

Ashkirk Needs Assessment and Support Planning Policy

1. Policy Scope

Bernicia is committed to having a system of support planning which enables supported accommodation families to have their needs assessed and met in a consistent and planned way.

To have a system which is easy to understand and user friendly from the point of view of families and staff and which will be used to build constructive relationships and support networks around families. The system will be team based; collaborative and family centered and will aim to achieve the family's identified outcomes.

The service will operate a Whole Family Approach, the aim of which is to develop a whole system, multi-agency approach to working with families that will include a whole family assessment, a whole family plan and whole family risk management.

2. Policy Standards

Standard 1: Support Planning

We will operate a system of support planning which enables families to have their needs assessed and met in a consistent and planned way, according to the aims of the service.

Standard 2: Accessibility

We will have a system which is easy to understand and user friendly from the point of view of families and staff.

Standard 3: Risk and Needs

We will operate a system that takes account of risk factors when assessing and meeting needs.

Standard 4: Timescales

We will produce a support plan no later than 2 weeks from the client entering the service.

Standard 5: Family-centered support

We will ensure support planning is family led, objective and responsive to identified needs.

Standard 6: Goal Setting

We will ensure families are supported to set goals that are achievable and will contribute to the sustainability of independent living.

Standard 7: Outcome

We will operate a system of Support Planning which is outcome focused for the family.

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Standard 8: Training and Awareness

Bernicia will ensure that all those involved needs assessment and support planning either directly or indirectly are provided with appropriate training in the application of this and the relevant supporting documents. All training and awareness raising activities will be logged.

Version Number: V5.0

Effective From: March 2026

Applicable To:

- Bernicia – Care & Support

Associated Documents:

The following resources support the Ashkirk Needs Assessment and Support Planning policy and Bernicia colleagues to deliver needs assessment for families in supported housing.

- Ashkirk Needs Assessment and Support Planning Procedure
- Ashkirk Referral Initial Assessment and Allocation Policy
- Ashkirk Risk Assessment & Risk Management Policy
- Ashkirk Risk Assessment & Risk Management Procedure
- Data Protection Policy

Equality, Diversity & Inclusion: A Desktop Review form was completed in March 2026. Please contact the Governance team if you require a copy.

Approved By: Executive Director of Communities

Policy Author: Assistant Director, Supported & Specialist Housing

Policy Owner: Executive Director of Communities

Next Review: March 2028

Reference Number: POL-0082

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Change Control

Version Number	Effective Date	Amendment made by	Version approved by	Description of changes
V5.0	March 2026	Lucy Sexton, Assistant Dir, Supported & Specialist Housing	Jenny Allinson, Exec Dir of Communities	Policy moved to new template. No other changes.

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