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| <b>Policy No:</b><br>SJD/ORG/29b       | <b>Authorised by:</b><br>Davina Powell | <b>Review Date:</b><br>28 <sup>th</sup> September 2023         |
| <b>Policy Date:</b><br>12th April 2021 |  | <b>Date of Next Review:</b><br>28 <sup>th</sup> September 2024 |
| <b>REFERRALS</b>                       |  |  |

Please also see the Admissions Policy. SJD/ORG/29a

SJD Homes welcomes all referrals and explorative enquiries regarding our service. Admission to SJD Homes is through referral to Managers using the contact details below. For each referral we will conduct:

- A review of the applicant's history and circumstances
- An assessment as to whether the applicant meets the home's general admission criteria
- An assessment related to the composition of the home's current residents  
Emergency admissions will be accepted, provided that the above information has been supplied and at least one hour is required in which to consider the appropriateness of the placement.

We review each young person's placement plan on a regular basis. This is undertaken through consultation with the young person, parents or responsible others and representatives from social services to ensure that the plan is current, appropriate and relevant to the young person's needs. Any significant change to the placement plan will be discussed and agreed at a formal placement review.

Referrals will contact Managers on: **07958532666 / 07545373445 or 07462652637**  
(These numbers are contactable 24 hours a day)

Alternatively referrers can E-mail address **info@sjdhomes.co.uk** where they can also:

- Ask about our latest availability
- Discuss which home / location would be most suitable
- Discuss potential placements or find out additional information
- Make a referral (please include as much detail as possible with reassurance that this is a secured e-mail address only accessible to our placement team)

### **Points SJD Homes Consider:**

- That the young person has visited the home and been introduced to their peers/keyworkers.
- That consideration has been given to which is the most appropriate bedroom.
- That their bedroom has been made up and is in a good state of repair.
- That a 'bedroom' allowance has been allocated, for the young person to be able to personalise their room with posters/bedding.
- Food preferences/needs have been established and alternative meals have been prepared if necessary.
- Any cultural needs have been identified and plans put in place if needed.
- Files have been set up.
- Contact details have been clarified and agreed with Social Workers and recorded on file.

