



**'Supporting people with learning disabilities in the community'**

## Branching Out

### Admissions Procedure

POLICY SCHEDULE	
Policy title	Admissions Policy
Approval	General Manager
Date of Approval	October 2014
Date of implementation	October 2014
Version	V1.0
Review interval	Three Years

## Admissions Procedure

Branching Out supports individuals with learning disabilities in a person centred approach to meet their needs, with this high quality of provision and dedicated staff team we are not always able to support everyone who wishes to attend Branching Out.

We are presently running to capacity and we have individuals on a waiting list.

### Admissions Procedure

#### Applying for a placement

Applying is a step by step process with no guarantee of the placement.

1. Initial enquire individuals, family member, professional, paid care. There is lots of information available on our website [www.branchingoutuk.com](http://www.branchingoutuk.com) or on [www.facebook.com/thebranchingout](https://www.facebook.com/thebranchingout)
2. If you feel Branching Out is still of interest contact us and we will discuss the generic possibilities available at Branching Out. At this stage we do not know the individuals requesting a placement so information transferred is generic and not person centred or a statement of intent.
3. If you feel Branching Out is still of interest you can request a visit to our premises and view the facilities and meet the staff and other service users. We are under significant time restraints so therefore visits will be accommodated but there may be a wait for an available time to accommodate this with diary management. Please be aware placements available on the day of visit may not be the same on the day of application as we have a continually changing business to meet the needs of our individuals.
4. On your visit you can request an application form. This form is required to be completed in full and returned to Branching Out.
5. The application form will be reviewed and based on the information provide we will look at appropriate placement or inclusion to waiting list (as appropriate depending on requests see over subscription list and waiting list management).

Please be advised this is not a quick process as we wish to make sure every placement is well planned out with and staff are all trained and working to a high standard with a proactive approach before supporting individuals.

Please be aware there are several times during the year where we receive an increased interest in the provision available at Branching Out and where we are covering for team members annual holiday, therefore during these time our communication and correspondence may be delayed and not to our usual high standard.

When the Branching Out is over-subscribed (full), we follow the Admissions Criteria. Individuals will be accepted from the waiting list in the following order:

1. Individuals who attend Branching Out and are requesting extra days
2. Individuals at risk- contact must be made via Professionals and full details disclosed in compliance with SOVA, Data Protections Act and No Secrets Act.
3. Individuals with no other form of paid/commissioned support.

#### What happens if there is no vacancy?

If we do not have a vacancy following your application, and no other form of paid care support is in place, we would recommend contact the placement authority/ social services team and ask for further assistance.

#### Waiting Lists Management

Parents, carers and professional should be aware that waiting lists are not fixed. This means an individual's placed on the waiting list could go up or down. Please do not ask staff to tell you where an individual is on the waiting list as this could change.

The following areas are aspects of the management of waiting lists

- Work areas requested
- Days requested
- Support levels required- groups, bespoke, 1:1
- Additional needs specific training required by staff team to complete
- Person specific requests

We aim to meet everyone individuals needs but with the nature of the business everything is changeable and a personalised provision takes time.

Please be aware we do not allow other support agencies to operate from our premises.