**Information which must be shared with the young person during admission process**

**Name of Young Person:**

|  |  |  |  |
| --- | --- | --- | --- |
| Information | Date Received | Young person’s signature | Staff Member |
| Children’s Guide |  |  |  |
| Statement of Purpose & Function |  |  |  |
| Information about complaints, Comments and Compliments procedures (along with form) |  |  |  |
| Information about Bullying Policy and your right to speak out |  |  |  |
| Information about the children’s rights service and how advocacy can be accessed |  |  |  |
| Information about Ofsted and Regulation 44 |  |  |  |
| Information about pocket money and other financial allowances |  |  |  |
| Information about what you can expect from the staff team |  |  |  |
| Information about team teach and behaviour interventions |  |  |  |
| Records kept about you and your right to make own written comments |  |  |  |
| Fire evacuation procedure |  |  |  |
| House rules |  |  |  |