

POLICIES AND PROCEDURES

Admissions and Exit Policy

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Cross Reference	Six Stages of Induction/Support Services

Purpose of this document

Aspired Futures (AF) is a therapeutic service specifically targeting vulnerable children/young people CYP who are experiencing additional challenges from preschool age onwards, until adulthood if required.

The aims and objectives of AF requires a specific admissions referral and exit process to ensure we reach and integrate our agreed target group of CYP.

Details of Policy

The AF provision is accessible to CYP who have been identified through multiagency assessment/involvement (GIR, EAT Assessment and Safeguarding) as a direct result of experiencing distress, which is causing them to underperform in mainstream education.

All CYP attending AF are subject to regular multiagency review meetings to assess their ongoing suitability of our service and outcomes against individual needs.

AF exit criteria are that the CYP are ready to thrive, AF would only exit if these two needs were met for each individual CYP and/or when the CYP decides they are ready to exit.

Admissions Procedure

- When a referral comes in to AF it will be discussed in the next Development Team meeting to identify the support required and how we can best meet the CYP's needs.
- The Children and Young People Assessment and Inter-Agency Manager (CYP Manager) will contact the referrer to discuss the referral further (if not already done so prior to referral arriving).
- An appointment will be made by the CYP Manager to visit the family to discuss the support needed and explain to them of how AF could help if they would like to access the service.
- If the CYP shows an interest the CYP Manager would set up a first introduction visit to Kensington Resource Centre. If the parents/carers do not show an interest at his point however do not object to their CYP attending then the CYP would be offered the opportunity to come on their own and have a look around the centre and meet informally the AF team.
- A taster session would then be arranged for the CYP with the CYP Manager transporting the CYP to and from the house.
- Following these visits the parent/carer and CYP would be given a date and time to start at the appropriate therapeutic play and leisure sessions, depending on the needs assessed at the Development Team meeting.
- The original referrer will be contacted following all visits to update them and to inform them of when the CYP will start the provision.

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- Regular contact will be made with the original referrer throughout the CYP's journey with AF.
- Throughout the initial admission and settling in stage the CYP Manager and all other relevant AF staff will follow the procedures outlined in the Six Stages of Induction/Support Services - <http://www.aspired-futures.com/more/induction>

Exit Procedure

If and when the AF team, all agencies involved, their parent/carer if appropriate, and the young person or child all agree that the CYP is now able to thrive and make positive life choices leading them to become independent contributing citizens, then the child or young person will exit our service.