



Breakaway

Admission and reception policy

Policy Owner:	Ranbir Sidhu (Registered Manager)
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Policy Summary:

Regulations 7, 9, 11, 14, 16, 18 of The Children's Homes Regulations 2015 & Quality Standards



A hands-on approach to help children in Slough be
..... Safe, Secure and Successful

Introduction

To provide staff with information on the admissions and discharge process of the children who attend Breakaway.

Policy

To ensure a consistent approach to the admission and reception of all children at Breakaway.

Procedure

- Name of CHILD
- DOB
- Placement Number:
- Date of Admission:
- Address at time of Admission:
- Date of Discharge:
- Address Discharged to:

The parents/carers of every child who attends Breakaway receives booking notification of the planned stays for their child via email and followed by a phone call.

Staff will ring the child's family near to any stays to 'confirm' the stay. They will inform the parent/carer of the date/s of the stay and ask whether the child will be coming in, they should also ask after the general health/well-being of the child and if on medication if there have been any changes since the last stay.

Once confirmed the staff member must write on the child's name on the date of their stay in the Children's Bookings file, in RED pen, the date the booking was confirmed, tick and sign.

On the day of the child's stay at Breakaway staff will collect the child from school along with their overnight bag (sometimes parent's/carer's will drop off the bag at Breakaway). During school holidays and at weekends the children will be dropped off by parents/carers.

On arrival back at Breakaway, if the child is on medication the staff member allocated to the child or the shift leader will take the medication out of their bag. The verifier and administrator will book the medication in or if not safe to do so will lock the medication into the medication cabinet until such time as it is safe to book it in.

The allocated staff member will escort the child to their room which will be identified by a name plate on the bedroom door. This would have been put on the door by the a.m. staff who would have also put any personal items/favourite toys/books in their room to make them feel comfortable. The child could then unpack their bag if they wanted to, with or without assistance, they may choose to change their clothes if they have been to school. The staff member may complete a detailed clothing list at this point or leave it until later if more appropriate.

The child would then be offered a snack and a drink and would be able to socialise with their peers and staff if they chose to do so. Staff would discuss with the children what activities they would like to do and plan the afternoon/evening

The Admission and discharge register is securely held in manager's office.