

# Overley Hall Referrals and Admissions Policy



Approved by	Anna Davies/Steve Butler
Reviewed on	09.03.23
To be reviewed by	09.04.23

# Overley Hall Referrals and Admissions Policy

## **Legislative framework and guidance:**

- Regulation 14: The care planning standard.
- Guide to the care planning standard.
- Regulation 17: Placement plan for looked after child.
- Regulation 18: Placement Plan for a child who is not looked after.
- The Children Act 1989 guidance and regulations – Volume 2: care planning, placement and case review 2015.

## **Outcome:**

- For Overley Hall management, employees and organisation to ensure only young people are admitted to the who meet the requirements as set out in the statement of purpose.
- Young people have a smooth transition into the home
- Young people are protected and their safety and needs considered
- Overley hall are able to meet the needs of all young people admitted.
- There is a consistent approach to referrals and admissions.

## **What Are Referrals and Admissions:**

Referrals contain the information regarding a young person who may be suited to living at the home, the Senior Management team is responsible for the oversight and management of the referral process. Referral come from many sources and Overley Hall is committed to offering a balanced and unbiased view on referrals no matter where they are sourced.

The admission process refers to the admittance of a young person into the home and Overley Hall is committed to ensuring this occurs in a child focus, individual and empowering manner.

Overley Hall can and will accept Emergency admissions dependent on their suitability to the home and also dependent on the young person's current circumstances. We will endeavor to visit the young person prior to their admission regardless of whether it is an emergency placement or not.

## **Registered Manager responsibilities:**

To ensure admissions are managed, as far as possible, with careful, sensitive and organised planning.

To obtain as much relevant information on the young person's background, their care and support needs and the intended plans for their future.

To ensure staff are aware of the impact upon the young person of moving to Overley Hall and to ensure they understand this may be a traumatic, life changing event for the young person and their family.

To remain vigilant to the pressures of receiving admissions and remain objective in their view of suitability despite the needs of the organisation.

For non-looked after young people the Registered Manager may need to be more proactive in seeking out the required information from both referral and to accept a new admission.

Notify, without delay, the local authority for the area in which the children's home is located of every admission of a child into the home. This notification must be in writing and must state:

- the young person's name and date of birth;
- whether the young person is provided with accommodation under section 20 or 21 of the Children Act 1989;
- whether the young person is subject to a care or supervision order under section 31 of the Children Act 1989;
- the contact details for the young person's placing authority, the independent reviewing officer

To ensure the young person is allocated a key worker.

To register the young person with a GP and will have access to a dentist and optician in the home's locality.

To ensure the NICE quality standards for the health and wellbeing of looked-after children and young people are applied in the setting.

Ensure the social worker has visited the young person within one week of the placement commencing.

## **Referrals:**

The decision about suitability of placement will be made by the registered manager in consultation with the placing authority. Before making such a decision, a referral form must be completed. In addition, placement matching risk assessments must be undertaken and considered before any agreement to place a young person can be undertaken.

Referrals will be screened in accordance with Overley Halls Equality and Diversity Policy.

Overley is committed to ensuring referrals are adequately scrutinised to protect not only the referred but also young people currently living in the home, therefore Overley Hall will:

- meet the young person, parent(s) or carers
- Where possible invite the young person and / or parents to visit the home
- Provide a copy of the statement of purpose to the placing authority, parent(s) or carers
- Provide a copy of Overley Hall Young Persons Guide.
- Request and scrutinise an update chronology
- Request and scrutinize the care plan
- Request and scrutinize the EHCP
- Request and scrutinize the other relevant information about the young person for example:
  - a) recent looked after review reports
  - b) pathway plan
  - c) other relevant plans
  - d) reports from health specialists or therapists

As part of the referral process Overley Hall will meet the young person in their environment preferably in their current placement and their educational placement.

If appropriate, Overley Hall will ask the parents to visit prior to any decision being made.

Once the decision has been made to accept the placement a transition plan will be put in place around visits for the young person and planning around bedroom such as colour scheme etc. Where possible as many key staff will visit the young person prior to them moving to Overley so that they are more comfortable when they move.

## **Admissions:**

Once a decision has been reached to place a young person at Overley Hall, the home manager will co-ordinate the placement with the placing authority and a pre - Placement planning meeting will occur.

Before admitting the young person Over Hall will have obtained or undertaken the following:

- a copy of the referral form and placement risk assessment
- pre-placement Risk Assessment
- a copy of the young person's care plan and placement information record.
- a chronology
- contact arrangements
- A copy of the young person's EHCP

- any other relevant documents such as a recent looked after review report, pathway plan, personal education plan, reports from specialists or therapists and/or other relevant plans.
- Copies of information relating to any court orders that may be required to influence the young person's placement.

The above documents will support the Registered Manager and Therapy Team to complete the young person's placement plan and to agree this with the social worker.

In the event of the social worker being in disagreement with the plan a planning review must be convened within 7 days of the placement to enable the plan to be completed satisfactorily and subsequent placement planning meetings must be convened each week until the plan is completed satisfactorily.

Overley Hall will not accept any young person without the above information and will withstand any pressure to take a young person without fully understanding their individual needs and the impact this may have on the other young people in our care.

Overley Hall will ensure that all new admissions are supplied with the appropriate medical, physical and communication tools and support required to ensure they can live a happy and fulfilling life.

### **Within the first week of admission Overley Hall Will:**

Ensure the young person's social worker has visited.

Ensure the young person is registered with all health professionals

Have a date agreed for the first review

To ensure the Young person is aware of the fire drill procedure

To ensure the Young person made aware of the Complaints procedure

Ensure the young person has been shown the Young Persons Guide.

### **Admissions during pandemic.**

#### **When in full lockdown scenario, the home did not accept any admissions.**

When the homes management team feels that the risk had reduced enough to consider admissions they are to ensure that all parents visiting the home have a lateral flow test on site. Face coverings to be worn by everyone within the building and to maintain social distancing throughout.

The management team to wear face coverings and suitable PPE when entering young people's homes to assess them. Parents of the child were to inform management of any symptoms prior to the assessment.

Staff members to self-isolate should they display any symptoms.

Staff members to be encouraged to download the NHS app so they were informed to self-isolate if they had been in contact with anyone with Covid 19.