

Admissions, Discharges and Transitions Policy and SOPs



Lead Director

Claire Champion, Interim Director of Nursing and Quality

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Lead Author(s)

Georgia Thorpe, Acting Head of Placements

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Critical Readers

Alison Breen, Head of Rehabilitation Therapies
Melanie Burrough, Director of Therapies
Georgia Thorpe, Acting Head of Placements

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0.1	Draft	Review of policy	Alison Breen	Sep 2022
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Contents

Policy

- 1 Purpose and Objectives
- 2 Scope
- 3 Definitions
- 4 Policy Statement
- 5 Stakeholder Consultation
- 6 Related Policies
- 7 External References and Guidance

Standard Operating Procedure (SOP)

- 1 Roles and Responsibilities
- 2 Process/ Procedure

Document Change Control

Appendices

- Appendix 1 - Stakeholder Engagement Checklist
- Appendix 2 - CFS process chart
- Appendix 3 - School process chart
- Appendix 4 - 1:1 needs decision process
- Appendix 5 - Transition process

Policy

1 Purpose and Objectives

The purpose of this policy and standard operating procedure is to clearly outline the policy and procedure for all children and young people referred to The Children's Trust for neurorehabilitation, step-down transitional services, short breaks, residential school, school day and nursery pupils.

The objectives of the policy and this procedure are to:

- To ensure an equitable service for all children, young people and their families
- To clearly identify the inclusion and exclusion criteria for each of these services
- Outline clear time scales from the point of referral, through to the discharge or transition of a child or young person from the service
- Ensure all admissions and discharges are safely managed and coordinated
- Ensure the procedure and processes meet the requirements of the NHS England contractual obligations
- Ensure practice is evidence based and placements are carefully considered in line with the best interests of the individual child and family
- To establish clear roles and responsibilities and lines of accountability

Relevant laws and regulations include but are not limited to:

- Comply with the Children's Home Regulations
- CQC regulations
- Ofsted
- NSC guidelines
- NICE guidelines

2 Scope

This policy applies to:

- All colleagues across The Children's Trust involved either directly or indirectly in the admissions and discharge processes
- Children, young people and their families referred to or accessing The Children's Trust neurorehabilitation or step-down transitional services (Including international services), The Children's Trust school residential, day and nursery pupils and short breaks services.

3 Definitions

Unless otherwise stated, the words or expressions contained in this document shall have the following meaning:

The Charity/ organisation/ TCT	means The Children's Trust
SOP	Standard Operating Procedure
Neurorehabilitation	NHS England define rehabilitation as a "goal-based process which reduces the impact of long-term disabling conditions on daily life. Rehabilitation for Neurological conditions is applicable following an acute insult to the central nervous system and in progressive or static disability".
Step-down/transitional services	A placement following an acute period of care or for longer term disability management to enable a child or young person to transition home or to a residential home/school setting.
Residential school	The Children's Trust school children and young people who reside at The Children's Trust
Discharge	The process of transfer of care to an appropriate setting e.g. home, residential environment.
Transition	The process of transfer of care for a young person who resides on the residential school houses to an appropriate adult setting.
The referrer The funder	Healthcare Professional, Case Manager, Integrated Care Board (ICB), NHS England, Local Authority, Education, Embassies, Private funders.
RSR	Referral Screening Report
Electronic Records	Clinical Record Management system
DPM	Discharge Planning Meeting

4 Policy Statement

The admissions and discharges policy should ensure that children, young people and their families referred to The Children's Trust are able to access our highly specialist neurorehabilitation and long stay services for children and young people with complex needs, in an equitable, safe and efficient way to promote a person centred, collaborative approach to rehabilitation, step-down, short breaks, residential school, day and nursery placements.

This section sets out the organisational rules that help ensure the policy objectives are met.

4.1 equitable service

4.2 inclusion and exclusion criteria

4.3 A designated panel of professionals will review all enquiries and referrals and consider whether an assessment of needs is appropriate

4.4 safely managed and coordinated- the placements team purpose

4.5 contracts and regulators

4.6 best interests of the child/family

5 Stakeholder Consultation

Appendix 1 details the stakeholders who were consulted in the development of this policy

6 Related Policies and Procedures

The following policies and procedures stated below support the effective application of this policy and SOP:

- Safeguarding policy
- Equality and diversity policy.
- Use of interpreting services policy

7 External References and Guidance

The following external resources and guidance were consulted in drafting this policy and SOP:

- NHS Standard Contracts for Paediatric Neurorehabilitation and Contract for Neurorehabilitation (all ages).
- Ofsted Strategy 2022-27 published April 2022.
- SEN code of Practice 2022

Standard Operating Procedures (SOP)

1 Roles and responsibilities

Medical Director/Medical team

The Medical Director & Consultant in Paediatric Neurodisability is responsible for:

- Clinically Lead on the NHS & ICB Contracts for rehabilitation & neurodisability care (as defined in the standard contract)
- Lead on the medical management for all children and young people accessing The Children's Trust services including from referral through to discharge or transition.
- Mandatory response to all referrals.
- To ensure admissions, transitions and discharges are safe from a medical perspective.
- To ensure medical staffing levels are safe to enable admission planning

Director of Nursing and Quality/Head of Nursing and Care

The Director of Nursing and Quality is responsible for:

- Lead on nursing and care needs for all children and young people accessing The Children's Trust services
- To provide senior leadership oversight for the admissions process and bed management in liaison with the placements team and the Medical Director and Director of Therapy as necessary.
- To ensure nursing and care staffing levels are safe to enable admission planning
- To ensure appropriate nursing related equipment is in situ for admission, transition and discharge planning and delegate as necessary.
- Head of nursing to ensure Ofsted, CQC standards and other regulatory requirements are met.
- Mandatory response to all referrals.

Director of Therapies/Therapy Leads (rehab and school)/Head of Psychological Therapies

The Director of Therapy is responsible for:

- Lead on therapy assessment, needs and therapeutic service delivery for all children and young people accessing The Children's Trust.
- To provide senior leadership from therapy and psychological services for the admission, discharge and transition process.
- To ensure therapy equipment required around admission, discharges and transitions is in situ when essential and appropriate assessments take place, ensuring safety.

- Ensure referrals to community services are in place in a timely manner to prepare for discharge.
- To ensure therapy and psychology staffing levels appropriate to meet the needs of the children and young people, benchmarking this against contractual obligations.
- To ensure children and young people have access to appropriate psychological services including at assessment stage.
- Respond to referrals and pre-screen requests.

Director of Education/Headteacher

The Director of Education is responsible for:

- Responsible for educational assessment, need and if provision can be met for all children and young people accessing The Children's Trust school residential, day and nursery. (Not including those young people accessing neurorehabilitation, step down, short breaks or international services who access Surrey Teaching Centre).
- To respond to TCT school referrals (mandatory).
- To provide senior leadership for the education aspect of the admissions and transitions processes.

The Head of Placements/Placements team

The Head of Placements is responsible for:

- Responsible for managing placements across The Children's Trust Services
- Ensure placements processes and policy is followed to ensure equity across access to all services
- Act as a central point of contact for young people and their families to manage the placement from enquiry/referral through to discharge or transition.
- To link the clinical, business, contracts and finance aspects of placement management
- To provide clinical leadership for the referral and assessment processes.
- Ensure appropriate contracts are in place

Nurse Matron/House Managers:

- Support the Head of Nursing to ensure appropriate staffing is in place for the needs of the child or young person.

Safeguarding Lead Nurse:

- Ensure safeguarding processes are vigilantly followed from Enquiry/Referral through to discharge or transition including following the TCT safeguarding policy and reporting to external agencies as required.

Infection Control Lead Nurse:

- To ensure infection control needs are addressed for all children and young people accessing TCT including following up information prior to admission.

2 [Process/ Procedure]

- Refer to SOP for neurorehabilitation, step down and international placements
- Refer to SOP for TCT school
- Refer to SOP for short breaks

Appendix 1 – Stakeholder Engagement Checklist

Review and complete the following checklist to indicate which stakeholders were consulted in the development of this policy.

#	Question	Yes/ No	Stakeholder(s) to be consulted
1	Is there a statutory requirement to have in place this particular policy/ does the policy need to comply with detailed legislation?	N/A	Audit, Risk and Governance team
2	Is implementation of the policy (or any element of it) dependent on the use of new or existing information technology?	N/A	Head of IT
3	Does implementation of the policy (or any element of it) place any demands on/ or affect the activities of the Estates and Facilities teams (e.g. does it impact the provision or maintenance of premises, equipment, vehicles or other TCT assets)?	N/A	Head of Estates
4	Does implementation of the policy or any element of it involve/ impact the processing of personal data?	N/A	Data Protection Officer
5	Does implementation of the policy require significant unbudgeted operational or capital expenditure?	N/A	Finance Director
6	Does implementation of the policy (or any element of it) directly or indirectly impact on the delivery of services / activities in other areas of the organisation? E.g. a policy written by a clinical lead in CF&S might impact on the delivery of care for CYP attending the School.	N/A	Relevant, impacted OLT members
7	Is there a need to consider Health and Safety or potential environmental impacts in developing and implementing the policy?	N/A	Health and Safety Manager
8	Have you consulted with a representative of those who will be directly impacted by the policy?	N/A	
9	Is there a need to consider Equity, Diversity and Inclusion in developing and implementing the policy?	N/A	EDI Lead
10	Is there a need to consider sustainability and potential environmental impacts in developing and implementing the policy?	N/A	Lead for Responsible Organisation
11	Please detail any other stakeholder groups consulted, if applicable.	Yes	Director of Nursing and Quality, Director of Therapy and Director of Education