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| <b>Policy No:</b><br>SJD/ORG/29a       | <b>Authorised by:</b><br>Davina Powell | <b>Review Date:</b><br>28 <sup>th</sup> September 2023         |
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| <b>ADMISSIONS</b>                      |  |  |

## **ADMISSIONS PROCEDURE**

(Also see the Referrals Policy)

SJD Homes has effective young person-centred admission procedures, which clearly identify a purpose for the placement, reducing the tendency for young people to drift. It provides an opportunity for young people to change through collaboration and mutual respect. It will assist them in re-establishing themselves in the wider community.

Since we aim to always maintain a balance, the acceptance of a young person for placement will be determined following careful assessment and discussion between the management and staff team. A detailed impact risk assessment will be completed. Placement planning meetings will be held for all new young people to ensure they feel supported when settling into the home and to ensure that the home has the full information required for the young person.

### **General Procedure**

Initial contact with SJD Homes will be made by a local authority social worker or placement manager:

1. All referring agencies will be expected to provide a placement request and pre-admission risk assessment form detailing as much information as possible so an informed decision can be made, before the young person will be considered for the service. The home manager will contact the referrer as soon as possible within receipt of the information, usually one or two working days to give feedback on the referral status and a decision.

2. If there is a vacancy in the service, a key worker will be allocated who will be involved in all stages of the admission process. Otherwise, the young person's name could be placed on a waiting list if a vacancy anticipated.
3. Where possible, the home manager and support /key worker will arrange a visit to spend time with the young person to explore their understanding and expectations of the placement, and gain a stronger understanding of their wishes and feelings. The young person will be encouraged to share their views and wishes in order to gain a sense of control during the admission period.
4. The young person will then commence an induction process into the home, which will incorporate visits working towards an overnight stay, if it is felt to be in their best interests.
5. Time will be allocated to the young person during each visit to answer any questions, queries or anxieties.
6. The home will also allocate time to liaise with professionals involved in the referral and with the young person's family if appropriate.
7. A mutually convenient date for admission will be agreed.

On admission the young person will meet with their keyworker and will be given an age-appropriate information pack providing details of the home's rules and routines, expectations, jobs, activities and complaint procedure etc. The young person will have the opportunity to ask any questions they may have at this stage.

The underlying ethos and philosophy of SJD Homes is about helping children and young people feel safe and confident enough to take control of their own feelings, actions, and lives. Once feeling safe, young people can sometimes demonstrate certain antisocial behaviours which are part of the process of beginning to let go. They may challenge and test boundaries, to make some sense of their lives and the relationships around them. This is often because they have been let down by significant adults many times before. Support for a child or young person at this stage is very important through having the opportunity to experience adults in a more positive light; it is possible for them to begin building trust, confidence, and self-esteem. As their confidence grow, they will be able to take a greater control over all aspects of their lives. Staff will always show unconditional positive regard for the young person even at times of crisis. This will impact by revaluing young people who feel devalued in a society that has let them down, thus enabling them to be empowered.

After the initial nine-month period, local authorities have the option to extend/the package if they believe the young person would benefit from further support. Alternatively, if SJD Homes has a step-down place available, it can be considered as a potential option. The step-down accommodation will offer a less intensive level of

support compared to the initial placement but still provides assistance as the individual continues to progress towards independent living.

The decision to extend the package or explore a step-down place would depend on the young person's progress, needs, and the resources and options available within the local authority and SJD Homes. It aims to ensure a smooth and gradual transition for the young person as they continue their journey towards independence.

### **Emergency Admissions**

All admissions should be planned. However, in some circumstances, with appropriate safeguards in place, we will accept emergency referrals. Emergency admissions are extremely stressful for any young person. Every effort must be made to facilitate as smooth a transition as possible. A planning meeting must be held within 72 hours of admission. The meeting should be attended by all relevant parties to draw up an initial placement agreement and a short-term care plan. In the case of L.A.C. the young person should be brought to the home by their social worker and arrangements immediately made for future contact visits. Where appropriate, an invitation to the home should also be extended to family members.

### **BEGINNINGS**

At SJD Homes we consider transitions to be very important and, as a group, we think about the impact of beginnings and endings.

Not all young people who come to SJD Homes have forewarning of what is about to happen to them; they are occasionally placed in crisis.

Beginnings and endings are such a major part of everyone's life that they deserve a lot of time just thinking about how we do them. We need to consider some of the following issues regarding beginnings and endings and, as a team, we can hopefully make transitions as important to us as they are to the young people we care for. Firstly, consider what the young person may have experienced in their past.

How have endings been for them? - rejection, removal from home, no contact, devalued, low self-worth, death of a parent or significant other, abuse - all very negative and traumatic.

Think about your own endings. What might the young person be going through right now? - Self-doubt? Untrusting? Let down? Rejected? Confused? Scared?

Think about what message we want to give the young people. We want them to know they are valued; they have succeeded and that they are important.

It will not always be possible to be in control of what happens to a young person in our care.

We are not always going to be able to plan the endings, but we should strive for the best. We need to think of how we acknowledge the success, moving on is about the worthiness of the individual, the shared memories and the relationships that develop. The Key Worker should consider types of contact after the young person has left. This could be planned and time limited and with the agreement of the Social Worker.

The home and individual staff members should be aware of the commitment expected what practical, issues around letting go are and whose needs are being met in maintaining contact. What input have the next placement/carers had in agreeing contact with SJD Children's Home. Any arrangements should be recorded and clear in the purpose.

Memories are very important to young people. Key Workers should consider creating a permanent record or visual memory of their stay at SJD Children's Home. Should a young person contact individual staff either directly, by email, telephone once they have left the service and are no longer subject of a contact plan, the member of staff must immediately bring this contact to the attention of the Registered Manager or supervisor and ensure they follow the expected "contact policy". No staff member should share personal contacts with young people and should not make contact with young people from a personal mobile, telephone or email address.

To ensure that the placement begins positively, the staff on duty need to be prepared and be aware of the admission procedure. Remember, the young person is likely to have been in crisis and they may be scared, anxious or even feeling numb. Remember also, the young person is dealing with an 'ending' and may be feeling rejected, let down and uncertain about their future.

**Important issues are:**

**Staffing** –Identify staff to carry out the admission and include key worker if possible.

**Environment** – Ensure rooms are prepared i.e., bedroom.

**Knowledge** – Read the information in the referral, where possible be aware of the young person's needs and likes. Give the young person support and answer questions as they arise, ensure the young person is given a booklet and explain you read through it with them later.

**Needs** –Ensure the young person has a welcome pack ready i.e. information and toiletries. Have food and drinks prepared as part of welcome. Be calm and confident with the young person, create a sense of safeness.