



Referral Acceptance Policy

We are committed to reviewing our policy and good practice annually.
This policy was last reviewed on: 15th February 2021

We reserve the right to decide which children and young people we support and under what circumstances we accept a referral. Any decisions made will never breach our Equal Opportunities Policy, but is based entirely on our ability to provide the greatest chance of offering a positive outcome for the child or young person. We wish to ensure that neither they, nor Switch Midlands, are 'set-up to fail,' by undertaking unsuitable support that will not meet the needs of all involved in the process. We take a broad range of information into account when considering referrals and it is dependent entirely on each individual's needs and requirements. This includes, but is not restricted to:

- The capacity we have available at any one time.
- The number of hours/duration requested by the referring organisation compared to our capacity and legal requirements.
- The characteristics of any current group of students (e.g. age, sex, disposition, level of need, school, reasons for attending etc.) and whether the new child or young person would be disadvantaged by joining the group or their joining may be disruptive. (Examples could be: if the current group is made up of older teenagers and the new referral is much younger or if we have students who have been referred after a violent incident and the new referral was also involved in the same incident.)
- The individual needs of the new referral and our ability to meet those needs.
- The impact on the child or young person's ability to access a full education, for example does our support preclude this from happening.
- Any previous encounters with the referring organisation that would lead to concern, for example unsuitable reasons or motives for making previous referrals.

In the instance of placements, all potential referrals must visit the centre and meet staff with a representative from their referring organisation and a parent/carer. If after this visit, any professionals involved, the young person or the parent/carer, do not feel the placement is suitable, then we will fully support the decision not to proceed with the referral, and would expect all stakeholders involved in the process to do so as well.

All referring organisations must complete and submit a referral form in full prior to the child or young person starting to receive support. We cannot begin work with any child or young person until we have a referral form with the important information required.