Policies & Procedures - Document
C3 Placement Introductions

Why Do We Need This Document?
Prospective Service Users know that the placement they choose will meet their needs and aspirations and have an opportunity to visit and to ‘test drive’ the placement.

National Minimum Standard 3.6
Except in an emergency placement situation the SL carer spends at least one day (half a day for short breaks) getting to know and understand the prospective service user (in accordance with West Wales Shared Lives’ written procedures).

National Minimum Standard 4.1
The registered manager ensures that the SL carer invites the prospective service user to visit and stay in their home on a trial basis, before making a decision to move there, and avoids unplanned admissions where possible’.

Welsh Assembly Government Guidance S6.1
The Introductory process should allow both the potential Service User and the SL Carer to ‘test drive’ the Placement and provide confirmation that the SL Carer has the skills and knowledge to meet the Service Users need.

Who Does This Document Cover?
✓ Families
✓ Service Users
✓ Shared Lives Carers
✓ West Wales Shared Lives

What Does This Document Cover?
1 The responsibility of West Wales Shared Lives to ensure that the Service User and prospective SL Carer are enabled, through introductory visits, to make an informed decision about any long term, short term, respite or sessional/day service placement.

2 The responsibility of West Wales Shared Lives to provide the Case Manager and Service User and the SL Carer with the information necessary and the opportunity to negotiate the details of any proposed placement.

3 The responsibility of West Wales Shared Lives to support the Service User and the prospective SL Carer to withdraw from the planned placement, if necessary, without recrimination or criticism.
This document should also be read in conjunction with the following:

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**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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