



Admissions Procedure

Admissions

- On arrival at the living accommodation each young person will be given information on the local area, including shops, places of religious worship, schools, colleges, community organisations, libraries, sport and other recreational activities.
- All young people will be instructed in the uses of appliances, and emergency procedures.
- The Living Accommodation manager and/or key worker will be the main contacts for all young people; the manager's role is to oversee the work with the young person. The key worker's role is to work with the young person and their social worker to ensure the success of the placement.
- Young people who are newly arrived in the country will be given all the extra support that is needed and will be visited on a daily basis to help with the settling in process, and to support the young person in gaining the necessary basic living skills needed to live independently, in what may be, to the young person, an alien environment.
- The manager will provide the young person with their initial weekly allowance
- The manager or key worker will arrange a suitable time for escorting the young person to register with a GP, Dentist and/or any other health care professional.
- The key worker will refer and escort the young person at a mutually agreed time to an appropriate education establishment, and will assist on an ongoing basis with any issues that arise from the educational referral. The manager or key worker will obtain any further details of the young person.
- The Manager and key workers are suitably qualified and hold an enhanced CRB check.
- The manager or key worker will carry out the induction of the young person into the living accommodation and complete the conditions of residency form, via interpreter if needed. This will include outlining the requirements with regards to conduct, allowances, security, usage of appliances, health and safety and cleanliness, person's cultural requirements and organise services as appropriate. Any queries will be dealt with at this time.