



REFERRALS & ADMISSIONS POLICY

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REFERRALS & ADMISSIONS POLICY

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1. Introduction to the Policy

This policy sets out the framework, principles, and procedures that **Byram House** follows to receive, assess, and action referrals, and to manage the admission of children and young people into the home. The policy applies to all staff involved in the referral and admissions process, whether at 62 Deighton Road, 66 Deighton Road, or elsewhere.

The Home is Byram House, which comprises the two residences at 62 Deighton Road and 66 Deighton Road. This policy applies equally across both residences.

The objectives of this policy are to:

- Ensure that all referrals are assessed thoroughly, promptly, and in the best interests of the child.
- Ensure that the home's capacity to meet the child's needs is fully considered before a placement is confirmed.
- Promote placement stability by ensuring robust planning, risk assessment, and multi-agency collaboration.
- Comply with all relevant legislation, regulations, and statutory guidance, including the **SCCIF 2026** focus on children's lived experience and placement stability.
- Safeguard the wellbeing of both the child being admitted and the existing group of residents.

Byram House is committed to a thoughtful, child-centred admissions process. We recognise that moving into a new home can be an anxious time for a child. We will ensure that every child is welcomed warmly, provided with clear information, and given the opportunity to participate in decisions about their placement.

2. How this Policy Benefits the Home

This Referrals and Admissions Policy benefits Byram House in the following ways:

- **Legal Compliance** – It ensures the home meets the requirements of the **Children’s Homes (England) Regulations 2015**, the **Care Planning, Placement and Case Review (England) Regulations (2021 Amendment)**, the **Equality Act 2010**, the **Children and Families Act 2014** (relating to EHC plans), the **Data Protection Act 2018 & UK GDPR**, the **Safeguarding Vulnerable Groups Act 2006**, the **Childcare and Early Years (Miscellaneous Amendments) (England) Regulations 2026**, the **Children’s Wellbeing and Schools Act 2026**, the **Equal Pay (Audit) Regulations 2026**, the **Statutory guidance for Local Authorities on Fostering and Placements 2025**, and the **Working Together to Safeguard Children 2026**.
 - **Child-Centred Admissions** – It ensures that pre-placement planning, risk assessment, and impact assessments are completed thoroughly, aligning with the **SCCIF 2026** expectation that the home demonstrates what has genuinely changed and mattered for the child, promoting placement stability and preventing unnecessary moves.
 - **Multi-Agency Working** – It establishes clear protocols for information sharing and collaboration with placing authorities, host authorities, social workers, health services, education providers, and the police.
 - **Risk Reduction** – It requires comprehensive risk assessments, CSE screening tools, pre-placement checklists, and impact assessments to ensure the home can safely meet the child’s needs and manage any risks to the existing group.
 - **Inspection Readiness** – The **SCCIF 2026** places a strong emphasis on children’s lived experience and how well staff understand each child. This policy ensures that admissions are well-planned and documented, supporting positive inspection outcomes.
 - **Training Framework** – It sets out regular training for all staff involved in referrals and admissions, including the use of the **Statutory guidance for Local Authorities on Fostering and Placements 2025** and the **Working Together 2026** framework.
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3. Definitions & Legislation

3.1 Definitions

Term	Definition
Home	Byram House, the children's home registered with Ofsted, comprising two residences at 62 Deighton Road and 66 Deighton Road.
Company	IMS Care LTD, the registered provider and legal entity responsible for operating Byram House.
Byram House	The name used throughout this policy to refer to the home and its staff.
Referral	An initial enquiry from a placing authority (local authority) about the possibility of placing a child or young person in the home.
Placing authority	The local authority that has responsibility for the child and makes the decision to place them in the home.
Host authority	The local authority in which the home is located (Kirklees Council), which must be notified of all admissions and discharges.
Emergency placement	A placement made within 24 hours of the initial referral contact, where the usual planning and assessment process cannot be completed due to the need to ensure the immediate safety and welfare of the child.
Care Plan	The statutory document (regulated by the Care Planning, Placement and Case Review (England) Regulations 2021 (Amendment)) developed by the placing authority, setting out how the child's needs will be met.

Placement Plan	A document agreed between the home and the placing authority, setting out the practical arrangements for the placement.
Placement Information Record (PIR)	The document required by Regulation 12 of the Care Planning, Placement and Case Review (England) Regulations 2021 (Amendment), providing essential information about the child.
Key Worker	The designated staff member with primary responsibility for supporting a particular child.
EHC Plan	Education, Health and Care Plan (under the Children and Families Act 2014), which sets out the child's special educational needs and the provision required.
PEP (Personal Education Plan)	The document that sets out how the child's educational needs will be met while in care.
Impact Assessment	An assessment completed by the home manager before admission, considering the potential impact of the child on the established group and the impact of the placement on the child.
Philomena Passport	A living document that describes the child's appearance, risky behaviours, friends, frequent locations, and actions to take before reporting to police (also referenced in the Missing From Care Policy).

3.2 Key Legislation and Statutory Guidance

Legislation / Guidance	Key Provisions	Relevance to this Policy
Children Act 1989	Section 22 – duty to safeguard and promote the child’s welfare. Section 47 – duty to investigate where a child is suffering or likely to suffer significant harm. Provides the legal framework for looked-after children.	Underpins the home’s duty to ensure that any placement is in the child’s best interests and that safeguarding concerns are identified before admission.
Children Act 2004	Establishes the statutory framework for multi-agency safeguarding arrangements and cooperation.	Requires the home to work within local safeguarding partner arrangements (Kirklees) throughout the referral and admissions process.
Children’s Homes (England) Regulations 2015	Regulation 12 – requires the home to have a Statement of Purpose. Regulation 15 – placements must be suitable and meet the child’s needs. Regulation 37 – requires the responsible authority to	Forms the core regulatory framework. The home must ensure that any child admitted falls within the Statement of Purpose and that the placement is suitable for meeting their identified needs.

	prepare a care plan. Quality Standards for children's homes.	
Care Planning, Placement and Case Review (England) Regulations 2021 (Amendment)	These regulations set out the statutory framework for care planning for looked-after children, including the requirement for a care plan, a Placement Information Record (PIR), contact arrangements, and the timing of statutory reviews.	Byram House must ensure that a care plan and PIR are in place before or immediately after admission (within 10 working days). The home must also ensure that statutory reviews are initiated within the required timescales.
Equality Act 2010	Protects individuals from discrimination on the basis of protected characteristics (age, disability, gender reassignment, race, religion, sex, sexual orientation, etc.).	Referrals must be assessed without unlawful discrimination. The home must make reasonable adjustments for children with disabilities.
Children and Families Act 2014	Part 3 – provision for children with special educational needs (SEN), including the requirement for Education, Health and Care (EHC) plans.	Where a child has an EHC plan, the home must work with the local authority and education providers to ensure the child's educational needs are met.
Data Protection Act 2018 & UK GDPR	Sets out rules for processing personal data, including sensitive information relating to a child's health, identity, and care history.	The home must collect, store, and share referral and admission information in compliance with data protection principles. Information

		sharing for safeguarding purposes is not a barrier.
Safeguarding Vulnerable Groups Act 2006	Establishes the Disclosure and Barring Service (DBS) and requires barred list checks for individuals working with children.	All staff involved in admissions must have appropriate DBS checks. Referral information must not be shared with staff who are not cleared to work with children.
Working Together to Safeguard Children 2026	Published March 2026 (updated). Strengthens multi-agency accountability, reinforces safeguarding in placements, and clarifies that Family Help brings together Targeted Early Help and Section 17 support. Includes stronger responses to child sexual abuse and domestic abuse.	Safeguarding concerns identified during the referral process must be handled in line with this guidance. The home must work with placing authorities as part of the multi-agency safeguarding framework.
Social Care Common Inspection Framework (SCCIF) 2026	Effective from 1 April 2026. Focuses on children's lived experience, how well staff understand each child, promoting stability, preventing unnecessary moves, and demonstrating genuine change.	Inspectors will evaluate whether admissions are well-planned and whether placement stability is promoted. This policy demonstrates how the home meets those expectations.
Statutory guidance for Local Authorities on	Issued by DfE in 2025, setting out expectations for placement decisions,	Byram House will use this guidance to inform matching decisions and to

Fostering and Placements 2025	matching, and stability. Applies to both fostering and residential placements.	challenge placing authorities when a placement does not appear to meet the child's needs.
Childcare and Early Years (Miscellaneous Amendments) (England) Regulations 2026	Effective March 2026. Amends requirements for childcare providers, including updated references to the September 2025 version of 'Working Together to Safeguard Children'.	Reinforces the importance of using up-to-date safeguarding guidance when assessing referrals and planning admissions.
Children's Wellbeing and Schools Act 2026	Received Royal Assent on 29 April 2026. Includes provisions for multi-agency child protection teams, stronger protections for children in care, a compulsory home education register, and measures to prevent vulnerable children from going unnoticed.	Supports earlier and more effective information sharing when a child is being referred. The home must be aware of these provisions and how they affect the placing authority's duties.
Equal Pay (Audit) Regulations 2026	Effective 31 March 2026. Imposes a duty on large employers (including children's home providers) to publish equal pay audits for a transitional period.	Byram House (as part of IMS Care LTD) must comply with these audit requirements. This policy must be applied without discrimination in respect of pay and conditions for staff involved in admissions.
Cross-border Placement of Children	Effective on day after receipt of Royal Assent. Sets out requirements for	Where Byram House accepts a placement from a placing authority

(Requirements, Effect and Enforcement) (Scotland) Regulations 2026	cross-border placements into Scotland, including notification to the Care Inspectorate within 48 hours of placement and duties on placing authorities to visit and review.	in England that is, or will be, placed in Scotland, additional notification and oversight duties apply. The home will ensure that the placing authority complies with these duties.
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4. The Policy

4.1 Initial Telephone Contact and Referral

Initial telephone contact from a local authority's Social Worker or Placement Officer will usually be made through the designated Referrals telephone line or directly to the home. During the initial contact, the member of staff taking the call must ensure that as much information as possible is gathered about the referral, including:

- The child's name, age, and legal status.
- The reason for the referral (e.g., urgency, type of placement required).
- The child's assessed needs and any identified risks.
- The placing authority's contact details.
- Whether the placement is an emergency (within 24 hours) or planned.
- Any immediate safeguarding concerns.

All staff taking referral calls must record the information accurately on the home's referral log.

Upon receipt of a referral, the Responsible Individual/Registered Manager will review the suitability of the young person's needs and will pass the enquiry on to the Home Manager to follow up.

If requested, the Home Manager who takes the referral should send any relevant information about the home to the referring authority (e.g., the Children's Guide and Statement of Purpose). Placement fees must be agreed with the placing authority and confirmed in writing before admission.

A provisional placement may be offered if the home has a vacancy and the initial information indicates that the young person falls within the scope of the home's Statement of Purpose. Full agreement to a placement should **not** be confirmed until sufficient information has been received to enable a complete assessment, taking into consideration both the home's capacity to meet the young person's needs and the likely impact of the young person's admission on the established group of residents.

Byram House reserves the right to terminate a placement if a placing authority fails to provide relevant and accurate information relating to a young person.

All referrals that fall within the home's Statement of Purpose should be actively considered. If the Home Manager is unsure about the suitability or otherwise of a referral, advice should be sought from the Responsible Individual.

4.2 Assessment of Referrals

Potential referrals must be carefully assessed by the Home Manager to ensure that:

- The home is able to effectively meet the young person's needs.
- These needs fall within the home's Statement of Purpose.
- Effective placement planning and risk assessment can be achieved.

Documentation requested from the referring authority must include:

- The most recent statutory review report and care plan.

- The **Placement Information Record (PIR)** (as required by the Care Planning, Placement and Case Review (England) Regulations 2021 (Amendment)).
- All specialist reports (e.g., psychology, CAMHS).
- An **EHC plan** (if the child has special educational needs).
- The **Personal Education Plan (PEP)** .
- Any relevant court reports.
- Chronology of significant events in the young person's life.
- Risk assessments (including any existing risk management plans).
- Placement history (including number and reasons for previous placement moves).
- The completed **CSE screening tool** (to be completed by the placing social worker or local authority prior to admission).
- **Health plan** and all medical consents.
- Details of any forthcoming appointments.

It is important that the placing authority provides detailed and comprehensive documentation about the young person. This enables the home to make an informed decision about the appropriateness of the referral, including the capacity of the home to meet the assessed needs of the young person, and any additional resources or services that may be required.

As part of assessing the suitability of a referral (where possible):

- The young person should be visited in their current placement.
- The young person should be provided with the opportunity to visit the home (both 62 and 66 Deighton Road, if appropriate).
- The young person should have the opportunity to be part of the decision-making process about the possible move.
- Meeting the staff and other young people can diminish some of the anxiety they will understandably have about moving.
- Where possible, a young person's parents/carers should also have the opportunity to be involved in this process.

Mandatory forms for all new admissions:

- **Pre-placement checklist** – recording all documents received from the placing authority.

- **Pre-placement information/risk assessment** of the young person (to be completed by the placing social worker). Any risks identified must subsequently be addressed in the young person's company risk assessment, developed in the first two weeks following admission.
- **Impact assessment** – completed by the Home Manager as part of considering the appropriateness of the placement, and always prior to admission. This assesses the potential impact on the young person of being placed in the home, together with the impact they may have on the established group and each individual within it.

In alignment with the SCCIF 2026, the impact assessment must consider what daily life will feel like for the new child and for the existing children, how well staff will understand the child's identity, communication, and what helps them feel safe, and how the home will promote stability and prevent unnecessary moves from the outset.

Decisions about potential referrals should be made as promptly as possible. This is likely to be an anxious time for the child/young person concerned, and whilst it is important to follow due process, there should be no unnecessary delay.

4.3 Emergency Placements

An **emergency placement** is defined as the placement of a looked-after child in a residential placement where the placement is made without the usual planning or assessment process having taken place because of the need to ensure the immediate safety and welfare of the child.

Whilst a planned placement is always preferable, there may be circumstances where a manager considers it appropriate to agree to the admission of an emergency placement — i.e., an admission made within 24 hours of the initial referral contact. In such circumstances there is likely to be less information available about the needs and characteristics of the young person.

However, the manager must make every effort to gather as much information as possible, albeit in a short timescale, in order to make an informed decision that will be in the best interests of the young person concerned and those already in the home.

Where a placement is made as an emergency:

- Consent to medical treatment must still be obtained prior to admission.
- A **placement planning meeting** must take place within **72 hours** of admission (see section 4.4 below).
- The placing authority must provide the care plan and Placement Information Record within **10 working days** of placement.
- Where a home will admit emergency placements in exceptional circumstances, this must be reflected in the home's Statement of Purpose.

4.4 Placement Planning and Placement Planning Meetings

Once a decision has been reached to offer a child a placement, the Home Manager will co-ordinate the placement with the placing authority, normally the child's social worker.

Before or on the day of placement, the following documentation must be obtained:

- Copy of the referral form and placement risk assessment form.
- Copy of the child's Care Plan (or, if not available, the key objectives clarified with the placing authority). The placing authority must provide an up-to-date copy of the care plan within 10 working days of the child's placement.
- **Placement Information Record (PIR)** .
- Contact arrangements.
- A copy of the child's health plan or EHC plan.
- All medical consents.
- Any other relevant documentation (LAC review reports, pathways plans, PEPs, specialist reports).
- Any court orders.
- Details of any forthcoming appointments.
- All other relevant consent forms.

Placement Planning Meeting (within 5–10 days of placement or 72 hours for emergency placements):

Within 5 to 10 days of the placement starting, a **placement planning meeting** must take place, involving the home, young person, their family (where appropriate), the placing authority, and any other relevant professionals (e.g., social worker, IRO, health professionals, education provider).

The purpose of the placement planning meeting is:

- To formally reiterate the importance of the young person having a voice in the process of planning for their future.
- To ensure no vital information has been missed in the matching and subsequent placement.
- To clearly set out from the start the specific expectations of the placement.
- To be precise about the level of support/interaction expected of the social worker and placing authority.
- To summarise for the young person the expectations of living at the home, behaviours, and school attainments.
- To agree the **Placement Plan** (setting out practical arrangements, risk management, contact, education, health, and contingency planning).

This process is particularly important for **emergency placements**, when a meeting must take place within **72 hours** of the young person's admission.

4.5 Contact Arrangements

Arrangements for contact between the child and their family/friends must be clarified during the referral process wherever possible. Maintaining contact with significant others is of considerable importance to looked-after children/young people, and a planned move should not be a reason for disruption to agreed plans.

It is important that all parties to contact are clear about the practical arrangements and legal underpinning for all contacts, including:

- The level/frequency of contact.
- Method of contact (e.g., face-to-face, telephone, video call).

- If supervised, by whom, and for what reason.
- Venue for contact.
- Travel arrangements.
- Risk assessments.
- The working arrangements between the family members and/or significant others regarding the young person's progress or issues which may occur within the home or at school.

Contact arrangements must be recorded in the Placement Plan and reviewed at statutory reviews.

4.6 Actions Following Admission

The young person's bedroom should have been prepared in advance — clean, tidy, warm, homely, and provided with appropriate toiletries. Other children and young people must be updated about anyone about to move into the home and encouraged to be part of the welcome.

On admission, the young person must be provided with the following information:

- A copy of the Children's Guide.
- The layout of the home (both 62 and 66 Deighton Road, as applicable), including bathrooms and toilets.
- Fire precautions and emergency procedures.
- Daily routines.
- House rules.
- Arrangements for education.
- Who their Key Worker will be.
- Their right to an advocate.

The young person must be given the opportunity to ask questions, meet other resident young people, and meet staff.

Inventory and personal possessions: An inventory must be made of all clothes and personal possessions brought in with the young person. The staff member responsible for the admission must ensure that the young person has secure lockable facilities for storage of valuables and/or important personal possessions. They must be offered the opportunity to pass items of financial or personal value to the home for safe keeping. A record of all such items must be maintained, signed by the staff member and the young person.

Healthcare registration: Care must be taken to ensure that young people's healthcare/medication needs are not disrupted by the move. The young person must be registered with local primary healthcare providers (GP, dentist, optician) and initial appointments made.

Key Worker: A Key Worker must be allocated within the first 24 hours of admission.

4.7 Notifications After Admission

The host authority (Kirklees Council) must be notified without delay of the admission (and discharge) of all young people (including those who are subject to an internal transfer between 62 and 66 Deighton Road). The only exception is where the placing authority is also the host authority.

The information the host authority needs can be found within the **Children's Homes Regulations 2015**.

Depending on local arrangements and the child's individual circumstances, the following may also need to be notified:

- **Police** (the local police missing person unit may wish to be informed of all new admissions, particularly where the child has a history of going missing).
- **Youth Offending Team (YOT)** (where the child is subject to a youth rehabilitation order or has been involved in offending).
- **CAMHS** (where the child is under a CAMHS care plan).
- **Virtual School Head** (to ensure the PEP is in place and educational progress is monitored).
- **Local GP, dentist, optician** (once registered).

4.8 Ongoing Planning and Statutory Reviews

As part of ongoing planning, **placement review meetings** (statutory reviews) must take place within statutory timescales, in accordance with the **Care Planning, Placement and Case Review (England) Regulations 2021 (Amendment)** .

The date of the first statutory review in placement should be agreed between the placing authority and the home at the time of admission. Typically, the first review must take place within **28 days** of the placement start date, with subsequent reviews at intervals of no more than **6 months** (or more frequently if required).

Whilst it is the responsibility of the placing authority to initiate statutory reviews, the home must be proactive in advocating on a young person's behalf where there is any delay.

The home will ensure that:

- The child's voice is central to each review.
- The review considers the child's lived experience, in line with SCCIF 2026 expectations.
- The Child's ISP (Individual Safety Plan) and risk assessments are reviewed and updated following each statutory review.
- The placement plan is updated to reflect any changes in care planning.

4.9 Cross-Border Placements

Where Byram House accepts a placement from a placing authority outside England (e.g., Wales, Scotland, or Northern Ireland), additional duties apply.

In accordance with the **Cross-border Placement of Children (Requirements, Effect and Enforcement) (Scotland) Regulations 2026**, where a child from England or Wales is placed into Scotland (or potentially where a child from Scotland is placed into England), the placing authority has duties to:

- Notify the Care Inspectorate within **48 hours** of the placement.
- Conduct visits and reviews in line with Scottish regulations.
- Escalate concerns through an agreed process where the child's welfare is not adequately safeguarded.

Byram House will work with the placing authority to ensure that all cross-border placement requirements are met. The home will maintain a record of all cross-border placements and will ensure that the host authority (Kirklees) is notified as usual.

5. How the Home Trains its Staff About this Policy

Byram House provides structured training to ensure all staff understand and can implement this Referrals and Admissions Policy effectively.

Training Element	Frequency	Method / Content
Induction	Upon appointment	Face-to-face training covering: the referral and admissions process, key documentation (care plan, PIR, PEP, EHC plan), assessment requirements (impact assessment, risk assessment), emergency placements, placement planning meetings, contact arrangements, admissions actions, notifications, cross-border placements, and the dual-site operation (62 & 66 Deighton Road).
Annual refresher	Every 12 months	Classroom or virtual session covering updates to legislation (Working Together 2026, SCCIF 2026, Care Planning regulations), case studies, lessons learned from recent admissions, and the Statutory guidance for Local Authorities on Fostering and Placements 2025.

Safeguarding in referrals	Annually	Training on identifying safeguarding concerns during the referral process, completing the CSE screening tool, and information sharing under Working Together 2026.
Impact assessment training	At induction and biennially	Training on completing impact assessments that align with SCCIF 2026 expectations (child's lived experience, stability, genuine change).
Cross-border placements	As needed	Training on the Cross-border Placement of Children Regulations 2026, notification duties, and escalation processes.
Record keeping and data protection	At induction and refresh	Training on complying with UK GDPR when handling referral and admission information, storing documentation securely, and sharing information appropriately.
Record keeping	Ongoing	All training recorded on staff personnel files; managers monitor compliance.

Staff involved in referrals and admissions are required to:

- Read and sign this policy annually.
- Complete all mandatory training sessions.
- Know the home's Statement of Purpose and the types of needs the home can meet.
- Ensure that no admission is confirmed without a completed impact assessment and, for non-emergency placements, a full pre-placement checklist.

6. Related Policies and Guidance

This policy must be read in conjunction with:

- Safeguarding Policy
- Missing From Care Policy
- Equality and Diversity Policy
- Bullying and Cyber Bullying Policy
- Whistleblowing Policy
- Data Protection Policy
- Behaviour Management Policy
- Health and Safety Policy
- Children's Homes (England) Regulations 2015 (Quality Standards)
- Care Planning, Placement and Case Review (England) Regulations (as amended)
- Working Together to Safeguard Children 2026
- Social Care Common Inspection Framework (SCCIF) for Children's Homes 2026
- Statutory guidance for Local Authorities on Fostering and Placements 2025
- Local safeguarding partnership procedures (Kirklees)

7. Policy Approval and Review Details



Policy Name	Referral & Admissions Policy	
Home	Byram House	
Reviewed by	Danyaal Iqbal / Mustafa Amin	Deputy Manager / Registered Manager
Approved by	Stacey Wagstaffe	Responsible Individual
Date	May 2026	