform the Inland Revenue of the allowances they receive.
- To complete an Occupancy Agreement and House Rules Agreement between themselves, the young person and the throughcare team.
- To complete a Supported Carer Scheme Agreement.
- To operate within the guidelines outlined in the Supported Carer Scheme Agreement.

## The Rights of the Throughcare Team

- To call an emergency review of the supported carer placement where necessary.
- To end a placement where the responsibilities outlined in the Occupancy Agreement and/ or Supported Carer Agreement are not fulfilled.



## The Responsibilities of the Throughcare Team

- To appoint a link worker who will advise and support the supported carer.
- To arrange training as appropriate.
- To review the placement every 6 months, to produce minutes and reports, and to implement any decisions made.
- To liaise with other agencies and keep the carer informed of any developments relevant to the placement.
- To inform all those concerned of any changes in circumstances which could affect the placement.
- To co-ordinate the assessment of supported carers and young people.
- To co-ordinate the introduction of a young person to the supported carer.
- To provide an annual review of the supported carer's ability to continue to provide placements.
- To provide an end of placement report for the supported carer and the young person.



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- To provide an annual review of the supported carer's ability to continue to provide placements.
- To provide an end of placement report for the supported carer and the young person.

## How are Supported Carer placements run and managed?

When someone expresses an interest in being a supported carer, they undergo a thorough assessment, which includes medical checks, an Enhanced Disclosure check, police checks, social work checks and personal reference checks. A qualified Social Worker also visits the person over a period of 3 to 6 months to get to know them and to assess their suitability for the role.

A report is then completed which is presented to a panel comprising senior Renfrewshire Council employees and a representative from an external agency. This group decides on the suitability of the applicant for the role of supported carer.

Supported carers are allocated a link worker from the throughcare team. This will not be your worker, so that both you and your carer have someone to talk to about issues arising in the placement. The supported carer will be reviewed on an annual basis to assess their ability to continue to provide placements.



All supported carers are issued with guidance, which also sets out procedures for recording financial transactions, helping to administer medication and supporting the young person in placement.

Supported carer placements are monitored by the Care Inspectorate, who carry out annual inspections of the throughcare service. Care Inspectorate reports are available from the throughcare team on request.

## Financial Arrangements

Supported carers are paid an allowance for providing placements. Depending on your circumstances, you may be asked to contribute to this allowance or to cover additional household costs, for example, food.

## Complaints Procedure

You can discuss any complaints confidentially with:

- Your throughcare worker
- The throughcare senior social workers

The fostering team will endeavour to respond to any complaint quickly and efficiently, and within 14 days of the complaint being made. If you are not satisfied with the response, you can make a complaint using the Renfrewshire Council Social Work complaint procedure, a copy of which is available from the fostering team or online at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk).

If you remain dissatisfied with the outcome of the complaint, you can contact the Care Inspectorate:

### Care Inspectorate

Central West Region

Renfrewshire House

Cotton Street

Paisley

PA1 1WB

Email: [enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)



You can also contact the Scottish Public Services Ombudsman within one year of first making a complaint. Their address is:

### **Scottish Public Services Ombudsman**

4 Melville Street

Edinburgh

EH3 7NS

Tel: 0870 011 5378

Fax: 0870 011 5379

E-mail: [enquiries@scottishombudsman.org.uk](mailto:enquiries@scottishombudsman.org.uk)

## **Useful Contacts**

### **ADVICE WORKS**

8 Collier Street, Johnstone

**0300 300 1238**

### **ADULT LEARNING AND LITERACY SERVICE**

41 High Street, Paisley

**0141 889 8864**

### **CITIZEN'S ADVICE**

7 Glasgow Rd, Paisley PA1 3QS

**0141 889 2121**

### **FAMILY PLANNING**

Backsneddon Street, Paisley

Renfrew

Johnstone

**0141 889 1649**

**0141 886 5921**

**01505 821300**

### **FIRST CRISIS**

**0141 848 9090**

### **HOSPITAL (RAH)**

**0141 887 9111**

### **PAISLEY JOB CENTRE**

**0141 800 2000**

### **PAISLEY THREADS**

4 Lochfield Road, Paisley

**0141 844 6696**

### **RENFREWSHIRE ASSOCIATION FOR MENTAL HEALTH**

14 St James Street, Paisley.

**0141 404 7788**



**RENFREWSHIRE COUNCIL  
ON ALCOHOL**

8 Incle Street, PA1 1HP,

**0141 887 0880**

**RENFREWSHIRE DRUGS SERVICE**

Back Sneddon Street, Paisley

**0141 889 1223**

**RENFREWSHIRE WOMAN'S AID**

Violet House, 3 Violet Street, Paisley

**0141 561 7030**

**SAMARITANS**

**116 123**

**SKILLS DEVELOPMENT SCOTLAND**

The Russell Institute 30 Causeyside Street  
Paisley, PA1 1UN.

**0141 849 0942**

**SOCIAL WORK (OUT OF HOURS)**

**0800 811505**

