

About the Document	
Title	'Age assessment pathway'
Purpose	The purpose of this document is to provide a process flowchart detailing the stages involved regarding age assessment.
Replaces	N/A
Author and Role	
Owner and Role	
Approved by	Jackie Goodwin (Service Delivery Manager, Child Looked After Service)
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Frequency of Review	Annual

# Age Assessment Pathway

## REFERRAL

### NATIONAL TRANSFER SCHEME

### SPORADIC ARRIVAL

### HOTEL / INITIALLY DEEMED AN ADULT

Referral received through Migration Yorkshire and screened by Louise / Fran / UASC Placement Support SWs.

Once transfer confirmed, referral sent to TM and allocated to a social worker. Louise / Fran confirm acceptance and date of transfer with Migration Yorkshire and Kent / referring LA.

SW to make arrangements for a zoom call to take place with the young person in order to do introductions and confirm suitability of placement.

Kent / referring LA email electronic case file which is then passed onto allocated worker and needs to be uploaded to MOSAIC.

Gather information from referrer in regards to estimated age and inform UASC placement support of potential requirement of placement.

Gather information from referrer and contact the Home Office to request either previous Age Assessment completed or confirmation of 'Obviously over 25' decision.

[Ageassessmentenquiries@homeoffice.gov.uk](mailto:Ageassessmentenquiries@homeoffice.gov.uk)

If a referral is received late in the afternoon, and no immediate risk is identified by the welfare worker at the hotel, then accommodation and a visit can be arranged for the following day.

## BRIEF ENQUIRY VISIT – within 24 hours of referral

PURPOSE TO ESTABLISH ELIGIBILITY TO CHILDREN'S SERVICES, IT IS NOT AN AGE ASSESSMENT. THIS SHOULD ONLY BE COMPLETED WHEN THERE IS DOUBT ABOUT AGE. TAKE PROFORMA PROVIDED TO BE COMPLETED WITH REFERRED PERSON.

TO BE UNDERTAKEN BY TWO SOCIAL WORKERS WHO HAVE COMPLETED AGE ASSESSMENT TRAINING.

INTERPRETER CAN BE OVER THE PHONE IF NOT POSSIBLE TO GET FACE TO FACE AND APPROPRIATE ADULT NOT REQUIRED AT THIS STAGE.

MANAGEMENT DECISION NEEDS TO BE RECORDED ON MOSAIC CONFIRMING OUTCOME OF BRIEF ENQUIRY.

Screening Interview will already have taken place and young person should have an ARC card. If not, email Louise or Fran who can chase this with the Home Office.

**No reason to dispute Age**

**Borderline and doubt present.**

**Considered obviously over 25 years old**

Accommodate S20.

Explain process of age assessment and potential outcomes. Consider risk of current accommodation. Offer to accommodate S20 whilst assessment takes place, ensuring that they understand that should the outcome be that they are considered over 18, then they would be referred back into the adults system and potentially moved to another city.

Over 18's letter issued. Adult to remain at Police Station or current accommodation.

Allocated SW or UASC SWA to arrange to meet young person on their arrival at the placement.

PIQ (Pre-Interview Questionnaire) to be emailed to the Home Office ASAP requesting a Screening Interview.

[liverpoolasylumadmin@homeoffice.gov.uk](mailto:liverpoolasylumadmin@homeoffice.gov.uk)  
ARC Card to be issued by Home Office following screening interview.

PIQ (Pre-Interview Questionnaire) to be emailed to the Home Office requesting a Screening Interview MAKING CLEAR THAT AGE IS DISPUTED AND ASSESSMENT TO TAKE PLACE.  
[liverpoolasylumadmin@homeoffice.gov.uk](mailto:liverpoolasylumadmin@homeoffice.gov.uk)  
If already in Home Office provided accommodation, it is likely that they will already have had a Screening Interview.

Email to Home Office to confirm outcome of Brief Enquire, attaching Over 18's letter.

Case to close to CSWS.

## Undertake Appropriate Assessment

MERTON COMPLIANT AGE ASSESSMENT SHOULD ONLY TAKE PLACE IF THERE IS REASONABLE DOUBT THAT THE YOUNG PERSON IS NOT THEIR STATED AGE. IF THERE IS NO DOUBT THEN THE WELFARE ASSESSMENT CAN BE COMPLETED WITHOUT THE REQUIREMENT OF A SECOND SOCIAL WORKER OR APPROPRIATE ADULT.

Welfare Assessment completed by allocated SW within 35 days parallel to CLA processes.

Assessed as Under 18

Merton Compliant Age Assessment completed by two age assessment trained SWs. Subsequent 'Minded To' meeting to take place and assessment to be written up within 10 working days.

Assessed as Over 18

Accommodate / continue to accommodate S20 and follow CLA procedures.

Information Sharing Proforma emailed to Home Office ASAP. Make sure this is recorded on MOSAIC as evidence for finance claim.

If previously screened as an adult, email [liverpoolasylumadmin@homeoffice.gov.uk](mailto:liverpoolasylumadmin@homeoffice.gov.uk) so they can request for an updated ARC card to be issued.

Information Sharing Proforma to be emailed to Home Office ASAP.

Chase Screening Interview. Email Louise / Fran if you have not heard back from Home Office after five working days of sending PIQ.

**Phone Migrant Help (0808 8010 503)** to request NASS accommodation and support stating that they are homeless as CSWS placement has ended following been screened as an adult. Case to Close to CSWS.