

# Referrals, Placements, Pre and Post Placement Procedures

## Outcome Statement

Children are able to move into and leave the home in a planned and sensitive way. They have their needs assessed holistically, effectively and comprehensively. Written placement plans outline how these needs are to be met. Young people are appropriately placed at Donyland Lodge.

- Referral (Decision Making) Process
- Records and Plans
- Placement Process
- Transfers and Discharge
- Joining and Leaving the Community

## Referral (Decision Making) Process

Before a child is referred for placement, the social worker/placements officer should undertake certain consultations and decision making procedures. These procedures are outlined in the section, Pre and Post Placement Procedures.

Initial enquiries are normally received and considered in the first instance by the Children's Services Director or the Director, who will then contact the placing authority to ask for more information, clarification of information or to agree in principal that a placement for the young person is considered appropriate.

Following the exchange of relevant information the Children's Services Director or the Director will consider the assessment of risk as detailed at Standard 5 (5.7) NMS.

They will also take into consideration Standard 1.1 of the Community of Communities Core Standards, in relation to the child's therapeutic needs.

The Directors will then discuss the referral with the Senior Management Team, and the psychotherapist where appropriate, the majority of which must agree that the proposed placement is appropriate.

If it is then considered that the identified needs of the young person could be met at Donyland Lodge, the social worker will be invited to visit.

This will then be followed by a visit to the young person in their current placement, followed by a visit by the young person, their social worker, parents (if appropriate) or others significant to the child, to Donyland to meet with staff, teachers and the other young people resident in the community.

Should all parties agree that a placement is suitable, and the young person show some degree of commitment to the programme, then a further visit or admissions date will be organised.

### **Records and Plans**

The following chapter refers to LAC documentation and Integrated Children's Systems forms/records (if they are applicable).

As soon as is possible following an offer of placement the homes manager will ensure that all the required LAC paperwork is obtained from the placing authority, inclusive of any relevant reports and or specialist assessments.

### **Placement Process**

Once the placement has been agreed the manager will liaise with the social worker to make the necessary arrangements for the young person's placement. This may include arrangements for the child to be collected.

The manager should also liaise with the following to ensure the child's holistic needs and interests are known and accounted for:

- Parents or those with Parental Responsibility (PR)
- The child
- Teachers, tutors, key worker, staff team
- Clinicians
- Any other relevant agency for example YOS, Connexions

Following on from this, the manager will then ensure that a Care Programme is drawn up.

### **Transfers and Discharge**

The following assumes that any child being transferred or discharged to another provision will do so in a planned and agreed way and that any move will be the result of all relevant parties agreeing that such a move is in the child's best interests. It will also presume that whenever possible the child will be fully involved in any such discussions.

Donyland Lodge will normally give and expect to be given 28 days notice to end a child's placement.

If a placement is in danger of breaking down, all necessary steps will be taken to try to stabilise the young person within the community, in any event the manager will endeavour to convene a **Disruption Meeting**.

**In such circumstances that the placement cannot be stabilised and or the young person cannot be kept safe, poses a threat to others that cannot be mitigated, then Donyland Lodge will as a last resort, after all alternate strategies have been explored, terminate the placement without giving 28 days notice.**

### **Joining and Leaving the Community**

Donyland Lodge understands the importance of positive beginnings and good endings and to this end we would propose the following whenever possible:

- Each young person will have the opportunity for a least one visit
- The expectations with regards to attendance in education, community meetings, life space interviews and the Ladder system will be clearly explained
- Each young person will be allocated a key worker who is known prior to the placement commencing
- Each young person will be given a welcome pack on arrival
- When a young person leaves Donyland Lodge they will be consulted as to what type of celebration they would like, for example a special dinner or party

- Each young person will be given a “Memories Book” that depicts their time at Donyland Lodge, and celebrates their achievements
- The community will have a leavers lunch with the young person
- The community will come together to celebrate the young person, each having the opportunity to share a memory of that young person with them.
- The community will give the young person their individual leaving gift.