

Havenbrook Admission Policy



Title	
Purpose/scope	To lie out the admission policy
Subject key words	Admission, homes
Council Priority	
Lead author & contact details	Lewis Dunhill-Pool
Date Established	Feb 2021
Date of Next Review	Feb 2022
Service Improvement & Efficiency Validation	
Legal Sign Off	
Finance Sign Off	
Approver and date	Donna Chapman 01.03.21

Havenbrook's Admission Policy Feb 2021



Havenbrook is a short break respite provision for young people aged 7- 16 offering short breaks to;

- . Provide support to prevent family breakdown and a young person being received into Local Authority care.
- . Support a young person to return to family care, where short break form part of a rehabilitation support plan.
- . Support a young person to remain in a foster family so long as this is agreed within the young person's care plan
- . Support a young person to step down from Residential care home, or Local

Continued....

Authority foster care

. Offer a Crisis Short break to a Young person for a maximum of 17 days.

When this is requested outside of office hours Havenbrook on call manager is the first point of contact, please telephone 07458 052562

Crisis Short breaks to be reviewed at s Crisis planning meeting which must take place within 72 hours of admission

Contact Details:

**Telephone Number: 01743 761906
Havenbrook on call 07458 052562**

Address: Havenbrook, Cound Stank, Cound, Nr Shrewsbury, SY5 6EP

To access Havenbrook short break provision, an assessment of need must be completed by a social work, or lead professional – this assessment and recommendation must be signed off by the responsible Team Manager or Early Help social worker.

If a child is S20, or Full care order a copy of the Care Plan reflecting the use of Havenbrook must be in place prior to agreed Short breaks

Social workers are required to complete the referral document and Risk Assessment (which can be found on LCS)

On completion these documents need to be sent to: Jason Harvey or Jessica Love

Referrals are only accepted for a maximum of 3 short break period at any one time; with no more than one short break per month, unless specifically agreed in advance by Registered Manager/Social work Team Manager

As part of the admissions process, the social worker, parents/carers, education representative and the young person must attend a short breaks planning meeting with a responsible individual from Havenbrook before any planned Short break can be agreed

As Havenbrook is a voluntary service with the intention of keeping families together Young people must be in agreement to access the service.

In exceptional circumstances, social workers can request a back to back break with prior agreement from both the Registered Manager and Team Manager.

Dates and times of admission are: -

**Monday, 3pm until Friday, 9am
(Duration of stay—4 nights)**

Or

**Friday, 3pm until Monday, 9am
(Duration of stay 3 nights)**

It is the responsibility of referrer to ensure arrangements are made for the young person to be transported to Havenbrook for planned/Crisis Short Breaks.

However, a member of Havenbrook team will provide transport home (or an agreed venue) on the day of exit as part of the exit process from the short break.

If the young person has a taxi provision allocated to transport them to and from home to school, this must be transferred to Havenbrook for each Short break, this is the responsibility for the Social worker to organise, giving transport department a minimum of 72 hours' notice