

Policy Number 1

ADMISSION AND RECEPTION OF LEARNERS TO THE COLLEGE

Introduction

Oakwood Court College have a structured referral system for planned admissions. At the point of referral basic details of the prospective Learner will be requested, and a visit to the college with the parents/carers/professionals arranged. From this a 3-day assessment is arranged and more detailed information will be required prior to this, such as any recent reports and assessments of the Learner, a detailed educational background, care and support needs, any potential risks and a full medical history. This may be contained in the candidate's Education, Health and Care Plan (EHCP). In some instances, parents/carers may be asked to stay locally or be available locally in case of distress on the part of the Learner as this can often be their first experience of being away from home.

Oakwood Court College will always strive to be flexible and accommodating in order to meet the needs of the prospective Learner on an individual basis.

Oakwood Court College is not able to accept emergency referrals. If an emergency placement is to be considered a full risk assessment will be undertaken in consultation with the Residential Manager and the College Principal. Some Local Authorities may have a "running risk assessment" on the Learner and it is appropriate to ask to have access to a copy.

General

The preadmission and admission process are two of the most important practices in a residential College. It can negatively or positively influence the entire assessment/placement for a Learner. Our practice in the first few hours of a Learner's assessment/placement is absolutely crucial to its success or failure.

The Procedure

- The Learner's room should be prepared before their arrival. It should have clean bed linen and be in a clean and tidy state. The room should look as welcoming as possible.
- The education and care records should be completed with as many details as possible prior to the Learner's arrival based on the existing preadmission and assessment information.
- The Learner's family/carers/professionals will on most occasions, accompany the Learner. When they arrive, they should be welcomed and offered refreshments.
- The first meeting at assessment/admission should be as friendly and casual as possible.
- Early discussion should surround the journey to the College and some basic information about the College and residence.
- The Learner should be shown their room and helped to unpack. Team Members should make a record of any items of value and whether any money/possessions have been

stored in the office, this should be recorded and signed by the member of the team and the Learner/family/carer/professional.

- Any medication should be entered into the medication records and then stored appropriately.
- The Team Member in charge of the admission should ascertain any additional or recent information that is necessary to help the Team Members who work with the Learner. Full details and case history should be in place before the Learner arrives. The Learner should be shown around the Residence and have the fire routes and procedures explained to them, checking that they understand the procedure and how to report a fire if they discover one.
- The Learner should be shown around the immediate grounds of the building, with any health and safety considerations pointed out to them in a clear and understandable manner.
- The basic residence routines should be explained to the Learners, during a house meeting which should take place in the early evening.
- When the family/carers/professionals are preparing to leave, Team Members should be aware that this could be a difficult time for the Learner, and they should be talking supportively to the Learner at all times. Once the family/carers/professionals have left, the next hour or so should be spent directly working with the Learner ensuring that they feel comfortable in their new environment.
- Following this initial hour, the Learner may want to spend some time alone, to think about their new environment. This is acceptable subject to the Learner's emotional state. New Learners should be regularly monitored, and observations must be recorded in the Learner's logbook.
- The Learner should be given the opportunity and be supported to express and cope with their feelings about being away from home.
- The Learner should be informed who their Keyworker is and what the role of the Keyworker will be, including when they will have the opportunity to meet them if they were not part of the admission.
- The Team Member in charge of the admission should make a full and detailed record of the admission procedure which should be kept on the Learner's file.