



Breakaway

Admission and reception policy

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

Regulations 5, 7, 9, 11, 14, 16, 18 of The Children's Homes Regulations 2015 & Quality Standards

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:

Admissions Criteria

- **In-Borough Admissions:** Children who reside within the borough are considered for short breaks following a referral from Social Care (CWD team). Admissions are based on assessed needs and availability, supported by an individual short break care plan developed in consultation with the child, their family, and relevant professionals.
- **Out-of-Borough Admissions:** Requests for out-of-borough placements are considered on a case-by-case basis, provided the following are in place:
 - A suitably completed referral from the placing authority.
 - Impact Risk Assessment followed by home/ school visit
 - A detailed Individual Placement Agreement (IPA) that outlines the child's needs, preferences, and support requirements.
 - A signed Data Sharing Agreement, compliant with information governance and GDPR standards.
 - Confirmation of bed space availability.
 - A signed contract or service-level agreement with the placing authority, clearly outlining funding arrangements, placement terms, responsibilities, and expectations.
 - Full risk assessments, care plans, health and medication protocols, and any other relevant documentation prior to the child's first stay.

Placement Thresholds and Legal Framework:

In accordance with Regulation 14 (Care Planning), the following thresholds will trigger a review under Children Looked After (CLA) Short Breaks procedures:

- A child who exceeds 75 overnight stays within a 12-month period, or
- A child who stays for more than 17 consecutive nights.

Where this occurs, a separate statutory CLA process will be initiated by the placing authority to ensure the correct legal status and care arrangements are in place.

Booking and Confirmation Process

To ensure clear communication and effective planning, each scheduled short break is confirmed through a two-step process. Parents and carers are first notified of the planned stay via email, followed by a confirmation

phone call from a member of staff. During the call, staff will confirm the exact dates of the stay, check whether the child will be attending, ask about the child's general health and wellbeing, and confirm whether there have been any recent changes to their medication or routine. Once attendance is confirmed, the staff member will record the child's name in the Children's Booking File using red ink, note the confirmation date, tick the entry, and sign it to complete the process.

Arrival at Breakaway

During term time, Breakaway staff will collect children from school along with their overnight bag. For children attending non-local schools, parents or carers are responsible for drop-off and collection unless alternative arrangements have been agreed in advance. During weekends and school holidays, all transport to and from Breakaway is the responsibility of the parents or carers. Upon arrival, children are warmly welcomed and supported to settle in. Each child is allocated a designated bedroom, clearly marked with their name on the door. Morning staff ensure the room is thoughtfully prepared in advance, including the child's personal belongings, comfort items, and any necessary adaptive equipment, helping to create a familiar and reassuring environment.

The child may choose to unpack their belongings independently or with support from staff, depending on their preference. A clothing list may be completed upon arrival or later in the day, based on what is most appropriate for the child's individual needs and comfort.

Medication Handling (Regulation 23: Medicines)

If the child is prescribed medication, it will be handed over to Breakaway staff by the allocated school staff or, if the child is dropped off directly, by the parent or carer. Upon receipt, the allocated staff member or shift leader will use the visual medication sheet to verify the medication. The Verifier and Administrator will then check and book the medication in line with the home's medication policy. If the medication cannot be verified at that time, it will be securely stored in the locked medication cabinet until it is safe and appropriate to complete the booking process.

Social Integration and Daily Planning

Upon arrival, children are offered a snack and drink and are supported to choose how they would like to spend their time—whether socialising with peers, relaxing, or engaging in a preferred activity. Staff consult with each child to explore their interests and plan a flexible afternoon and evening schedule that reflects their preferences. All activities are designed to be inclusive, safe, and consistent with the goals and provisions outlined in each child's individual care plan.

Record Keeping and Confidentiality

The Admissions and Discharge Register is securely held in the Manager's Office and is updated in accordance with regulatory requirements. All records are maintained in line with data protection laws, and access is restricted to authorised personnel.

Partnership with Families and Professionals (Regulation 5)

Breakaway maintains open and proactive communication with families and professionals to ensure all care is consistent with the child's needs and plans. Staff regularly liaise with schools, social workers, and health professionals to ensure coordinated support.