

Supported Accommodation Allocations Policy

Who is covered by this policy

All members of staff, trustees, and volunteers of *Barnabas Safe and Sound* who are responsible for assessing referrals for Supported Accommodation. Professionals and young people who refer.

Purpose

This policy outlines Barnabas Safe & Sound's process for identifying and allocating Supported Accommodation to young people. It ensures a fair, transparent approach that makes the best use of available housing, while matching residents appropriately to properties and their individual needs.

The policy

1. Making a Referral & Eligibility

- 1.1 Our Supported Accommodation is for young people aged 16–25 in housing crisis who need support. Residents must engage in training, education, or employment, follow house rules, and meet regularly with their Support Worker.
- 1.2 Barnabas Safe & Sound give priority to young people from Northumberland.
- 1.3 Referrals may be made by professionals, or by young people who are in housing crisis.
- 1.4 Applications for supported accommodation can be made by accessing our initial referral form from www.barnabas-northumberland.org.uk/resources/.
- 1.5 A young person must consent before a referral is made.
- 1.6 Completed referral forms to be returned to: admin@barnabasne.org.uk.
- 1.7 We will conduct an initial eligibility check (See Point 3: Exclusions)
- 1.8 If the young person is not eligible for our accommodation, we will provide feedback.
- 1.9 If the young person is eligible the referral will be passed to our Housing Support Team for progression.

2. Next Steps & Allocations

- 2.1 If we have no vacancies, the young person will be given the option to join our waiting list.
- 2.2 We will meet with the young person, to conduct a more detailed assessment of needs.
- 2.3 We will look at the young person's support needs and identify risks. We will consider the needs of our existing residents to ensure best fit for all concerned. We may need to discuss the referral with our manager but will try to give an indication on how long it will take to respond.
- 2.4 If we cannot offer accommodation, we will provide our reasons for this. Young people can make a complaint and ask us to review our decision if they feel they have been treated unfairly.
- 2.5 If we can offer accommodation, the young person will be invited to view the property at a convenient time, and should they wish to proceed, will be supported to move in.
- 2.6 A Licence Agreement will be granted for a period of six months. If there are areas of concern, we may issue a shorter licence with intensive support, to give the resident the best opportunity to succeed.
- 2.7 Where possible we try to allocate housing according to choice, but limited capacity means this is not always possible.



3. Exclusions

- 3.1 Those who have been cautioned or convicted of arson.
- 3.2 Those who have been cautioned or convicted under Schedule 1 of the Children & Young People Act 1933.
- 3.3 Those who have been cautioned or convicted for relevant offences under the Sex Offenders Act 1977.
- 3.4 Outside of this, we may need to exclude young people if there are risk factors which would be detrimental to the health, safety, and wellbeing of our existing residents, and staff team.

4. Moving in & Lettings

- 4.1 Successful applicants will be allocated a Housing Support Worker, who will support them to move in.
- 4.2 On move in day, our Housing Support Worker will complete an induction and provide instructions on how everything in the property works.
- 4.3 The young person will be issued with a key(s) for the property.
- 4.4 Initial support will focus on ensuring the right benefits are in place, that health needs are being met and an initial support plan will be agreed by the young person, addressing both short-term and long-term goals. These goals may include the young person's wish to live independently in the long-term; licence reviews will address this.
- 4.5 Young people must give Barnabas Safe & Sound 28 days' notice should they wish to leave.
- 4.6 Where young people breach their licence agreement, our warnings and evictions procedure will address this. Continued breaches may lead to 28 days' notice being issued, or where there is a risk to the health & safety, or wellbeing of others, we may issue an immediate eviction.

5. Licence Agreement Reviews

- 5.1 Our support services are needs-led, therefore young people may continue to reside in our supported accommodation if they need support. Where there are no issues, we will renew licence agreements for a further 6 months, while the young person gains essential life skills and the means to live independently.

6. Evictions

- 6.1 When there have been consistent breaches to our licence agreement, and the young person has failed to respond to our warnings & evictions procedure, we will issue 28 days' notice to end the licence agreement. When this happens, we will provide as much support as is reasonably practicable and will ensure contact is made with Northumberland County Council homelessness team.
- 6.2 We will ensure young people are made aware of our complaint's procedure, if they feel they have been treated unfairly.

7. Monitoring & Review

- 7.1 We retain essential data to help inform the future of our supported accommodation.
- 7.2 We securely dispose of all personal data, where there is no legal basis to retain it.

Policy review

This policy was written in July 2025 by Gill Monaghan, Intensive Housing Management Lead of Barnabas Safe & Sound and was approved by Hayley Brown, Manager on 8th July 2025. Updated 9th January 2026.

