**Appendix A -** CHECKLIST OF ROLES/RESPONSIBILTIES DURING

ADMISSION PROCESS

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| **ACTION PRE – ADMISSION** | **Responsibility** |
| SW to contact establishment and request a placement.  CIN assessment and any Risk Assessments, any assessment reports, all ICS documents, and chronologies to be accessed by Manager on Care First | SW/Team Manager  RM |
| Information Sharing Meeting to be held including all professionals/Carers involved with the Child. | SW |
| Placement in consultation with the team to be considered by Registered Manager | RM |
| The likely effects of admission on the existing group of Children and the needs of the Child concerned must be assessed and the conclusions recorded and acted upon prior to agreeing placement. | RM |
| Service Manager and Social Worker to be informed of establishment decision as soon as possible. | RM |
| If placement appropriate considering requirements of statement of purpose then Placement Arrangement Meetings (PAM) to be arranged prior to admission to include person(s) with Parental responsibility. | RM |
| IF POSSIBLE MEETING WITH CHILD AND PERSON WITH P.R. IN THEIR HOME ENVIRONMENT TO BE ARRANGED | RM |
| Information will be provided to Child – Child’s Guide to SOP of the Home. | Link Worker & Supervising Asst Manager |
| Statement of Purpose or Parent’s Guide to be given to person with PR | Link Worker |

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| Child asked about preferred bedroom décor so room can be prepared | Link Worker |
| PLACEMENT ARRANGEMENTS MEETING (PAM) |  |
| Date of admission to be agreed | RM |
| A programme of introductions to be agreed | RM |
| All info above to be given to Child and Parent if meeting in own home has not taken place | Link Worker |
| Information regarding the Complaints Procedure and access to inspection reports given to the person with PR | Link Worker |
| Letter re: consent for Reg 44 visitors to contact person with PR to be signed | Link Worker |
| Delegated Authority tool to be completed and all consents to be signed | RM |
| ACTION after PAM |  |
| Inform Child’s IRO of the new plan. | RM /Link Worker |
| All Staff to be informed of arrangements and the particular needs of Child. | RM /Link Worker |
| Staff to make adequate provision to prepare for admission e.g. ensuring current residents are informed, administration, bedroom made ready | RM |
| Ensure Children’s Rights Officer has been contacted to provide a welcome pack for Child. | RM |
| Staff to complete admission checklist and induction. | RM/Link Worker |