POLICIES & PROCEDURES - DOCUMENT
C3 PLACEMENT INTRODUCTIONS

It is the policy of West Wales Shared Lives to have a procedure for introductions to any new placement that ensures that the Service User and the SL Carer can make an informed decision about the placement.

The Shared Lives service recognises that a thorough and transparent introductory process helps to ensure the stability and quality of placements.

This policy is complementary to, and should be read alongside, the Shared Lives service’s policies on Matching, Placement Agreements and Emergency Placements.

1. The Shared Lives service will request and hold accurate and comprehensive information about the Service User and SL Carer, this will be used in the introduction process to provide both Service Users and SL Carers with relevant and appropriate information to support the ‘test driving’ of their placement.

2. Information about Service Users and SL Carers will be held in line with West Wales Shared Lives policies on Confidentiality and Record Keeping/Access to files.

3. West Wales Shared Lives will try to ensure that information available to the Service User about prospective SL Carers and to the SL Carer about any prospective Service User is accurate and sufficient to enable both to make informed choices about the proposed placement.

4. The duration and number of introduction/s will depend upon the model of provision being established, i.e. long term, short term, short breaks, and sessional / day services.

5. West Wales Shared Lives together with the Case Manager/Care Coordinator and other relevant agencies will ensure that:

   5.1 Introductory visits are planned which allow the SL Carer and the Service User to spend time getting to know each other.

   5.2 The length and frequency of the ‘trial visits’ are dictated by the needs of the Service User but are sufficient to allow the SL Carer to judge whether they will be able to meet the Service User’s needs and the fit between the Service User, the SL Carer themselves and the other members of the household.

   5.3 In the case of a long term placement, the Service User will normally spend at least one day (preferably including overnight) with the SL Carer at their home. This will allow the prospective Service User (with family, friends, or advocate as appropriate) to:

      5.3.1 Meet the SL Carer’s family and any other Service Users.

      5.3.2 See the house, their bedroom and the neighbourhood.
5.3.3 Have a meal.

5.3.4 Discuss how the placement can meet their requirements.

5.3.5 See the kind of records kept.

5.4 Where, because of the particular needs of the Service User, this is not possible, West Wales Shared Lives will ensure that the Service User and the prospective SL Carer are provided with sufficient opportunities to meet and get to know each other in other settings.

6 As part of this process of introductions, West Wales Shared Lives will ensure that the prospective Service User and the SL Carer have opportunities to discuss the process and to raise any concerns related to the proposed placement. If those concerns cannot be addressed to the satisfaction of both parties then the Service User and the SL Carer will be supported to end the introductions without recrimination or criticism.

7 West Wales Shared Lives will record the reasons for any decision to end the introductions, in line with its policy on Record Keeping and will make this record available in an appropriate format to the Service User and SL Carer.

8 Once a long term placement has been established, after one or a series of introductions/trial visits', West Wales Shared Lives will ensure that a minimum three-month introductory period of residence is offered. The Scheme will review the placement at the end of the three months.

8.1 The 3 month introductory period for long term placements will provide the SL Carer with the opportunity to identify any gaps in the information provided by West Wales Shared Lives. The Shared Lives Service will support the SL Carer to obtain any further information necessary to ensure their ability to provide safe and high quality support and/or care to the person placed with them.

9 West Wales Shared lives will ensure that there are opportunities during the ‘trial visits’ and introductions to ‘test drive’ placement for concerns to be raised. If concerns cannot be satisfactorily addressed, the Shared Lives service will support the Service User and SL Carer to end the introduction process.

10 West Wales Shared Lives will ensure that the SL Carer and the service user understand that a decision to end the placement will not be viewed negatively and will not affect their involvement in any future placement/s.

Date Document Last Reviewed | 05-2009

Date Document Last Updated

Proposed Date Of Next Review | 2018

Document Name: C3 Policy

File Location: Quality Assurance\Policies And Procedures\SL Carer Handbook\C3 Placement Introductions

Document Review History: 05-2009