



Clovelly House

Policy & Procedure Admissions Policy

(Quality Standard 9)
Regulation 5, 14)

May 2020



Clovelly House Policy

CONTENTS

1. Statement of Intent	3
2. Admission Criteria	3
3. Admission Process	3
4. Planned Admissions	4
5. Emergency Placements	4
6. Assessment and Intervention	5
7. Changes to Placement or leaving Placement	6
Appendix 1: Out of County Notification	7



Clovelly House Policy

Admission of Young People Policy

1. Statement of Intent

Clovelly House primarily provides planned, fifty-two-week residential care, with individually integrated care and education packages to young people with Social, Emotional and Behaviour Difficulties. While our expectation is to offer settled placements of 6 months and more, our admission procedures are sufficiently flexible to take account of urgent situations. This means that their admission may be accelerated, enabling us to sometimes accept emergency placements, but no young person would be admitted without some form of planning.

2. Admission Criteria

Clovelly House only provides admission to children and young people whose assessed needs can be reasonably met in line with the identified homes Statement of Purpose criteria for admissions. This is based upon a young person's care plan and their identified individual needs. We will also consider their safety and the potential risks they may present others within the Home and the wider community.

Clovelly House staff members work with children and young people with Social, Emotional and Behavioural difficulties requiring specialist education support and care packages.

3. Admission Process

3.1 Admissions are usually offered on a planned basis, via a referral to the Principal. We ask Local Authorities to provide detailed paperwork before consideration is given whether to offer a placement. We require the following information about each young person:

- Presenting problems
- Other significant behaviours
- Social work report
- Education report
- Results of any mental health assessments
- Family Background
- Details of any supervision orders / court orders

3.2 This information is then considered alongside any vacancies in the home and that home's specific statement of Purpose criteria for admission and current young people in placement.

3.3 Before admitting a new young person, the manager must ensure there is a sufficient percentage of trained staff members to provide the level of care and supervision required to all young people and that resources are available to accommodate any placement needs.

3.4 Prior to admission young people are given information in the form of a young person's guide specific to the home identified and written in line with the statement of purpose in a format appropriate to their age and understanding. Where possible young people are able to visit the placement and are supported to understand what to expect from living in the home and the reasons why they are to be placed there. We expect young people to be involved in the placement planning process so that they are able to take some ownership for their move to Clovelly House.

3.5 The manager of the home is responsible for ensuring that the other young people in the placement and their placing authorities are informed of all admissions into the home Provision and are supported during the admission process.

3.6 An out of county notification must be sent to the host Local Authority informing them that a young person has been placed in the area. All out of county notifications should be sent using the form in appendix 1.



4. Planned Admissions

Each young person will be allocated a care team, consisting of care and education staff members. A Care team consisting of a senior manager and a key worker will be allocated to the child on admission. The role of the head of the Care Team, who is usually a Senior member of the care staff will be to liaise with the young person and their family or carers, to gather as much information about the young person as possible and to give information about the service and facilities provided by us.

4.1 The Care Team will organise for staff to visit the young person at their existing placement where possible to talk to the young person and answer any questions they may have. They may also talk to staff at the current placement to gain some insight into the needs and behaviours of this young person.

4.2 Arrangements will be made for the young person to then visit Clovelly House for a few hours - to meet some staff and to have a look at the Home. We will then organise an overnight stay and work towards agreeing a date of admission.

4.3 During this process we will try and identify a member of staff the young person relates to well and on the day of admission we will organise for that staff member to be on duty for the evening the young person arrives and for the following morning when they wake up. We may not allocate a key worker for at least a few days and until we have consulted with the young person.

4.4 A planning meeting will be chaired by the home manager and will include the Principal, Lead Teacher, and social worker. The purpose of this meeting is to plan for the admission of the young person and for all services to share and discuss the admission paperwork and the care planning for the young person during the assessment period. It will be agreed in this meeting who will be the appointed the key worker and the education arrangements that will be in place.

5. Emergency Placements

While we prefer to offer settled placements of 6 months and more, our admission procedures are sufficiently flexible to take account of urgent situations. This means that the admission process may be accelerated enabling us to sometimes accept same day/emergency placements, although this would still require some form of planning.

All admissions, including same day placements, will be via a referral to the Principal. We ask Local Authorities to provide detailed paperwork before consideration is given whether to offer a placement. We require the following information about each young person:

- Presenting problems
- Other significant behaviours
- Social work report
- Education report
- Results of any mental health assessments
- Family Background
- Details of any supervision orders / court orders

On the day, the young person moves into the home the following information is required, it must be signed by the placing authority and those with parental responsibility:

- Completed LAC Paperwork with new address
- Authority to accommodate
- Medical Consent
- Full risk assessment



Clovelly House Policy

Children and young people will only be admitted in an emergency if the home is at the time able to provide a bedroom and appropriate care and facilities to meet the needs of the placement. Following all emergency placements, it is essential that an admission meeting takes place within the first 72 hours of a placement to consider whether the young person should remain in the home.

During the admission meeting, which will be recorded, and minutes distributed accordingly, we will ensure the following paperwork has been completed and signed by all those required to do so. The following information must be kept on our file:

- Family Contact Arrangements and Details
- Medical History and Requirements
- Education History IEP/PEP
- Social Worker contact arrangements
- Company plans
- Risk Assessments

Following this a review must take place as soon as possible and within four weeks to consider whether the young person should remain in the placement or if it is in their interests, or the best interests of the other young people, for the child to move to a different placement.

In the case of same day admissions, young people are given information on arrival, in the form of a young person's guide specific to the Residential Provision identified and written in line with the statement of purpose, in a format appropriate to their age and understanding.

Assessment period

Young people admitted on a Same day/Emergency basis will be placed on a short-term plan initially, to allow for a comprehensive integrated assessment to be completed.

This assessment will involve care and education staff, and input from other agencies and professionals involved. The young person's views wishes, and feelings will be recorded along with those of 'significant others'.

The assessment will be used to inform a comprehensive risk assessment and a long-term behaviour management strategy. The assessment will also identify whether it is in the young person's best interest to remain in the placement on a long-term placement. If it is felt that Clovelly House cannot meet the needs of the young person, the local Authority will be asked to seek a suitable alternative.

6. Assessment and intervention

Following a young person's admission and during the initial settling in period a comprehensive assessment will begin take place. This assessment will be conducted on an individual basis with the young person and allocated professional care workers such as the key worker and the lead teacher.

The basis of this assessment will be collected from the well-recognised strengths and difficulties questionnaire (SDQ) which will then be evaluated every six months and will support the young person's care plan. The SDQ is a brief behavioural screening questionnaire for young people of all ages. In addition, educational assessments and assessments of risk will take place.

The purpose of the assessment is to explore the young person's social and emotional development.

Information from the young person's internal thoughts and external sources will enable the carers and teachers to make a solid based formulation about what intervention would be most appropriate for the young person.

The plan will outline realistic expectations for the young person's future.

Following the assessment period, a meeting will take place to discuss the ongoing arrangements for care and education and to agree the care plan for the young person. This meeting will be chaired by the home manager and will involve, the home manager, appointed teacher, the keyworker, and social worker.



7. Changes to Placement or leaving placement

Any changes to the placement should be planned and moves should be agreed using the 'Looked After Review' process and made in the best interests of the young person to meet their needs and take into consideration their views wishes and feelings. When young people are leaving the home, they are supported by staff to understand the reasons why they are leaving and supported during the transition to the new placement, independent living or return home.

A review must take place before a young person is moved to another placement unless this is an emergency. If a young person is temporarily moved out of the home by Clovelly House the Local authority must be informed immediately and a review must take place as soon as possible to consider the long-term plan for the placement.

Young people can remain in the placement until moving on is in their best interests or until they reach the age of leaving care unless this is against the welfare of others or is impracticable.

Once a young person leaves placement a further out of county notification must be sent to the host Local Authority informing them of the end of placement.



Appendix 1

**ARRANGEMENTS FOR PLACEMENTS OF CHILDREN
(GENERAL) REGULATIONS 2013**

**NOTIFICATION OF PLACEMENT OR CHANGE OF PLACEMENT
OF LOOKED AFTER CHILD**

TO:		(Authority)
------------	--	--------------------

Name of Child:	
Date of Birth:	
Gender:	
Name & address of Parent/Person with Parental Responsibility:	

On Child Protection Register:	
On Children with Disabilities Register:	
Child's Legal Status:	
If child is subject to Care Order, to which authority:	

Placing Authority:	
Name, address and Telephone Number of Social Worker:	
Name, address, and Telephone Number of the IRO:	
Has the young person a SEN statement and if so details of the local authority that maintains the statement?	
Out of Hours service contact:	
Placed with (establishment/ Foster care/organisation:	
Name, address, and telephone Number of placements:	



If your authority has local knowledge of the placement which it would be appropriate to share with the placing authority, please contact the social worker named above.

Date of Commencement of placement:	
Date of Termination of placement:	
Reason for termination:	
Have arrangements been made for another authority /person/organisation to supervise or carry out the functions in relation to a placement on the behalf of the local authority	
If yes, with which authority /person/organisation have these arrangements been made:	