



Lakeside @ Our Place

Admissions Policy

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1. Policy Statement

Lakeside provides specialised services for young people with learning difficulties and challenging behaviour. Lakeside is registered as a Children's Home with Ofsted and approved for 10 adolescents in order to prepare them for independent living.

The home provides for 52-week care.

2. Admissions Process

- Initial contact with the Responsible Person or Registered Manager is made by parents or carers, Education Authorities, Social Services or Health Service personnel. Lakeside will request basic information about the young person and, at this point, information about Lakeside will be provided.
- If the initial information received by the Lakeside indicates that the young person is within the registration category for Lakeside, then a copy of the Statement of Special Education need and other relevant current documentation will be requested. Information may include current assessment undertaken by Social Services, Psychology, Speech and Language, Medical, as well as Education reports.
- Once the information has been received it will be considered by the Responsible Person, Registered Manager in relation to the availability of places. Lakeside will endeavour to maintain a balance of age, gender and skills within the home's population and all new admissions need to be appropriate to the vacancy in relation to the needs of the young people already in residence.
- If the applicant is deemed by the SMT to be appropriate for placement, based on the information received, the young person's representatives will be invited to visit Lakeside. If appropriate the young person may also visit.
- Following this visit, if Lakeside is considered a suitable placement and an official request to place is received, Lakeside will arrange to send two representatives to visit the young person in their own setting. This assessment visit will identify that the initial information received is still current and establish the appropriate level of funding. Lakeside makes no charge for this assessment visit.
- When these stages have been accomplished, the suitability and availability of placement has been established and the funding issues resolved, Lakeside will make an official placement offer to the lead agency requesting placement.
- Once an offer of placement is made and accepted, parents and carers will be kept in close contact. Parents and Carers will receive newsletters and be invited to social and training functions as they arise.

- When a date for admission is agreed a transition programme is created as appropriate to the young person's needs and situation. Visits by the young person and relevant adults are encouraged and information is exchanged in the form of a pre-admission questionnaire relating to the skills, likes, dislikes and individual features of the individual. If appropriate, staff from Lakeside will meet with the young person and their carers in their current setting. It may be possible for current people who use the service to send photographs to the new young person and videos can be exchanged.
- The young person and their parents and carers will be issued with a Statement of Purpose and residents handbook.
- A key worker from Lakeside will be allocated prior to admission to collate relevant information and organize the young person's bedroom and any special requirements they may have on admission. The information gained from the assessment visit and from contact by Lakeside staff with the young person will form the basis for their placement plan within their file. Young people are encouraged to bring their favourite items i.e. books, toys, blankets, games etc from home to help support with settling in.

3. Following Placement

- Placements are monitored by the placing Authority and a 72 hours meeting is required after the date of placement. A review of the placement is held within the first six weeks and then at six months, under the Looked After System. At this point, if the parents or placing authority consider that the young person's needs are not going to be suitably met by the provision of Lakeside the young person may be withdrawn without penalty provided that lakeside is given seven days written notice within the first four month period.
- If Lakeside finds that prior information regarding the young person was inaccurate or incomplete, then Lakeside can terminate the agreement giving similar notice.
- The one month Review, to which all interested parties are invited, will provide an initial assessment for the young person's skills and make recommendations with targets identified. Thereafter, Reviews are held twice a year, one review being identified as the Annual Review of the Statement where applicable.

4. Internal Admissions Procedure

- The Responsible Person, Registered Manager and the young person's current carers will draw up an admissions induction timetable detailing visits and contact.
- The SMT will allocate a key worker to co-ordinate the process.
- Lakeside will complete, with family and carers, a questionnaire providing information that will ease the young person's transition. The Registered Manager will produce and circulate an "Essential Information" page for circulation.

- The Registered Manager and key worker will draw up an action plan detailing all actions necessary prior to admission to include medical and continence needs as identified.
- On admission the parents/ carers will be provided with information relating to the staffing structure, the relevant telephone numbers, contact arrangements. If not already provided, copies of the Statement of Purpose, Complaints Procedure, Safeguarding Policy and Behaviour Management documents are made available.
- Each new young person will be registered with the doctor and have a simple medical in the first week of occupancy.
- All authorities using the Looked After Children (EHC documentation will complete this with the Responsible Person or Registered Manager).

5. Admissions Information

The personal information listed will include: Parental details, contact information and arrangements, Placing Authority contact details, Medical and Special Needs for all young people in residence. This will be located on a single page that can be accessed only by the Senior Management Team, Administration Assistant, Duty Managers and Key Workers.

6. Emergency Admissions

As a rule Lakeside @ Our Place would be unable to take a young person as an emergency admission.

If, however, a bedroom is vacant we would consider an emergency placement depending on a decision taken by two of the Senior Management Team to that effect.

Where Lakeside takes in a young person under an emergency admission; risk and compatibility assessments will be reviewed in light of the new young person's known behaviours.

At least one member of the Senior Management Team will have been involved in the admission and a risk assessment for the newly placed young person will to be drawn up and the information passed to all staff on site prior to the Senior Manager leaving the site.

It may well be advisable for the Senior Manager to call on bank/relief staff to increase the staffing ratio by at least two members of staff for the first two shifts of the new placements stay dependent on the reasons for the emergency placement.

A review must be initiated within 72 hours of admission of the young person, to consider whether the placement should continue.

7. Essential Information to be collected:

- Emergency contact details
- Placing Authority Contact details
- Family information – especially any LAC or Court information
- LAC Care Plan/Pathway and Risk Assessments
- DoLS information
- Medication and any protocols
- Health care plan and needs
- Support needs
- Emotional state
- Any known behavioural needs – calming methods, communication methods