



Policies and Procedures

**Policy
No: 120**

Admission of Young People to the Home Policy and Procedure

Policy

This policy summarises the arrangements in place at Life Change Care for the admission of a new young person - Standard and Regulation 14 of the Children's Homes (England) Regulations 2015.

Stage 1 - Pre-Admission

Both the needs of the young person concerned, and the likely effects of their admission upon the existing group of resident young people, are taken into account, and recorded, in decisions on admission to the home.

Prior to admission, and where possible, the young person should have the opportunity to visit the home. This fulfils the following objectives:

- To give the young person an opportunity to meet the staff and other residents;
- To give the young person the opportunity to look over the home and the facilities;
- To provide the young person/family with information about the home, and to initially explain key policies, the ethos of the home, and the expectations from the young person.

All young people will be provided with a young person's handbook (Young Person's Guide) containing all the information that they will need about the home they are moving into. This should be written in an appealing and understandable manner.

Young People shall be provided with a copy of the homes Statement of Purpose and given information on the complaints procedure, independent visitor service and bullying policy.

The Registered Manager will ensure that the staff team prepare the bedroom in readiness for the young person's arrival.

Young people will be encouraged to bring their favourite and cherished possessions when they move into the home.

A full psychotherapeutic assessment will be conducted by six weeks from the date of admission.

A therapeutic management plan will be conducted within seven dates from the date of admission.

Prior to admission, the placing social worker must provide:

- Signed IPA by all parties
- Risk Assessments
- Chronology
- Care Plan
- Health Plan
- Details of any new incidents
- Medication History
- Latest LAC/CLA Review document
- Individual Education Plan
- Written details of the contact arrangements between the young person, their family and their local authority
- Signed consent forms (Adventure Activities, Regulation 44, Photos and Images and Medical & Dental Treatment)
- Any medical, psychotherapeutic and/or psychological assessments/reports
- The local Authority Complaints Procedure

Any Local Authority placing a Young Person from out of county must first approve all costings of CAMHS involvement before admission begins.

Stage 2 - Admission

A young person can only be admitted after a placement agreement has been signed by the placing authority.

Stage 3 - On Arrival

Upon arrival at the home the young person will, where possible be welcomed by the Registered Manager.

The young person will be provided with a young person's handbook, containing all of the information they will need about the home they are moving into.

A "Welcome Pack" containing a welcome card and set of basic toiletries will also be issued to any young people moving into the home. All young people will be issued with their own new bedding and bath and hand towels. Each young person is provided with a bespoke chest for their belonging with their name engraved into it. This is something that they will be able to keep and take with them after they leave their residency.

A keyworker will be available to all young people upon their arrival at the home. Should the young person decide that they wish to change their keyworker after having had time to

settle into the home and form positive relationships with the staff team, it will, where possible, be facilitated.

New young people should be shown around and orientated to the layout of the home, and introduced to any other young people and the staff team. Particular attention will be paid to making the young person aware of the Fire Exits and the evacuation procedure to be followed in the event of fire.

The young person will be shown to their bedroom. The young people will have sufficient safe storage within their own bedrooms; a lockable safe is available for storing any valuables within the office of the home. The policy on privacy is to be explained, and it will also be emphasised that property of a confidential or valuable nature should be kept locked away when not in use.

Key policies should be explained to the young person, these are:

1. The Keyworker Policy
2. Rules concerning illicit substances
3. Complaints procedure
4. Arrangements regarding pocket money and allowances
5. Arrangements for mealtimes, bathing, washing and laundering clothing etc
6. Activities and educational pursuits
7. Safe use of IT policy

The following documents are to be completed by the Registered Manager, keyworker and staff team, as appropriate:

1. Admissions / Discharge Register.
2. Fire Risk Assessment.
3. Admission Record Sheet.
4. Personal Property Register.
5. Admission Check-list Form.

Stage 4 - Post Admission

An initial risk assessment must be completed and signed by the social worker **within 7 days of admission**.

Within 28 days of admission the young person should have a detailed health plan on file to include:

- Medical history
- Any specific medical or other health interventions which may be required
- Any necessary preventive measures
- Allergies or known adverse reactions to medication

- Dental health needs
- Any hearing needs
- Any optical needs
- Records of developmental checks

Any medication brought into the home by the young person will be logged into the Central Medical Log. Continuance of this medication will depend upon subsequent medical reviews of the young person's condition and this will be explained upon admission.

If the young person wishes to be responsible for and administration of their own medication they should be made aware upon arrival that this will be subject to an appropriate Risk Assessment Procedure and written permission from the placing authority.

Arrangements will then be made for the young person to attend appointments with the local GP, Dentist, Optician and LAC nurse as soon as possible after admission, in order to obtain appropriate medical advice to incorporate as required in the development of the Care Plan.

The first statutory review meeting is to take place after 28 days of commencement of placement, the second after 3 months with subsequent six monthly reviews thereafter.

Young people must be supported to express their feelings and concerns about being away from home (Standards and Regulation 7 of the Children's Homes (England) Regulations 2015).

Any return to home interviews are to be conducted by and independent person appointed by the placing authority.

Emergency Admission

***Emergency Admissions are not permitted due to the restrictions on the Registration.**