



ANDERIDA ADOLESCENT CARE

ADMISSIONS POLICY

Anderida Adolescent Care accepts young people up to the age of 18. Anderida endeavours to always make the best match for young people within homes of multiple occupancy, and to work closely with the Local Authorities to ensure the most appropriate placement with the best possible outcomes for each young person. (please see- Matching Policy).

Planned Placement

Following an initial enquiry, we will request the following paperwork:

- Completed referral form
- Social work report
- Case history
- Chronology
- Up to date event sheets
- Pre-sentence / court reports
- Statement of special educational needs / current PEP
- Psychological / psychiatric / observation and assessment reports
- Medical history

Where the team feel that the young person may be a good match for the home where there is a vacancy, one of the directors will discuss further with the placement team and social worker.

If we feel that we can offer the young person a placement, they will be invited to visit the home. Should a longer assessment be required, or a period of stabilisation necessary before a final decision can be made as to the suitability of Anderida and its various resources, an additional assessment will follow at our resource in Scotland or in the identified home.

If a young person should be admitted in an emergency and there is insufficient time to go through the planned placement procedure, we would often require a minimum two-week assessment period in order for Anderida and the young person to make a decision as to whether this is a suitable placement for them.

Before the start of the placement, we require:

- Signed contract / agreement for placement
- Admissions form fully signed in all sections (including medical)
- Confirmation that finance is agreed and in place
- A firm plan for the education of that young person

At the start of the placement, we require;

- LAC Care Plan
- Delegated Authority form
- Essential Information
- Copy of a relevant care Order

Once this is completed and the young person has moved into the home, a seventy-two-hour placement meeting will be expected to draw up the Placement and Care Plans.

Anderida aims to help the young people feel welcome and quickly settle into their new home. There is an induction to the home list at the front of every young person's care plan which covers many of the required areas when welcoming a child into their new home.

The list includes:

- Contacting the child's significant others and providing them with contact details, details of our website and parents' guide.
- Providing the young person with a key to their room.
- Completing a fire evacuation and signed paperwork.
- Signing terms of residence contract.
- Allowing the young person to choose how they would like their room decorated and an allowance for soft furnishings to personalise.
- Being familiarised with 'The Hive' - young person's website
- Being given a hard copy of the young person's guide
- Having a clear plan for education
- Agreeing some goals for the young person's care plan
- Completing the positive holding plan with the young person
- Having A-points personalised to their goals
- Completing the rest of the care plan and providing the young person with their own copy
- Staff creating a support plan which outlines how the home will meet the child's needs and help them progress daily
- Completing a full risk assessment
- Ensuring East Sussex Local Authority are informed of the young person moving to the area.
- Receiving a delegated authority form from the local authority
- Discussing with the young person how they would like to receive their key hours (digitally or paper format) and other reports or only when requested.
- Being made aware of our local advocacy service
- Informing the missing person's co-ordinator and MASH team that the young person is in residence and if they have a history of persistent absconding/other risky behaviour.

Once the young person has settled in, a key worker will be allocated.