

Residents Application Policy & Procedure v2

Policy

It is Orchard Leigh policy to provide supported living placements to adults with learning disabilities aged 20 years or over.

Supported living placements will only be offered following an application and assessment visit process. These arrangements will ensure sufficient information is obtained to enable the community and management to make a safe and informed decision about an applicant's suitability to live at Orchard Leigh. These arrangements will also ensure the prospective Resident has sufficient information to make an informed choice as to whether or not he or she wishes to join the community.

It is Orchard Leigh policy to ensure nothing in the application process for a Supported Resident conflicts with Orchard Leigh policy and procedures relating to equality of opportunity and anti-discriminatory practice.

Procedure

Informal enquiries relating to a Supported Resident's placements at Orchard Leigh will ordinarily be made either by the individual him/herself, their family or any other agency with a responsibility for the Applicant's welfare.

Anyone making a placement enquiry should be invited to make an initial visit to Orchard Leigh prior to making a formal application. If the potential resident lives nearby, it will be helpful to build an initial relationship through visits; in this way, a subsequent application will be based upon a clearer understanding of what living in Orchard Leigh community entails, and the applicant will be able to exercise more informed choices. If it is deemed that the individual is potentially suitable he/she may be invited for a short assessment visit. This could be, for example, a weekend or one-week visit. Funding for this extended visit will need to be agreed with the relevant bodies prior to the onset of the visit.

No assurances should be given about the outcome of an enquiry nor must anyone commence a placement prior to the application process, as described below, having been concluded.

A formal Community Care and Risk Assessment must be carried out by the responsible Social Services Department to confirm that Supported Living is appropriate for the person concerned. In addition, a completed application form must be provided to Orchard Leigh, to help us to determine the potential suitability of the applicant to live and work at Orchard Leigh as a Supported Resident. If the applicant is currently in a supported living situation, any recent Support Needs and Risk Assessments and Support Planning conducted by the current service provider will be requested and will form part of the evaluation of suitability by us. At this stage, there must be an agreement on the financial arrangements for a placement, and funders' acceptance of responsibility for the cost of the placement.

If, at this stage, it is decided (which includes consultation with all current residents) that the individual meets the admission criteria and is suitable and he/she expresses the wish to join Orchard Leigh Community, he/she will be invited for an assessment stay of three months. It must be understood however that a placement at Orchard Leigh must be of mutual benefit and therefore, in consultation with all relevant parties. Orchard Leigh reserves the right to terminate a placement at any time during the three month assessment stay. Similarly, the Applicant has the right to terminate the placement at any time during the three-month assessment stay.

Following the three months assessment stay it is hoped that (following consultation of all current Residents) Orchard Leigh will be able to offer the Applicant a permanent placement for as long as Orchard Leigh is able to meet the Applicant's needs and the Resident wishes to live at Orchard Leigh. A comprehensive review of the placement will be undertaken with all relevant parties, and a support plan and occupancy agreement will need to be agreed at this point.

If, at any future date, Orchard Leigh is not able to meet all the Supported Resident's needs or if it becomes necessary to safeguard the wellbeing of others at Orchard Leigh, the Supported Resident, in conjunction with relevant other parties may be asked to find an alternative placement. In normal circumstances Orchard Leigh would give the Resident at least four weeks notice; however, in exceptional circumstances Orchard Leigh reserves the right to terminate a placement immediately.

The Orchard Leigh Management Group is responsible for all admission processes. Its assessments and decisions will be based on written and verbal information gathered from the Applicant and his/her relatives, carers, guardians, social workers etc. as well as on consultation with the current Residents and co-workers.

Should there be several applicants for an existing vacancy, the following prioritising criteria will be applied to applicants who fulfil the admissions criteria:

1. Degree of match with our current and planned support possibilities and admission criteria
2. Preference expressed by the current Residents
3. Sufficient level of financial support available for the applicant

Unsuccessful Applicants will receive written explanation of any decisions and, where appropriate, will be advised of possible alternative provision. Should an unsuccessful Applicant be dissatisfied with any explanation of decisions given (s)he may appeal in writing to the Trustees of William Morris (Camphill) Communities for a review of the decisions in question. The Chair of the Board of Trustees will call an appeals meeting at which the unsuccessful Applicant may be accompanied by one or more friend, relative, advocate or other professional of his/her choice. The resulting decision of the Trustees will be final.

Reviewed December 2007