



# Auton Assessment and Preparation Unit

## Young Persons Referral Procedure

- 1.** All referring agencies will be expected to complete a Referral Form and Pre-admission Risk Assessment before the young person will be considered for the service. The Unit Manager will contact the referrer within two days of receipt of the information to give feedback on the referral status.
- 2.** An internal panel meeting will take place to discuss the referral. The purpose of the panel is to conclude the decision of admission.
- 3.** The Unit Manager will inform the referrer immediately of the suitability of the child for the service.
- 4.** If there is a vacancy in the service a key worker will be allocated, who will be involved in all stages of the admission process. Otherwise, the child's name will be placed on a waiting list.
- 5.** During the initial meeting, staff will spend time with the child/young person to explore their understanding and expectations of the placement and gain a stronger understanding of their wishes and feelings.
- 6.** The Unit Manager and key worker will arrange a contact visit to spend time with the child/young person to explore their understanding and expectations of the placement and gain a stronger understanding of their wishes and feelings.
- 7.** The child will then commence an induction process to the unit, which will incorporate an overnight stay if it is felt to be in their best interests.
- 8.** Time will be allocated to the child during each visit to answer any questions, queries or anxieties.
- 9.** The unit will also allocate time to liaise with professionals involved in the referral and deal with the child's family if it is appropriate.
- 10.** The child's social worker will be expected to attend a pre-admission meeting before the child is admitted to the unit. This will give the opportunity to share information and to obtain all relevant documentation for the child.
- 11.** A mutually convenient date for admission must be agreed.