**Admission Policy**

1. **Scope**
   1. This policy is applicable to all services operated by the Omega Care Group.
2. **PURPOSE**
   1. Omega Care Group believes every child and young person has the right to reach their fullest potential and places significance on placement matching to achieving meaningful and sustainable placements.
   2. To work in accordance with Omega Care Group Mission Statement:

***Growth through potential, valued, nurtured,***

***realised roots for the future.***

* 1. To ensure all Children and Young People who are admitted to any of Omega Care Group homes are within the remit of the intention and purpose of the home parameters to provide care and accommodation, as outlined within each individual children home’s ‘Statement of Purpose (SOP)’ and the remit of the 16 plus SOP.
  2. To embed, facilitate and evolve coherent and robust child focused infrastructures, procedures and processes in line with legislation and statutory and non-statutory guidance.

1. **AIM**
   1. By implementing robust, ethical and child focused infrastructures, processes and procedures central to creating sustainable and meaningful children residential placements and 16 plus placements.
   2. To embed, facilitate and evolve coherent and robust infrastructures, procedures and processes in line with legislation and statutory and non- statutory guidance.
   3. Ensure all employees or relevant stakeholders belonging to the team around the child or young person is involved at every step of the referral process.
   4. Quality Assurance checks are completed by the Home Manager to assess the effective application and adherence to Omega Care Group’ admission processes and procedures.
   5. All admissions into any of the provisions run by Omega Care Group must ensure the child or young person’s needs and wishes can be met by the home’s accommodation and care as detailed within each individual SOP.
   6. To identify obstacles affecting matching process of children residential placements and 16 plus placements.
   7. To ensure all admissions into Omega’s Children Residential Services meet the Children Home Regulation 2015 Care Planning Standard.
   8. To ensure all admissions into Omega’s 16 plus services meet the sixth Supported Accommodation Standard, Placement Northwest, ‘Accommodation’.
2. **PROCEDURE** 
   1. All admissions off children and young people will be conditional to the referral process:
      1. Referrals may be sent to Omega Care Group directly or may be received through a specific framework applied for by the means of a successful tender application.

* + 1. Any referrals must be in writing
    2. All potential admissions are overseen by the Home Manager or the Interim Manager alongside a senior manager or the Director from the Strategic Management Team.
    3. A detailed valid impact risk assessment must be completed prior to any admission.
    4. Locality Risk Assessment must be consulted and details of any risk or concern relating to the child or young person referral must be noted within Omega Care Group admission referral documentation and discussed with Strategic Management team and all other relevant stakeholders.
    5. All potential admission’s needs and wishes must be within the remit of the home’s purposes of care and accommodation.
    6. Omega Care Group will register any interest with the agency sending the referral.
    7. A statement of interest will be developed central to the SOP and the referral. Where possible this is led by the Home Manager.
    8. Impact Risk Assessment, SOP, Locality Risk Assessment and Statement of Interest will all be submitted to the relevant agency if they meet the needs of the child or young person.

* + 1. If the expression of interest was shortlisted in relation to a planned placement, Omega Care Group would then proceed with a meeting with social services and request further documentation.
    2. Further documentation requested within assessment of referral includes: Education and Health Care plans, Psychiatric or behavioural Reports or Formulation, Care Plans, documentation created around the child e.g. one-page profiles and any other documentation deemed necessary.
    3. If the home’s accommodation and care is suited to the child’s needs and wishes, then planned visits will be facilitated within the child or young person’s current home / accommodation.
    4. An educational provision must be reviewed and identified prior to any admission of child or young person within the Children Residential Service. Omega will work with Local Authorities Educational Officers to source education provisions.
    5. The transition process will be around the needs of the child or young person and agreed with the wider system.
    6. Wherever possible, the child or young person should visit the home.
    7. If at any point concerns are raised regarding the care or accommodation not meeting the child or young person’s need then this will be expressed immediately to the social worker and where relevant other stakeholders.
    8. Where a referral is a potential unplanned admission Omega Care Group will still ensure in the first instance the referral is relevant to the Impact Risk Assessment, SOP, Locality Risk Assessment and Statement of Interest will all be submitted to the relevant agency.
    9. Significant emphasis must be placed on the child’s education plan, measures to sustain or start education and timeframes.
    10. The following pre-requisites must be met for any admission of an emergency placement.
* The setting receives information on behaviours and needs, alongside contact details.
* The potential placement will not impact negatively on any current placement.
* A sustainable and valid personal education plan must be in place and functioning for Children Residential admissions.
* The support needs of the child or young person can be met within the setting (as outlined within the Statement of Purpose).
* The child or young person is brought by their social worker to placement and can clarify details.
* The placement should be reviewed within 72 hours with an emphasis on long term planning with the Children Residential Services.
  1. Following agreement and confirmation of placement all children and young people will receive a full induction into the home and be issued a young persons welcome guide.