

# **Admission & Reception of Children & Young People**

***Date Written: September 2019***

***Most Recent Review: January 2021***

***Timescale of Review: Annually***

***Next Review Due: January 2022***

## OUTCOME

### ***‘Young people are able to move into their placement in a planned and sensitive manner’***

A child will not be admitted until there is a full discussion about their suitability for the home. Discussions will involve the staff team and the referring authority, and, where appropriate, external consultants and /or the young person’s parents/carers. All children will then be invited to visit the Community. How they are likely to integrate with the existing children is particularly important due to the small size of the individual homes. A place may only be offered after this process has been completed.

The following procedures are advantageous for a successful placement and are therefore be carried out to the full. The time span of any possible admission, however, will vary according to the given circumstances and urgency of the individual child’s situation.

1. The referring agency will identify a child who may be appropriate for, and benefit from, The Amicus Therapeutic Community. This will be in discussion with the child’s placing authority and consultation and discussion with the child themselves.
2. Initial contact will be made through Rebecca Newton – Strategic and Clinical Director and will be shared with the Amicus Management Team.
3. From this discussion the referrer will be sent the Amicus Community Referral form and a list stating what information and documentation will be required to assess the suitability of the referral, they will also be sent Amicus Statement of Purpose, recent Ofsted Reports, Placement Costings, Children’s Guide and any other relevant documentation.
4. The possible referral will then be discussed by the Directors, Senior Managers, Home Manager, Deputy Home Manager and the Head Teacher and consultation will also take place with a Child and Adolescent Psychotherapist. This will consider not only the referred child or but their compatibility with the current children or young people living in the home.

5. If Amicus and the referring agency consider the placement to be suitable for the child, a meeting will be arranged between the Directors and those responsible for the referral. Other interested parties, including the child's parents / carers, will be invited where appropriate.
6. If a decision is made to offer the child a place at The Amicus Community, the child will, where appropriate be visited firstly on familiar ground and in the company of familiar carers. This initial contact will be made by the child potential Amicus Link Worker and the Home Manager.
7. The child, with parents / carers, again where appropriate, will then be invited to visit the home for at least one initial visit.
8. After this process and with the relevant parental / carer consent, a place will be offered if it is still felt that Amicus would be a suitable placement. A transition programme will then be agreed and implemented and is normally around two weeks from this stage.
9. Where children are coming from out of county, the host local authority; West Sussex, will be informed of new placements. Written notification will be given to the host authority and will include: the child's name and date of birth, whether the child is placed under section 20 or 21 or subject to a care or supervision order under section 31, contact details for the team manager of the placing authority and the child's IRO, whether the child has a statement of special educational needs, and if so, details of the local authority that maintains the statement.
10. Before the new child becomes a resident, it is also vital that not only the staff team, but the other children are prepared for their arrival. Both staff and child groups will be informed and supported around this information. A preliminary placement plan will be done for the new child as well as corresponding risk assessments and an impact risk assessment on the whole child group and how their entry into the home will be managed.

11. Before the placement commences the assigned Link-Worker of the child may visit the child again in their current placement and arrangements will be made with the child's local authority and / parents / carers for the child to come and visit the home and / or school again and stay for lunch or dinner. This may occur several times over the planned transition process and may involve an overnight stay before they commence their placement fully. The child is encouraged on their visits to leave a possession of their choice in their new bedroom for when they return and to also be part of choosing how they want their bedroom to be decorated and to choose which duvet covers they would like. This helps them to attach in their placements and have a sense of belonging and involvement.
  
12. When possible or appropriate, the needs of the broader family (again this includes birth, adoptive or foster) will also be identified and work carried out with them. This is important for any genuine long-term progress.

# PLANNED ADMISSION

## OUTCOME

*'Young people receive care which helps to prepare them for and support them into adulthood'*

A transition plan will be drawn up for the child and they will be given an age appropriate version of this plan and their views / consultation sought. The child will be invited to Amicus for a meal, accompanied by their carers and Social Worker. Their intended link worker will find out their favourite meal before the visit.

On arrival the intended link worker will introduce the child to the rest of the staff team and the other children. The children will have been prepared for the visit and one of them will be asked to show the new child around. They will be shown their bedroom and will be encouraged to personalise it when they join us. At this stage they may want to leave a personal possession in their room to indicate they will be returning. If appropriate they may want to play and explore with their peers before the meal, but only if they feel comfortable.

After the meal, the child, Social Worker and parents / carers will then go through the Amicus admission procedure and the child's information pack. At the end of the visit all parties will be asked if they have any further questions or concerns.

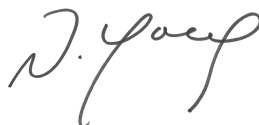
A further visit for an overnight stay will then be arranged and if all goes well from there an admission date will be arranged. On the first day of admission they will be met by their link worker who will be around as much as possible during the next couple of days.

Efforts to help the child feel more at home will include the presentation of Amicus' 'Welcome Box' containing a number of useful and practical items. Where appropriate they will be encouraged to keeping contact with previous carers, so they do not feel rejected.

During the young person's early days at Amicus, extra input will be given by staff to ensure they feel as safe and secure as possible.

**Signed by Senior Manager:**

**Date: January 2021**



**Nicky Young**

# Policy Reviews

<b>Date of Review</b>	<b>Information on Updates</b>	<b>Reviewed By</b>
April 2020	Removed details of 'older' home transfers	NY
January 2021	General Review – no amendments	NY