POLICIES & PROCEDURES - DOCUMENT
A3 PLACEMENT AGREEMENTS

Why Do We Need This Document?
Each service user has an individual written placement agreement which reflects the service user’s assessed needs and personal goals.

National Minimum Standard 5.1
There is a written placement agreement, which includes the adult plan (Standard 2.2) setting out the terms and conditions of occupancy and rights and responsibilities of all parties.

Welsh Assembly Government Guidance S12.1
West Wales Shared Lives should co-ordinate the development of a written placement agreement for each service user, which should include the service user plan (adult plan) and set out the terms and conditions of occupancy, and rights and responsibilities of all parties.

Who Does This Document Cover?
- Service Users
- Shared Lives Carers
- Shared Lives Officers
- West Wales Shared Lives
- Case Managers, Social Workers and Commissioners
- Social Service Departments / Agencies

What Does This Document Cover?
1. The rights and responsibility of all parties involved in the placement to ensure that the needs of the service user are effectively and safely met.
2. The responsibility of West Wales Shared Lives to agree with the service user, commissioner/s, the Shared Lives Carer and relevant others when appropriate to do so, the details of any and all support and/or care services to be provided during a placement.
3. The responsibility of West Wales Shared Lives to agree funding arrangements and service user contributions prior to a placement commencing.
4 The responsibility of West Wales Shared Lives to review the service users’ adult plan annually.

5 The responsibility of the Shared Lives Carer to agree and sign a placement agreement before a placement commences.

6 The responsibility of West Wales Shared Lives only to make payments to Shared Lives Carers after a placement agreement, or ongoing placement agreement, has been signed and returned to West Wales Shared Lives.

This document should also be read in conjunction with the following:

A2 Adult Plan
C2 Matching Procedure
C4 Emergency Placements
C6 Risk Assessment & Risk Management
C8 Relationships
C9 Personal Care
C11 Medication
C12 Ending a Placement
C13 Concerns & Complaints
C23 Induction & Foundation Training

Relevant Legislation and Statutory Guidance

Care Standards Act 2000
Adult Placement Regulations 2004
National Minimum Standards 2004
WAG Policy & Practice Guidance 2002

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