

ADMISSION AND DISCHARGE OF CHILDREN/YOUNG PEOPLE

1 Purpose

This document describes the processes that should be followed in arranging the admission and discharge of children and young people from Woodlands Ltd resources. It further outlines the expectations that we should have of local authority colleagues when planning admissions and discharges.

2 Scope

All staff.

3 References

The Regulated Services (Service Providers and Responsible Individuals) (Wales) Regulations 2017

Children's Act 1989

4 Definitions

None

5 Action/Discussion

Action

Person Responsible

- 5.1 The essence of good childcare practice lies in planning
- 5.2 Ideally, the planning process should include:
- The child
 - The parent(s) and or those with parental responsibility
 - The Social Services Department with responsibility for the management of the child's case
 - Those with knowledge/information relating to the child's education and health needs
 - Woodlands Ltd personnel which includes the Head of Education or Senior Teacher, a representative of Therapeutic Services and House Manager/Deputy
- 5.3 A pre-placement meeting will be convened, with invites extended to those identified at 5.2 above. The invitations will be at the discretion and judgement of the Social Worker.

- 5.4 Prior to admission (or at the point of admission if it is not possible to convene a pre-placement meeting) the following documentation will be required from the social worker or other Social Services Department representative:
- Placement information
 - Care Plan
 - Core Assessment (if not completed the initial assessment will be acceptable in the first instance)
 - Personal education plan
 - Individual education plan
 - Last school contact details
- 5.5 Prior to admission the Registered Manager will identify a member of staff to take on the role of Link Worker who will contact the Social Worker to gather details relating to the child's preferences in relation to food and other personal issues that will enable the process of admission to be as comfortable and pleasant as possible. Attempts must be made to customise the child's bedroom according to their taste.
- 5.6 When the child arrives, it is he who should be the focus of the welcome to the children's home.
- 5.7 The child should receive the young person's handbook.
- 5.8 A worker should have been identified who will then take the child to see their bedroom, meet other children and staff and begin the process of familiarising themselves with their new surroundings.
- 5.9 The receiving manager should then discuss any pertinent issues with the Social Worker (this might include contact details, any outstanding medical needs or appointments or other essential information).
- 6.0 All the LAC documentation, if not delivered in advance, should be presented.
- Then by considered, any omissions noted and agreement reached on how this will be made available to the unit.
Details of the contact number for the "out of hours service" should be noted and logged.
- 6.1 The date for the initial planning meeting should be agreed (this should be within one week of admission) and a date fixed for the initial review of placement.
- 6.2 Before the Social Worker leaves, the manager should ask when they next plan to visit the child, this should be noted and logged.
- 6.3 At an appropriate time after the Social Worker has left, the Office Should be informed of the admission and basic information sheet provided.

Head of
Service

- 6.4 At school baseline assessments will be completed to ensure appropriate levels of teaching. The young person will also have an induction programme led by the Assistant Head to ensure that the young person understands the expectations and rules/routines at school. After the completion of baseline assessments a timetable is given for individual subjects.

DISCHARGE OF A CHILD / YOUNG PERSON

- 6.5 The discharge of a child / young person from Woodlands Ltd may occur in two ways, Planned Discharge as part of the Care Plan or as a result of a serious incident.

Planned Discharge:

The discharge process should begin with the development of a Pathway Plan which is completed by the placement social worker. Woodlands should have an important role in the completion of the pathway plan through the information gathered in the Woodlands Review Reports which is shared with the Social Worker and presented at Statutory Reviews.

Careful arrangements with great attention to detail must be made to maximise the chances of success for the child in making the move. Breakdowns in communication systems during the process of discharge are well documented especially where a number of professionals, friends, family, alternative carers etc are involved. Staff must take care to know exactly who is expected to do what and when. All the details of the process should have been agreed in a Looked After Children System review or Planning meeting. Staff must ensure that the child does not get 'lost' in this process! Hence careful recording is required when contacts are made.

A successful outcome is more likely to occur where staff continue to keep contact with the child after (s)he has left the placement unless there are good reasons why such contact should not take place. This aspect should be part of the planning process and agreed with all parties.

Woodlands Ltd will be pleased to be involved in any aftercare support packages as agreed between Woodlands and the Local Authority as part of the planned discharge process. Before leaving a leaving report is completed by care, therapy and education to highlight areas of progress and development.

Placement breakdown: Normally Woodlands Ltd will give no less than 28 days notice that a child should leave our 'care'. A breakdown typically occurs where the child will not engage with us and where extensive damage to property occurs or there is a real danger to staff, the child concerned or other children. The period of 28 days respects the fact that the Responsible Local Authority needs time to find a more appropriate placement and work may be required with the child to prepare them for the move. Staff will need to consider

the needs of the other children in the home and that such events may lead them to feel insecure – they may need reassurance.

The notification of placement breakdown will not normally come 'out of the blue' to a local authority. Problems with the child's behaviour will have been reported to the social worker and normally a series of Planning Meetings will have taken place to inform all parties and to discuss techniques that may be initiated to modify the behaviour that is of concern. Woodlands Ltd will work very hard with a child, fellow professionals, child, family etc to avoid a breakdown.

In the rare event that a child's behaviour presents a serious and immediate danger then the Responsible Local Authority will be given a minimum of 24 hours notice.

All cases of potential placement breakdown must be discussed with the Directors.

CHILDREN'S FILES / RECORDS – ON DISCHARGE

- 6.6 The Registered Manager, or their delegate, will review the child's file ensuring that the file is 'in order' and up to date and any official documents such as the child's passport and birth certificate have been forwarded to the Social Worker/Parents. The file will then be stored in a locked container at the main office.

Registered
Manager

6 Documentation

LAC documentation as described above.

Appendix 1 'The Admissions Process'

Appendix 2 "The Discharge Process"

Forms:

Admission Form, Discharge Form, Basic Information.

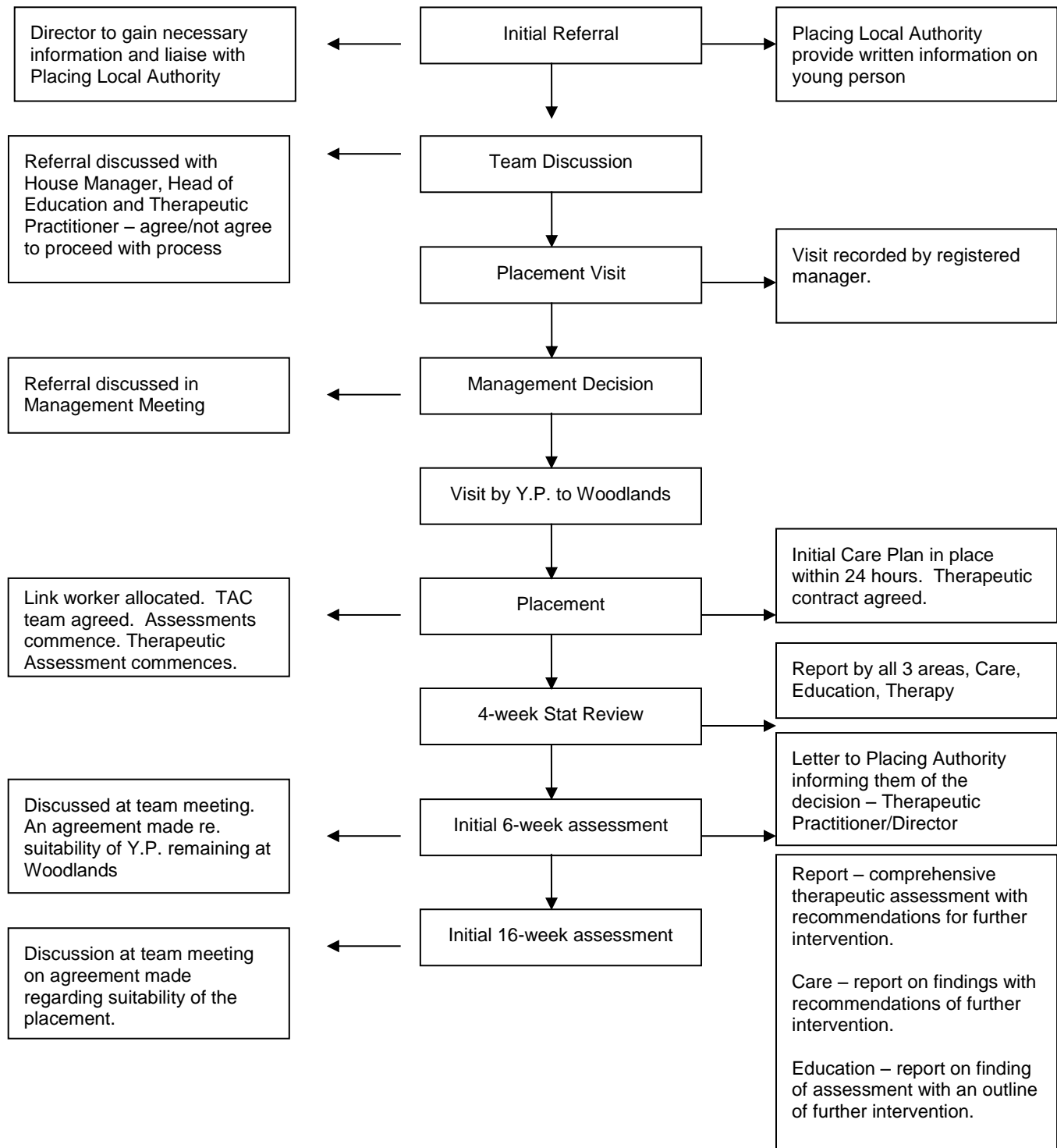
Admission & Initial Assessment Process

(Appendix 1)

Process

Action Material

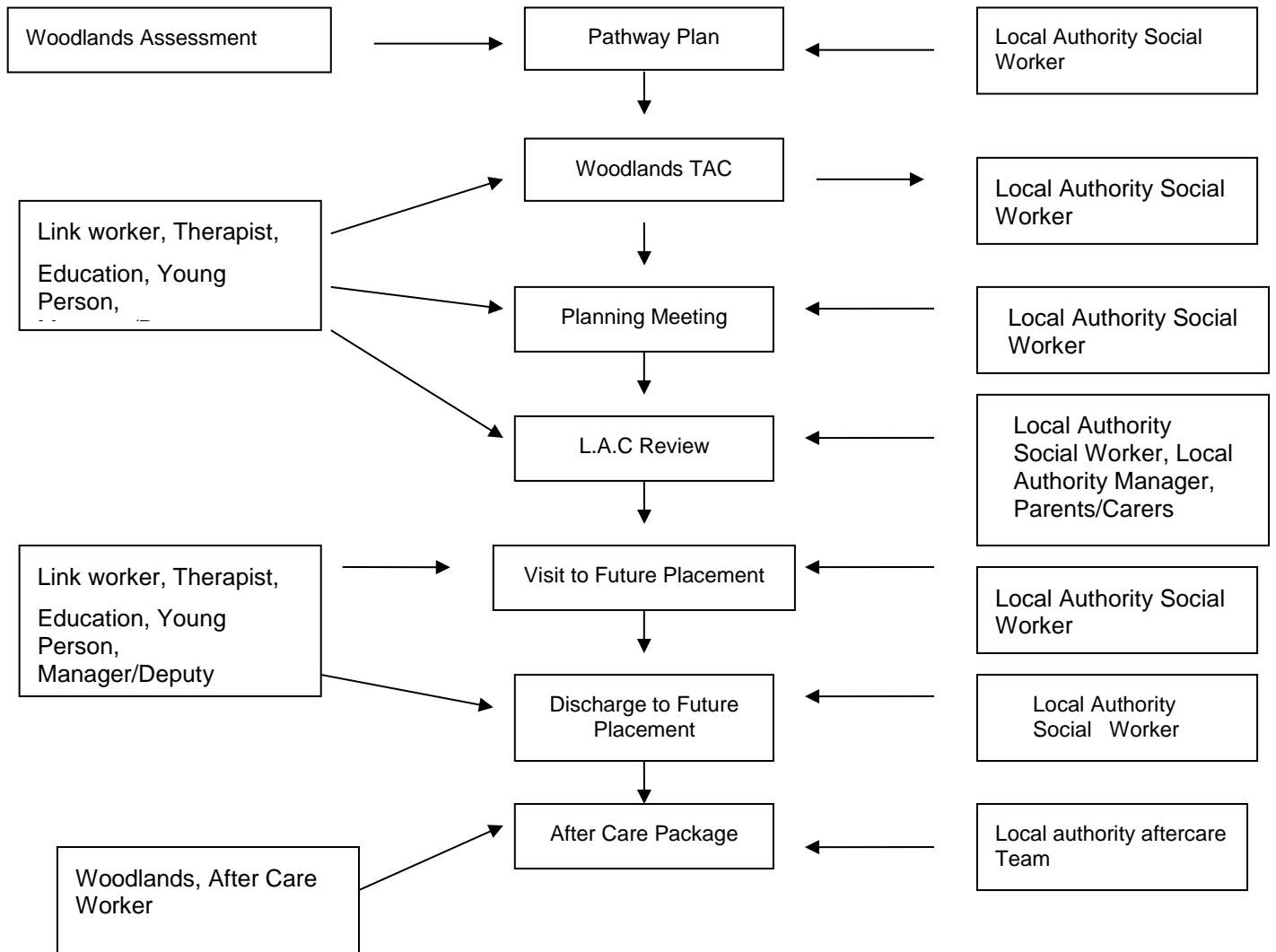
Written



Discharge Process

(Appendix 2)

Process



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I can confirm that I have read and understood this policy.

Signed:

Directors

Date

Chair of Governors

Date

Headteacher

Date

I can confirm that I have read and understood this policy.

Name (print):

Signature:

Date:
