



Policy No: SJD/ORG/21	Authorised by: Davina Powell	Review Date: 2 nd November 2023
Policy Date: 12th April 2021		Date of Next Review: 1 st November 2024
MAKING NEW AND ENDING PLACEMENTS		

Introduction

It is imperative that all placements prepare for new admissions and end placements correctly to ensure a quick turnaround and most importantly, to comply with the requirements of the General Data Protection Regulations. In order to achieve this the following actions must be completed:

Policy

At the time a referral is received it should be determined whether any additional paperwork is needed to enable to consideration to be to offering a placement. These may include:

1. Psychological Assessment Report
2. The latest CLA review
3. The Chronology
4. Education Health Care Plan
5. Any current risk assessments

When due consideration has been given the following should be completed:

1. Referral response completed.
2. Initial RA completed for referral (if the referral is likely to be accepted).

If the placement is to be made in premises not previously used by SJD Homes or is a bespoke placement the following should be completed:

1. Location RA
2. SOP

The following should then be checked with Managers / Directors:

1. Tenancy and Landlord
2. Certificates (installation/insurance/EHO)
3. Inventory
4. Finance
5. Utilities
6. TV Licence
7. Phone and Broadband
8. Council Tax
9. Orders and Deliveries
10. Health and Safety
11. Miscellaneous

Any maintenance issues should next be identified:

1. Restrictors
2. Decorating/redecorating
3. Smoke and fire alarms

Any furniture/ equipment needed should be identified (where possible the young person should be part of this) and it should be ensured the decor is appropriate for a young person.

Any Wi-Fi equipment needed should be identified to include:

1. Laptop/Computer
2. Mobile phone
3. Where agreed, Landline/Internet connection

A lockable cabinet must also be purchased for the staff area if this is not already in place and stationery and folders ordered.

When a placement ends the following tasks must be undertaken:

4. Clean room.
5. Remove any items left by young person.
6. Remove any food (unopened/non-perishable items can be stored).
7. COSHH agreed cleaning products can remain at the placement.
8. All paperwork pertaining to young person must be archived and sent to head office within 24 hours and before admission of any further placement.
9. Laptop to be sent to head office to be cleaned, to be made ready for the next referral within 24 hours where appropriate.
10. Any electronic information held must be uploaded to SJD OneDrive /put into the Cloud and deleted from any SJD Homes device at the placement.

Cabinets/drawers to be checked