Needs Assessment

Life skills

checklist

**Needs Assessment Life Skills Checklist**

This Needs Assessment checklist is designed for you and your carers (and your social worker, Future First PA or family if you want them to!) to go through with you for the first time when you reach 15.5 years old. This checklist will help you to develop your Pathway Plan and it also helps people to see what things you need support with over the next few years.

You don’t need to do it all at once but this is about you taking charge of the things you know AND the things you don’t know as we all work together to support you to build the skills you need for adult life.

You might complete this checklist at other times before you turn 25 too, to see how you are getting on!

**My Name:**

**The date I started this checklist:**

**Who is helping me to do this checklist and what is their role in my life?:**

**Things I want people to know before I start this checklist:**

|  |
| --- |
| **SUPPORT**  |

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| 1. **Definition:**
* **I know how to find and use support from places and people who support Young People**
* **I know when I need help and I know who to tell**
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| --- | --- | --- | --- | --- |
| * I can keep in contact with important people and professionals who support me. E.g I contact my social worker on my own, I contact important people using my initiative. I don't need other people to remind me to contact them
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I make my own appointments- I don't need somebody to ring/text or email for me
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've shown that if something is bothering me, I tell people. I don't need somebody else to do this for me.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I'm confident about who I'm and what I believe in. I feel positive about being me
 |  | I already do this |  | I haven't shown that I can do this yet |
| * If I've questions, issues or I’m worried about my gender, sexuality, cultural heritage or any other part of my identity, I've talked to my carers/SW or PA about this. If I don’t feel able to do this, I know that I can get support from the websites below if I have issues with my gender or sexuality and from talking to my rusted adults:

<https://www.mermaidsuk.org.uk/><https://itgetsbetter.org/><http://www.free2b-alliance.org.uk/> |  | I already do this if I feel I need to |  | I haven’t shown that I can do this yet OR it’s not an issue for me |
| * I've shown that I ask for advice when I need it- I don't ignore problems and I don't hide my feelings
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've shown that if a friendship or a relationship is not positive for me or if it's putting me at risk, I tell people and I'm able to stay away from those people by seeking help
 |  | I already do this |  | I haven't shown that I can do this yet |

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| * I know at least five places locally where I can get support with issues that affect me. For example this might be specific health services, it might be Mental Health support services, sexual health services, Youth Clubs, learning support etc
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know about and I use local facilities- leisure, sports, libraries, open spaces
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I explore and develop interests and hobbies which interest me
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I talk to people about personal issues, not necessarily just problems
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I keep in touch with my extended family and past/present friends
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've positive relationships with my mates and people are not worried about my friendship groups.
 |  | I already do this |  | I haven't shown that I can do this yet |

**My signature to say that I've completed this:**

**My Carer signs here if they agree with what I’ve ticked:**

**Comments that I want to make about this section:**

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|  **SELF CARE** |

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| --- |
| 1. **Definition:**
* **The tasks I need to complete every day to look after myself**
* **The things I need to do if I'm not well or if my health isn't great**
* **The ability to keep myself physically and emotionally safe**
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| * I can plan, shop for food and cook nutritious food and I don't just eat takeaway or microwave meals if I'm left on my own. I can cook at least 7 meals on a budget of £1.50 per portion
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've got healthy sleep patterns and I'm able to get myself up and out in time for school/college/work/appointments
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know how to register with a G.P, dentist, hospital, sexual health clinic etc. I've done this at least once and my carer can confirm I've done this.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know where to get advice about sexual health and contraception.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I let important people (carers, Social Worker, PA) know when my phone number changes. I've made it clear what the best way to contact me is (phone/text/email/whatsapp) and I respond when contacted
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand what ‘grooming’ is. I've talked about this with my Social Worker and/or carer and I've watched ‘How do I know if I’m being groomed’ (or similar) on YouTube.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know what healthy relationships are. I understand what the warning signs are that a relationship is not healthy. I understand that my Social Worker/Carer/Future First PA can support me if I'm worried about any of the relationships in my life.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand why and how some vulnerable young people get involved with Gangs and I understand how to keep myself safe in my local area and in the community. I can prove this by explaining it to my Carer/social worker/PA
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know the difference between feeling a bit low and something more serious
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can describe what it's like to feel lonely and I can talk about what I'd do if I felt that way
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know where to go if I'm hurt, poorly or worried about myself and I can describe which services I'd use.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand dangers of alcohol, drug or substance misuse and I can tell people where I'd go if I was worried about any of these issues
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand the dangers of smoking and vaping
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand how important it is to stay fit and healthy and there's things I already do to stay healthy.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand the risks around social media. I can talk about the risks and I can talk about what I do to keep myself safe. All of my social media has the maximum privacy settings applied to it and I can spot dangers.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I stick to my curfew and I'm not somebody who gets reported missing. I know that if I don’t stay where I'm supposed to be, I will be seen to be at risk and I might not get offered the sort of 18+ Accommodation that I would prefer.
 |  | I already do this |  | I haven't shown that I can do this yet |

**My signature to say that I've completed this:**

**My Carer signs here if they agree with what I’ve ticked:**

**Comments that my carer or I want to make about this section:**

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| **BUDGETING**  |

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| 1. **Definition:**
* **I live realistically on the money that I’ve get**
* **I can make my money last for as long as it needs to**
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| * I've got a regular income, whether this is from my part-time job, my pocket money or from Benefits.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I'm able to plan and organise my money so that I don’t run out before my next payment is due.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I'm able to prioritise my spending so that all my important things are covered each month (things like phone credit, travel, clothing, food when I'm not at home etc)
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand that there are things I'm responsible for buying and I'm not always asking my carers/Social Worker/PA for top ups or asking them to buy things that I should be
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand that if I don’t have the money for things, I cannot buy them or expect to have them. I also understand that if I don't pay for things (for example my phone bills or other commitments), I will end up in debt
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can recognise when I'm having problems with my money and I've been seen to ask for support with my budgeting skills.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've saved up for something that I really want
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've shown that when I make a finance plan, I stick to it.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can make a shopping list and stick to it
 |  | I already do this |  | I haven't shown that I can do this yet |

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| * I've a part-time job and if I haven't got one I know how to get one (I've a CV and I've applied for/asked about jobs in the past)
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know what Benefits are and I’ve been on [www.gov.uk](http://www.gov.uk) with my carers to see what Benefits there are and how people apply for them,
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've got a bank account and I use it to manage my pocket money/income. I go into the bank if there’s a problem and I understand about fraud and misuse of bank accounts. I haven't got a bank account, I’ve got plans with my carers to open one in the next 4 weeks.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can shop for a whole meal with a budget of £1.50 per portion.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've been on [www.moneysavingexpert.com](http://www.moneysavingexpert.com) to see what advice this website offers people and I understand that when it comes to Electricity/Gas/phone/insurance bills, there are ways to save money and that I should ‘shop around’ for the best deals
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can clearly explain what bills I would be responsible for in my own accommodation and my carers have talked to me about the sorts of bills they pay each month.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've been on the [www.turn2us.org.uk](http://www.turn2us.org.uk) website to see what advice they offer people who face financial issues.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've drawn up a budget plan with my carer or other responsible adult
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I Shop around when buying larger or more expensive items to get the best deal
 |  | I already do this |  | I haven't shown that I can do this yet |

**My signature to say that I've completed this:**

**My Carer signs here if they agree with what I’ve ticked:**

**Comments that my carer or I want to make about this section:**

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| **PRACTICAL SKILLS**  |

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| 1. **Definition:**
* **I can carry out practical tasks necessary to live independently in a healthy and appropriate way**
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| * I can cook 7 meals including shopping and preparation at £1.50 per portion
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know how to store food correctly and show a good standard of hygiene when preparing meals
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can fill in a form
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can keep important things like my keys and phone safe and I don’t lose them
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I’ve got basic sewing skills to fix buttons if they come off my clothes
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can use launderette washing machines as well as kitchen washing machines and I complete my own laundry washing
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I keep personal space clean and tidy and don’t need to be reminded to do this
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can use a drill, a hammer and a spirit level
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know how to deal with an emergency within the home. I know how to turn the mains water off and where the stop-cock is in my current home. I know where the fuse box is and what to do if a fuse ‘trips’. I know what to do if I smell gas
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I use public transport confidently to get to where I need to go
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know how to use the emergency services appropriately
 |  | I already do this |  | I haven't shown that I can do this yet |

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| * **I Know how to:**
* Use a hoover and mop
* Polish and clean furniture with appropriate cleaners
* Clean baths and toilet
 |  | I already do this |  | I haven't shown that I can do this yet |
| * Wash dishes and pans and to clean the cooker
* Clean and defrost a fridge.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I use basic common sense when dealing with problems i.e. reading instructions for appliances, trying to unblock sinks, have items repaired by professionals rather than discarding them
* I've learnt decorating techniques and have practiced these
* I can find out about emergency telephone numbers i.e. housing, police, water, gas, hospital
* I’ve got Apps for local trains and buses and gain knowledge of local routes and I've applied for all my discount cards (student or child discount)
 |  | I already do this |  | I haven't shown that I can do this yet |

**My signature to say that I've completed this:**

**My Carer signs here if they agree with what I’ve ticked:**

**Comments that my carer or I want to make about this section:**

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| **EDUCATION/EMPLOYMENT/TRAINING**  |

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| --- |
| 1. **Definition:**
* **I've got a plan for my Education, Employment and Training involving short, medium and long term aims.**
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| --- | --- | --- | --- | --- |
| * I'm currently in college/school/training/employment and I'm managing this
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know where to seek information about careers from relevant adults, specialists and agencies and I've done this at least once
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've got a CV and I've applied for a part-time job at weekends (aged 16+). I've met with my Virtual School worker and we have made sure that my CV is really good.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand all of the different options available to me in the future eg. Further or higher education, training or work . I know what support I can get and how I can achieve my goals
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can talk about short, medium and long term goals for my life and I've made sure that these are recorded in my Pathway Plan/Care Plan
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I've talked to my Social worker/carer/Future First PA/Virtual School worker about what opportunities there are for work experience or training that I want to do
 |  | I already do this |  | I haven't shown that I can do this yet |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * I'm clear about what financial support is available to me from my SW/Future First PA to follow the career plans that I've got
 |  | I already do this |  | I haven't shown that I can do this yet |

**My signature to say that I've completed this:**

**My Carer signs here if they agree with what I’ve ticked:**

**Comments that my carer or I want to make about this section:**

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| **CITIZENSHIP**  |

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| --- |
| 1. **Definition:**
* **I understand my social and political rights and responsibilities**
* **I understand that I'm a valuable member of my community and that I can be an active part of it.**
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| --- | --- | --- | --- | --- |
| * I can talk about local, national and international issues of significance in the world.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand about the voting system and I understand that I need to register to vote when I turn 18. I also know that not registering to vote might mean I don’t get as good a credit score in the future as I should.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know who my MP is and I know that if I want their help or support with something, I can contact them through [www.theyworkforyou.com](http://www.theyworkforyou.com)
 |  | I already do this |  | I don’t do this |
| * I've volunteered my time to help others. This might have been at school/college events, in the community or through a hobby but I've given up my time to make a difference and this is on my CV. <https://volunteeringmatters.org.uk>

<https://vinspired.com>  |  | I already do this |  | I don’t do this |
| * My carers, Social worker or Future First PA have supported me to apply and take part in the NCS Citizenship course to boost my CV and to have new experiences [www.ncsyes.co.uk](http://www.ncsyes.co.uk)
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand my legal rights and entitlements as a Young Person living in the UK. I've looked at the Coram Legal Centre website and I'm familiar with it.

 [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)  |  | I already do this |  | I haven't shown that I can do this yet |
| * I know my rights and entitlements at as Looked After Young person AND as a Care Leaver. I've read the Wandsworth Care Leaver’s Offer and Finance Policies and I've looked at [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com) to get advice on being a Care Leaver
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know how to make a complaint via the complaints procedures in Wandsworth Children’s Social Care
 |  | I already do this |  | I haven't shown that I can do this yet |

**My signature to say that I've completed this:**

**My Carer signs here if they agree with what I’ve ticked:**

**Comments that my carer or I want to make about this section:**

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| **PROBLEM SOLVING**  |

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| 1. **Definition:**
* **I'm able to deal with problems in a calm and sensible way so that they get sorted out as quickly as possible**
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| --- | --- | --- | --- | --- |
| * I know and admit when something is a problem early enough to sort out. I don’t ignore problems hoping it will go away.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I’m able to get the information and advice needed to find the cause of the problem to sort it out
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I’m able to identify and use support, help and resources needed to solve the problem WITHOUT expecting others to just sort it out for me.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I’m able to carry through a chosen course of action to the end, or to recognise when it is not working and decide on an alternative strategy
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I know when the problem has been solved and being able to describe why the problem no longer exists
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I’m able to accept that sometimes even the best solutions can involve a loss and that I don't always get what I want
 |  | I already do this |  | I haven't shown that I can do this yet |

**My signature to say that I've completed this:**

**My Carer signs here if they agree with what I’ve ticked:**

**Comments that my carer or I want to make about this section:**

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| **RESOLVING CONFLICT**  |

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| 1. **Definition:**
* **I can live a peaceful and positive life with the people who are around me.**
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| --- | --- | --- | --- | --- |
| * I can disagree with others without losing control
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can compromise
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can give in or lose an argument without feeling I’ve lost face
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can win without feeling guilty or making the other person feel bad
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can see the other person's point of view
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can be angry without being aggressive
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can laugh at myself when things go wrong or are embarrassing
 |  | I already do this |  | I haven't shown that I can do this yet |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * I attend meetings and disagree if necessary, without walking out, responding with personal or hurtful remarks or becoming threatening
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can stand my ground if I feel I’m being unfairly treated without becoming aggressive
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can speak to employees in shops, banks, offices or other places in a calm and polite way to ask questions or resolve issues
 |  | I already do this |  | I haven't shown that I can do this yet |

**My signature to say that I've completed this:**

**My Carer signs here if they agree with what I’ve ticked:**

**Comments that my carer or I want to make about this section:**

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| **SETTING BEHAVIOUR BOUNDARIES**  |

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| 1. **Definition:**
* **I behave in a way that makes me feel proud of myself and which makes other people feel I'm a safe and positive person to be around.**
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| --- | --- | --- | --- | --- |
| * I show respect for others’ needs and choice
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I show respect and sensitivity to other people by keeping agreements, observing limits etc.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I recognise my own and others’ moods and be sensitive to this.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I understand my rights and others’ rights
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I respect my own and others privacy
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I recognise and accept difference i.e. culture, lifestyle, religion, sex
 |  | I already do this |  | I haven't shown that I can do this yet |

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| --- | --- | --- | --- | --- |
| * I can talk about experiences when I felt that I had been treated poorly or unfairly and I can discuss positive ways of addressing those issues.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can describe a situation where things got out of hand or were frightening or dangerous and I can reflect on how it could have been dealt with better/differently. I can talk about safety plans.
 |  | I already do this |  | I haven't shown that I can do this yet |
| * I can identify situations where I upset or distressed somebody else. I can say sorry and apologise in those situations and I know how to resolve things when I'm in the wrong.
 |  | I already do this |  | I haven't shown that I can do this yet |

**My signature to say that I've completed this:**

**My Carer signs here if they agree with what I’ve ticked:**

**Comments that my carer or I want to make about this section:**

**\*\*\*\*Carer to now ensure that completed form is given to Social Worker\*\*\***

**Assessment of Need based on Checklist outcomes: To be Completed by Social Worker**

**Date Completed:**

|  |  |  |
| --- | --- | --- |
| **Identified area of development for young person (To be highlighted in Pathway Plan)** | **Specific need (to be added into Pathway Plan)** | **Action and timescale (to be added into Pathway Plan)** |
| ***e.g Budgeting*** | ***Does not have bank account*** | ***SW and Carer to take young person on joint visit to bank to open account by 20/02/20*** |
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**Name of Social Worker completing Assessment of Need:**

**Signature:**

**Manager name and signature:**

1. **Please now upload entire document into Mosaic and add case note to denote completion.**
2. **Carer and young person to be given copies of completed Lifeskills checklist within 7 working days**