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1. **Introduction**

1.1 This policy document is intended only for the use of the employees of Physis Quantum and should be treated as confidential.

1.2 Distribution outside of Physis Quantum should only occur with the written consent of the CEO.

1.3 All Physis Quantum employees are expected to read this policy and their understanding of this policy will be assessed during the Induction Process, regularly during Supervision, and during mandatory training events.

1.4 Employees will be expected to abide by and work within this policy framework at all times, both during and after their employment, as stipulated in their Contract of Employment.

1.5 This policy was last revised on 30.04.16 and it will be reviewed bi-annually and/or in accordance with changes in company structure, relevant legislation and guidance.

2. Criteria for Admission

- 1 The criteria for admission to **Physis homes** is clearly outlined within its Statement of Purpose and Function, that is:
 - The primary purpose and function of **Physis homes** is to provide the children and young people (males and females between the ages of 10 and 18) we support, within **Physis Quantum**, with a level of residential care that enables and empowers them to fully engage with the educational, vocational and clinical services provided by the wider organisation and the community.
 - The **Quantum Leap Programme** has been specifically designed to respond to the needs of children and young people who present a complex range of needs that include inappropriate / harmful interpersonal behaviours and attachment disorder along with CSE
 - The principal aim of The **Quantum Leap Programme** is the provision of a safe, secure and nurturing environment delivered within clearly defined and robust boundaries.
 - A comprehensive programme of initial and continuing assessment is integral to this approach to establish measurable goals and targets across all aspects of service provision and delivery.

3. Admission Procedure

1. General Criteria for Admission

1. The specific needs of the current children and young people already in placement are always considered alongside those of the child or young person being referred when considering a potential admission to a **Physis home and the school**.
2. A decision to move a child or young person between different **Physis Quantum** projects is only made following extensive discussion between **Physis Quantum**, the relevant Registered Managers, Head Teacher and the Placing Authority.

3. A decision to move a child or young person between different **Physis Quantum** projects will ordinarily be treated as if it were a new admission and necessitate a comprehensive risk assessment.

2. Specific Admission Procedure – Referral Process

3.2.1. The first stage of the Admission Procedure is ordinarily an initial telephone conversation between **Physis Quantum** and the placing local authority. This initial exchange of information allows both parties to ascertain whether or not the child or young person meets the criteria identified within this Statement of Purpose and Function. If it appears that the child or young person meets the criteria the placing authority will be asked to complete a Placement Referral Form.

3.2.2. The next stage of the Admission Procedure would usually involve a visit to a **Physis home**, our Education Facilities and the Clinical Team by representatives of the placing local authority.

3.2.3. Occasionally the local authority may, in agreement with **Physis Quantum**, and where it is clearly indicated as meeting the needs of the child or young person referred, omit this stage at their professional discretion. 3.2.4. If both **Physis Quantum** and the local authority are in agreement that the proposed placement at a **Physis home** would appear to meet the identified needs of the child or young person, **Physis Quantum** would expect to be provided with copies of all relevant paperwork held by the placing local authority, relating to that child or young person.

This includes, but is not limited to:

- All Looked After Children Documentation.
- All Psychological/Psychiatric Assessments/Reports.
- All other Reports.
- All relevant Medical Information.
- All Court Reports /Pre-Sentence Reports.
- All Child Protection / Safeguarding Board Conference Minutes.
- All Educational Records and Statements.
- Any other relevant paperwork in the possession of the placing authority relating to that child or young person.

3.2.5. **Physis Quantum** will also liaise with all relevant professionals (e.g., current Therapists, Teachers and Youth Offending Team, etc).

3.2.6. **Physis Quantum** will share all the paperwork and other information received from the placing local authority, regarding the child or young person, with the Clinical Director and Head of Education to obtain their professional opinion regarding the suitability of the proposed placement at **Heathgates Farm** for the child or young person referred.

3.2.7. At this stage **Physis Quantum** will establish the status of funding for the proposed placement and negotiate any financial or contractual considerations with the placing authority.

3.2.8. When all the preceding stages have been successfully completed – and it appears likely that a placement at a **Physis home** is indicated – the following procedure will occur:

- The relevant and appropriate staff from **Physis Quantum** will arrange to meet the child or young person.
- This may involve a visit to a **Physis home**.
- This can include members of the **Physis Quantum** team visiting the child or young person in their current placement.
- The introductory process can involve visits both ways.
- **Physis Quantum** will not admit a child or young person to a **Physis home** without first meeting them.
- All children and young people will be given a copy of the **Quantum Leap Programme Children's Guide** at this stage.
- The views of the child or young person – and their family/carers (where appropriate) – will be considered in reaching a final decision on admission.

9. The timescales for completing this Admission Procedure may vary from one to two days –

to several weeks if indicated – and is always based upon most effectively meeting the needs of the child or young person in a timely and mindful manner.

3. Admission of a Child or Young Person

3.3.1. When a child or young person arrives at **Heathgates Farm** they will receive the following items:

- A further copy of the Quantum Leap Programme Children's Guide.
 - A (re)-familiarisation tour of **a Physis home** – and an introduction to the staff team members on duty.
 - An explanation of the staff team working patterns and changeover times.
 - Given access to their room.
 - Given a key to their room.
 - Provided with a lockable box with key to store valuables they do not wish staff to look after for them – if this is appropriate.
 - Provided with all necessary toiletries.
 - Provided with bed linen.
 - A sum of money (currently £50) will be provided to spend (with staff supervision) on personalising their room to their own tastes and preferences.
 - The Registered Manager, if deemed necessary, has access to a sum of up to £50 per child or young person to be spent on emergency clothing essentials where necessary.
2. The Registered Manager will ensure that the child or young person is given a printed list of the telephone number and address of **the Physis home** on admission.
3. Within 24 hours of a young person's admission the Registered Manager will ensure that the child or young person knows how to make a complaint.
4. The staff team at the Physis home will work with the child or young person to compile an inventory of their possessions upon admission.
5. The Registered Manager will discuss the relevant expectations of the programme with the child or young person within the first few days of the placement – and where appropriate – other children and young people already placed at **the home** may join in this discussion.

6. Every child or young person at **Physis** is assigned a Key-Worker and Co-Key-Worker soon after admission. The views of the child or young person will be considered when deciding which staff members are assigned these responsibilities. Though it may not always be possible or appropriate to assign key-workers in accordance with the child or young person's expressed views – when this happens the reasons for the decision will be clearly explained to them, their Social Worker and recorded on their personal file.

4. The Assessment Period

1. All children and young people are initially admitted for a period of 16 weeks in order that an initial assessment can be completed.
2. The assessment process is designed to provide **Physis Quantum** and the placing authority the opportunity to formally consider the suitability of the placement.
3. The nature of the children and young people we support necessitates this assessment.
4. The assessment process is also essential in formulating the most appropriate individualised care, education and clinical plans for each child or young person and to assess the potential risk posed to:
 - The young person themselves.
 - Other young people in **Physis Quantum** Projects, for example, at school.
 - The staff teams.
 - The wider community.
5. Both **Physis Quantum** and the placing local authority agree to abide by the results of this assessment when determining whether a medium to long-term placement at **Physis** is appropriate for the child or young person.

5. Pre- Admission Assessment:

5.1. The **Quantum Leap Programme** is committed to undertaking comprehensive Pre-admission assessment / risk assessments, that begin immediately a referral is made in order that informed decisions can be taken in relation to the care, behavioural, educational and therapeutic priorities for the child or young person immediately following admission. Risk management addressing the safety of the child, young person and others is fundamental to this process.

6. Post-Admission Assessment:

The Post-admission assessment is in fact continuous and comprises two mutually inclusive phases that utilise the AIM Framework, that is:

- The Initial Assessment Phase that corresponds with the initial sixteen-week assessment placement – and an ongoing process of assessment that continues as long as the child or young person remains in placement.
- The reporting process for these assessments will correspond with that LAC Review Process.

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