



ADMISSIONS POLICY

Policy Version			
Date	Document Version	Document Revision History	Document Author/Reviser
September 2017	1.1	Revision for new academic year	Emily Haddock
April 2016	1.2	Update of all trust policies	Emily Haddock

1. Admission's Criteria

As an organisation ROC Northwest provides residential care and education to Young People in care with a wide spectrum of learning and or physical disabilities; ASD, BESD & SEN needs. Due to historical issues of emotional neglect, abuse and poor parenting they often present challenging and anti-social behaviours that require the specialist and intensive support of a highly trained staff team. We can accommodate young people of either gender within an age range of 8-18.

Each individual service publishes a detailed set of admissions criteria within its statement of purpose or education prospectus which defines entry parameters.

2. Pre-Referral Responsibilities (of the Placing Authority)

This summarises the procedures which should normally be followed by the Placing Authority before a child is referred for placement. However, procedures in individual authorities may differ.

2.1 Consultation

At the point when it is determined that a placement may be required, and throughout the subsequent process of identification, planning and placement, the Social Worker must consult and take account of the views of the following people:

- a) The child.
- b) The child's parents.
- c) The Child's Independent Reviewing Officer (IRO), if the child is moving from another Looked After Placement.
- d) If the child is at Key Stage 4 (year's 10 or 11), a senior manager within the placing authority must be consulted prior to the placement.
- e) Anyone who is not a parent but has been caring for or looking after the child
- f) Other members of the child's family who are significant to the child
- g) The child's school or education authority
- h) The Youth Offending Service, if the child is known to them

2.2 Relevant Plans

The Social Worker should ensure that the proposed placement is in keeping with the overall Care Plan for the child, which should be set out in writing.

The Care Plan should demonstrate that the child's needs will be met by the proposed placement.

The Care Plan should be completed before the child becomes Looked After, or within 10 working days of the child's placement.

If a placement is approved, the Social Worker should ensure that a Placement Information Record is drawn up before the placement starts.

The manager of the home will be responsible for drawing up a PCP; Risk Assessment from the information contained in the Placement Information Record.

2.3 Approval of the Plan to Place a Child

Before a referral is made the social worker is normally required to seek management authorisation, the Social Worker may also be required to make the referral via a placement service or budgetary management process.

Any transfer of a child from another Looked After Placement who is at Key Stage 4 (year's 10 or 11) must be approved by a senior manager within the placing authority.

2.4 Children placed outside the area where they normally live

Unless it is an emergency placement, the child's Independent reviewing Officer (IRO) must be consulted before a child is placed outside placing authority. If the child is placed in an emergency, the IRO must be consulted as soon as practicable after the placement starts. When considering the making of a placement, the Social Worker should consult the Home's manager to ensure that proper arrangements are in place for the child to have contact with his/her family and significant others; particularly when the child is placed at a distance away from their family home.

3. Planned Placements

This section covers planned placements, for emergency placements see Section 4, Placement Process - Emergency Placements

3.1 Definition of Planned Placement

A Planned Placement is the placement of a child with the agreement of the Placing Authority and Business Development Manager. Before a decision is reached about suitability, the procedures set out in Section 4.2, Emergency Placement Procedure must be followed.

If there is no agreement, the placement is deemed to be an Emergency, and an Emergency Review should be convened within 72 hours of the placement, to consider whether the placement is suitable. See Emergency Reviews Procedure.

3.2 Referral Process

The decision about suitability of placement will be made by the Business Development Manager and Homes Manager in consultation with the Placing Authority. Before making such a decision, a Referral Form must be requested and taken into consideration (if this is not possible the placement can still be agreed but is deemed to be an Emergency Placement, subject to an Emergency Review within 72 hours of the child's admission): Though not essential, the following should be undertaken before a decision is reached: Arrangements should be made for the Home's Manager or delegate to meet the child, parent(s) or carers.

An Information Pack and/or brochure about the home should be forwarded to the Placing Authority, parent(s) or carers.

An Information/Children's Guide should be forwarded to the child

An up to date Chronology should be obtained.

A copy of the Care Plan should be obtained or forwarded to the home within 10 working days.

Other relevant information about the child, for example, recent Looked After Review reports, Pathway Plan, Personal Education Plan, reports from specialists or therapists should be obtained.

If it is agreed that a placement is offered to the child, the Business Development Manager should arrange for a Service Agreement/Contract to be drafted and forwarded to the Placing Authority for signing.

A copy of the completed/signed Service Agreement/Contract, Referral Form and other documents obtained must be given to the Home's Manager to be placed on the child's file.

3.3 Placement Planning

- Once a decision has been reached to place a child, the Business Development Manager will co-ordinate the placement with the Placing Authority (usually the child's Social Worker).

- Before or on the day of the placement, it will be necessary for the Home's Manager to obtain the following, which should be taken into account when the child's Placement Plan is completed:

- A copy of the Referral Form and Placement Risk Assessment.
- A copy of the child's Care Plan and Placement Information Record. If these documents are not available, the Home's Manager must clarify the key objectives of the Care Plan with the Placing Authority and arrange for a completed Care Plan to be forwarded to the home within 10 working days of the child's placement.
- A Chronology should be obtained at the time of the placement or forwarded to the home as soon as practicable after the placement starts.
- The contract arrangements that may be permitted between the child and his parents, siblings, relatives and friends- no contact may be allowed without the approval of the Social Worker, in writing (or set out in the child's placement plan).
- A copy of the child's health care plan or, if this isn't available, details of any healthcare or medical needs/requirements that the home should be aware of e.g. Home Remedies or Medication that the child may require (see Health Care Assessments and Plans Procedure)
- Any other relevant documents such as a recent Looked After Review reports, Pathway Plan, Personal Education Plan, reports from specialists or therapists. Copies of information relating to any Court Orders that may be required to influence the Child's placement e.g. if the child is subject to a Remand.
- Consents for the following:
 - Homely Remedies.
 - Photograph Consent.
 - Medical Consent.
 - Physical Intervention Consent.
 - Electronic Monitoring Consent.
 - Nail Care Consent
 - Outdoor Pursuits Consent

The documents/information above should be taken into account when completing the child's Placement Plan. The responsibility for the completion of the Personal Communication Passport rests with the Home's Manager.

It is for the Home's Manager/delegate and Social Worker to agree whether the Personal Communication Passport has been completed sufficiently to sustain the child until the first Looked After Review.

If there is no agreement, a Review must be convened within 7 days of the placement to enable the plan to be completed satisfactorily.

Subsequent Placement Planning Meetings must be convened each week until the plan is completed satisfactorily.

The detailed arrangements for admitting the child will depend on the circumstances of the case, these arrangements should be made by the Home's Manager in consultation with the child's Social Worker.

A copy of the Children's Guide must be given to the child before or upon admission.

4. Emergency Placements

This section covers emergency placements, for planned placements, see Section 3, Placement Process - Planned Placements

We aim to respond to a placing agency's request for crisis intervention within 2-24 hours of receiving the notification. This time period allows for the appropriate steps to be taken to ensure a smooth admission for the young person and allows for any required amendments to the staffing levels, property and available resources to be made.

4.1 Definition of Emergency Placement

An Emergency Placement is the placement of a child without the agreement of Placing Authority and Business Development Manager, having completed and considered the following, which may be completed over the phone:

- A Referral Form.
- A Placement Risk Assessment.

If there is no agreement, an Emergency Review must be convened within 72 hours of the placement, to consider whether the placement is suitable. See Emergency Reviews Procedure.

4.2 Emergency Placement Procedure

In the event of a referral for an Emergency Placement, the person receiving/administering the referral should do all that is reasonable to follow the procedures set out in Section 3.2 - Referral Process and Section 3.3 - Placement Planning.

However, any decision to admit a child in these circumstances must be based on an assessment of the available information that the child's needs are likely to be met by the home.

For emergency admissions, the above process (Section 3, Placements Process - Planned Placements) will apply. However, given the time constraints, the risk assessments will be carried out from information provided over the phone, e-mail or facsimile. Referral forms need to be completed and received before the young person is admitted despite the time pressures with emergency placements.

As a minimum, the following information will be required at the time of the placement:

- The contact arrangements that may be permitted between the child and his parents, siblings, relatives and friends – no contact may be allowed without the approval of the social worker, in writing (or set out in the child's Personal Communication Passport).
- A copy of the child's Health Care Plan or, if this isn't available, details of any healthcare or medical needs/requirements that the home should be aware of e.g. Home Remedies or Medication that the child may require (see Health Care Assessments and Plans Procedure).
- Copies or information relating to any Court Orders that may be required or influence the Child's placement e.g. if the child is subject to a Remand.

The person administering this process must keep a record of the matters that are not undertaken, and pass this to the chair of the Emergency Review, so that they can be followed up.

5. Information for Children and Notifications

5.1 Information for Children

Upon admission, or as soon as possible afterwards, children should be provided with key information as appropriate to their level of understanding and needs - as follows:

- A copy of the Child's Care Plan, Placement Information Record, the PCP and other key plans and arrangements
- A copy of the Children's Guide for the home; if not covered in the Children's Guide, the Child should be given information about the following:
 - o The layout of the Home and toilet/bathroom facilities

- o Fire Precautions/Drill;
- o Representations and Complaints Procedure;
- o The name of the designated Keyworker;
- o The Daily Routines for the Home, including meal times or arrangements;
- o Details of any 'House Rules, and whether any sanctions will apply if rules are broken;
- o Arrangements for the Child's Education.

Within 24 hours of the Child's placement, the Keyworker or another member of staff should meet the Child to check this information has been given and that the Child understands them fully. If there is any doubt, the Keyworker should arrange to meet the Child for a 2nd time to clarify/confirm any misunderstandings.

5.2 Notifications

Notification of the placement must be sent, by the homes manager, to all those consulted and involved in the decision-making process within 5 working days of the placement starting.

- 1) If not consulted during the decision making process, the following people/agencies must be notified:
- 2) The team/unit, within the Placing Authority, responsible for arranging Looked After Reviews, so that the child's first/next Looked After Review can be arranged, normally within 20 days of the child's placement.
- 3) The Health Trust.
- 4) The Local Education Authority
- 5) The Children's Services Department in the area where the child is placed; these notifications must be made in writing advising of the placement decision and the name and address of the person with whom the child is to be placed.

6. Health Care

It will necessary for the manager of the home to ensure that the following:

- That the child is allocated a Keyworker who will be responsible for promoting the child's healthcare needs and liaising with health care professionals, see Keyworker Guidance.
- For the child to be registered with a GP, Optician and have access to a Dentist in the home's locality; see Health Care Assessments and Plans Procedure.
- For a Health Care Assessment to be conducted in relation to the child, before the first Looked After Review; see Health Care Assessments and Plans Procedure.

7. Support, Monitoring and Ending of Placements

The child's Social Worker must visit the child in the placement within one week of the placement and then at specified intervals; which are set out in Social Worker Visits Procedure.

The Social Worker must also co-operate with the manager by attending Placement Plan Reviews, as set out in Placement Plan Reviews Procedure.

Monitoring and review

The implementation of this policy will be monitored by the Heads of School, who will make an annual report to the Local Governing Body of that school.

Approval by Mountwood Academy

Signed: _____

Date: _____

Review date: _____

This policy, signed by the Proprietor on behalf of Mountwood Academy, is held centrally.

End of policy statement