

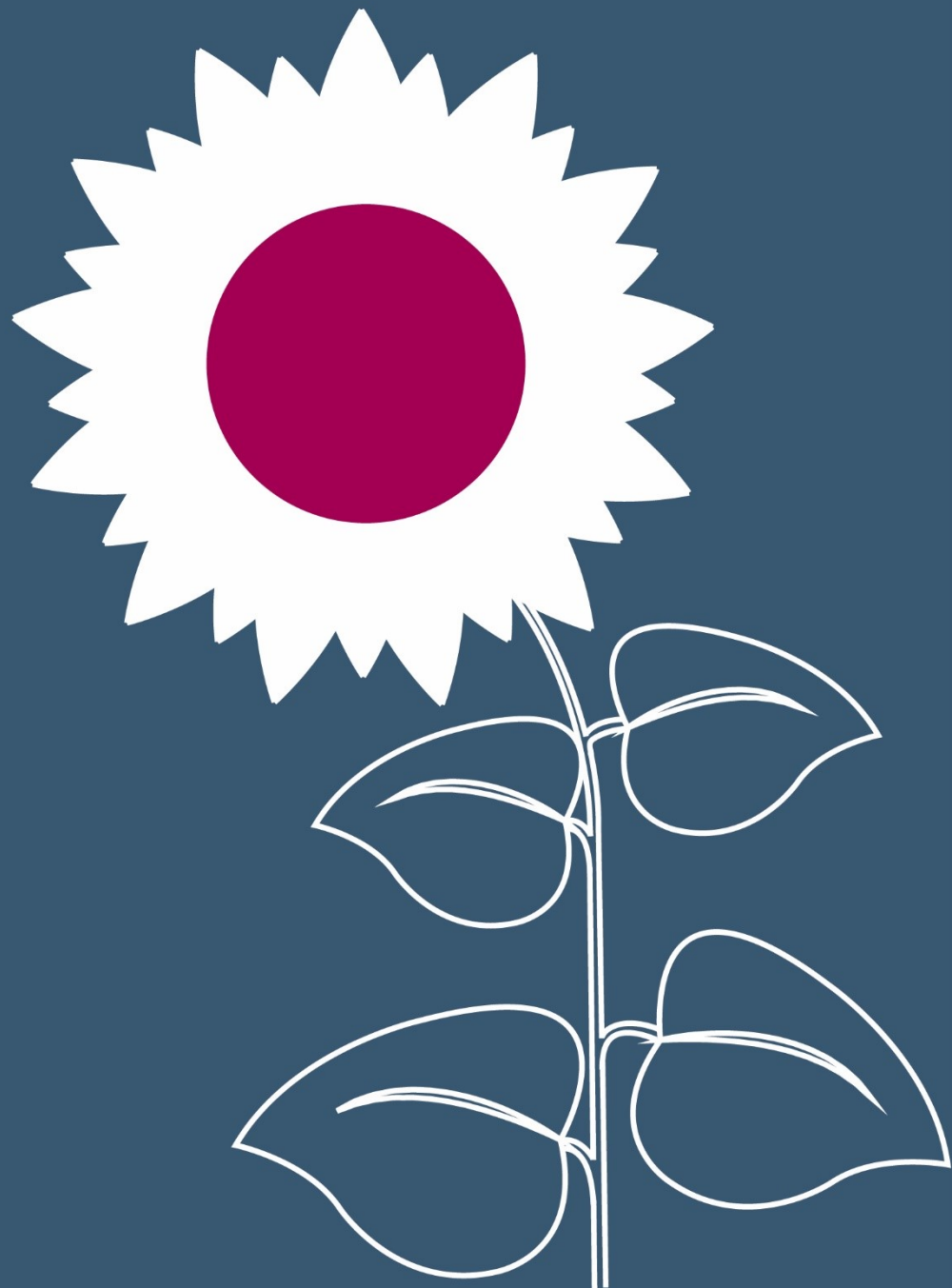


City of
Stoke-on-Trent

Admissions and Discharge Policy

Tri X 5_1_29 (July 2024)

Review date July 2025



INFORMATION SHEET

SERVICE AREA	Children’s Social Care
Date effective from	November 2013
Responsible officer(s)	Strategic Manager Children in Care
Date of review(s)	March 2021 July 2022 July 2023 July 2024
Status: <ul style="list-style-type: none"> • Mandatory (all named staff must adhere to guidance) • Optional (procedures and practice can vary between teams) 	Mandatory
Target audience	Residential Staff
Date of committee/SMT decision	
Related document(s)	
Superseded document(s)	July 2023
File reference	5_1_29

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Guidance Notes

When the Placement Team are identifying the initial list of young people to be considered at the Placement Meeting, they are to look at the current out of city placements that the Strategic Manager is considering as potential to return to a Small Group Home (SGH) Placement; in addition to looking at new young people entering the Children in Care (CIC) teams and current Foster Placements that have recently broken down. A [flowchart \(Fig. 1\)](#) outlining the process for referrals and admissions into SGH can be viewed on the last page of this document.

- The listed pieces of paperwork that are to be brought to the Placement Meeting (Statutory Review Meeting Minutes, Accommodation Request Form and PEP) are the essential documents only and any further relevant information is to be brought by the relevant professionals.
- Consultation with the Social Worker of the young person currently residing in the identified SGH is essential.
- If all Looked After Child (LAC) paperwork is not complete a young person cannot be admitted to the SGH.
- The entire process should be led by the individual young person and should progress at a pace that they can cope with in order to cause minimal anxiety and stress for the young person.

Placements at Short Notice

The Admission Policy is to be followed where possible; Electronic Social Care Records (ESCR) are to be viewed to inform the Impact Assessment where a Placement Meeting cannot be scheduled in time.

Risk Assessments are to be completed through conversation with the Young Person's Social Worker.

Planning Meeting is to be convened within 72 hours to complete full assessment of the young person and consider the suitability of the placement.

Admission Checklist

PRE-ADMISSION DAY	
1	Email to Social Worker and Principal Manager to formally request essential documentation to include: <ul style="list-style-type: none"> • CIC Risk Assessment; • Liquid Logic Documents – Care Plan, Placement Information Record, Chronology, Significant Others Contact details, Medical Records and Consent (see Delegated Authority Tool).
2	SGH Manager to discuss admission in Team Meeting and arrange plans where possible. Young Person in residence to be informed and support given where appropriate.
3	Care team to plan and purchase items including: <ul style="list-style-type: none"> • Bedroom furnishings – bedding, toiletries, towels and decorate/refurnish if necessary; • Young Person’s Guide (to include Fire Safety Quiz and can be given to young person before admission); • Welcome Box – toiletries, sweets, magazine, game/cards, teddy, colouring or activity book, coloured pencils etc. Items to be personalised based upon age and interests of Young Person; • Food for first night welcome meal.
4	Preparation of Main File by care staff – any areas that can be completed during pre-admission visits to be planned and scheduled to reduce amount of paperwork on admission day.
ADMISSION DAY	
1	Bedroom key to be given to young person, if appropriate to do so.
2	Introduction to Care Staff and Young Person in residence where appropriate and tour of the home if not previously visited.
3	Relevant Paperwork (LAC documents etc. as detailed in ‘Delegated Authority Tool’) to be provided by Social Worker and filed appropriately.
4	Issue Young Person’s Guide if not already done.
5	Young Person to be supported appropriately and sensitively when unpacking items. Care Staff to assess personal needs in order to purchase essential items of clothing that the young person does not own.
6	Arrange Placement Agreement Meeting (PAM) date with Social Worker
WITH 72 HOURS OF ADMISSION DAY	
1	SGH Manager to attend Placement Agreement Meeting
2	Complete/Review Delegated Authority Tool
3	Confirm Young Person has been registered with relevant Medical Professionals, ensure PEP/EP have been scheduled and Contact agreement is in place where appropriate.

Discharge Policy

	PLANNED DISCHARGE		UNPLANNED DISCHARGE
1	Professionals Meeting to be convened with SGH PM, CIC PM, Social Worker, IRO and Parent where appropriate to discuss plan to discharge and agree reasoning behind decision.	1	Assuming that the Young Person has left the SGH, the Care Team are to establish the whereabouts of the Young Person and document any initial risks identified.
2	Consultation between Social Worker, SGH Care Team and Young Person to ensure transparency.	2	Social Worker to visit the Young Person and complete relevant assessment of their current residence.
3	Ensure Social Worker completes relevant paperwork for Placement Request.	3	Disruption Meeting to be convened where a decision is to be made whether or not to end current placement – discharge date to be agreed and Placement Team to be notified of decision.
4	Alternative Placement(s) identified for the Young Person to consider with Social Worker.	4	Young Person to be supported by Care Team with an agreed number of welfare visits taking place daily
5	Multi Agency Care Planning Meeting to be convened to discuss level of support that the Young Person will require, what agencies will provide this support and their specific roles.	5	Statutory Review Meeting where IRO and other professionals will decide whether the Young Person is to remain Looked After. Young Person will either be discharged from Care or moved to an alternative placement.
6	Placement Team to be informed and notice on current Placement is to be served – discharge date agreed.	6	SGH Care Staff to remain in contact with Young Person after discharge where appropriate and visit them in their new placement should they wish as way of providing additional support.
7	Young Person to visit new placement/ accommodation.		
8	Young Person to have a phased move at a pace that they can cope with to their new accommodation.		
9	SGH Care Staff to remain in contact with Young Person after discharge where appropriate and visit them in their new placement should they wish as way of providing additional support.		

Admission and Discharge Flowchart

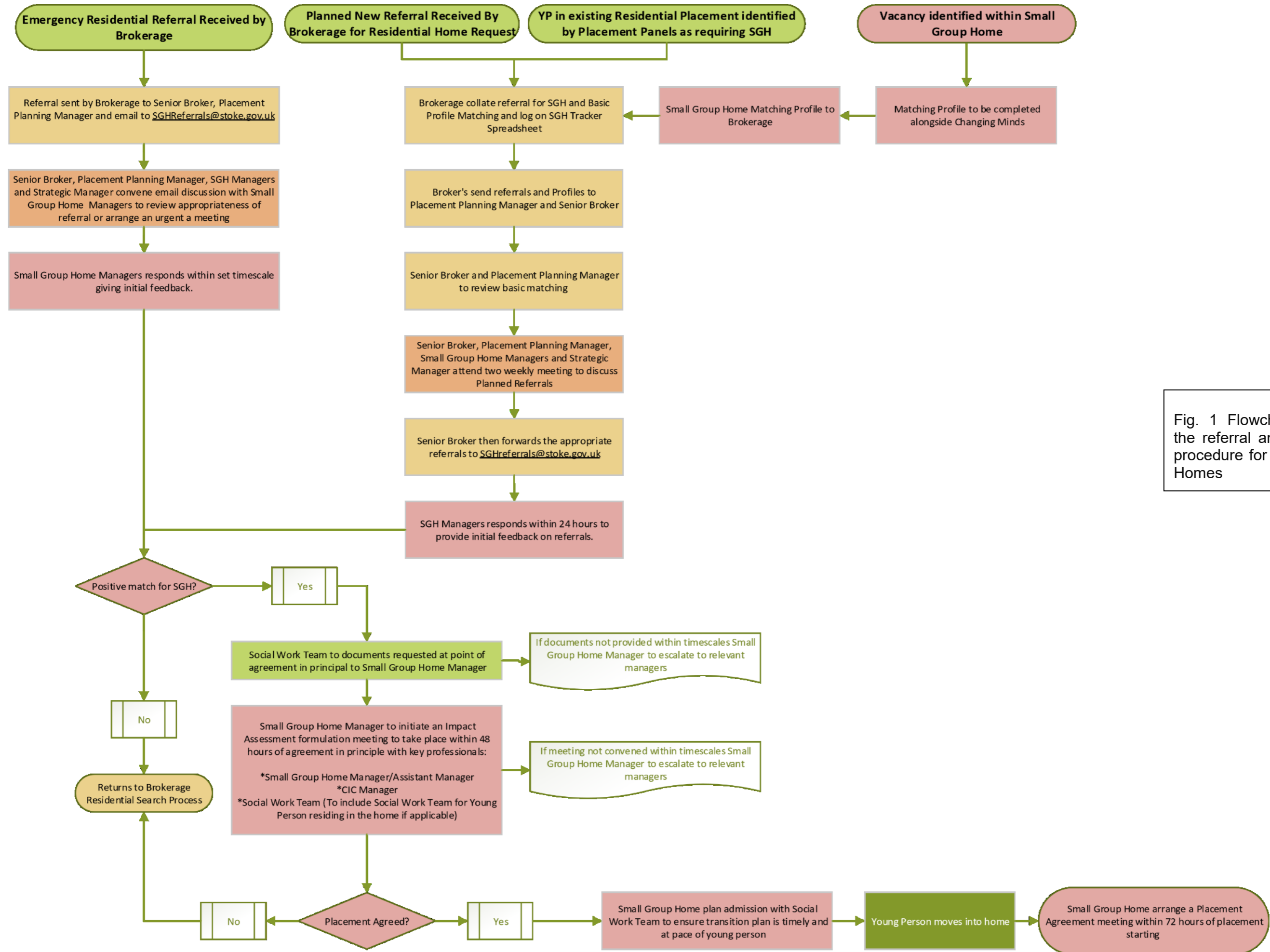


Fig. 1 Flowchart showing the referral and admission procedure for Small Group Homes