**PLACEMENT MATCHING AND COMMENCEMENT POLICY**

At Shekinah Support, we ensure an individual child’s needs are met by placing them in a house fit for purpose, where resources required are available and the location fits with the local amenities or resources as expected by the Local Authority. A Locality Risk Assessment should already be drafted and saved on the care management system for future referral. It will be accessed once again before a child/ young person is admitted. The needs of the service user will also a defining factor when it comes to choosing a placement location.

**AGREED LOCATION**

This takes into consideration the child/young person’s history. A possible need to house the person in a certain distance from their previous area of abode for various reasons such as gang activity, safeguarding issues such as exploitation, domestic abuse/violence. The house facilities are only seen as ready for occupation when household appliances needed are made available, general home necessities are identified, and a Locality Risk Assessment has been drafted and uploaded on the care management system.

**RISK IMPACT**

Shekinah Support will produce a risk impact and a risk assessment on the new resident to   
ensure the risks to the young person or by the young person is not too high or not manageable. In some cases, there may be a high risk to the new resident should they be placed in a household of other young people who may be at risk of eventual conflict (Rival gangs / prone to negative influences. These could be such as the use of illegal or alcoholic substances or exposure to harmful individuals from the local community.

**INITIAL VISIT**

Wherever possible, the child / young person should have the opportunity to visit the house  
prior to admission. This has the following objectives:

* To give him / her the opportunity to meet the staff and other young people
* To give him / her the opportunity to inspect the house and the facilities;
* To provide the child / family with information about Shekinah Support homes, and to initially explain key Policies, the ethos of Shekinah Support and the expectations from the young person

Prior to admission, the House Manager will arrange with the staff for the new young person’s room to be cleaned and prepared in readiness for admission,

Upon arrival at Shekinah Support, the young person will be welcomed by the Manager and provided with a Welcome Pack which consists of a face-cloth, bath towel, shower gel, shampoo, deodorant, toothpaste and a toothbrush.

The young person is shown around and orientated to the layout of the house by the Keyworker

and introduced to other young people and staff. Particular attention is paid to showing the young person the Fire Exits and the evacuation procedure to be followed in the event of fire.

The young person will be shown his / her room and given keys to their room.

It will be explained that Shekinah Support do hold a master key in case we need to get into their room in am emergency situation. The Policy on Privacyis explained, and it will also be emphasised that property of a confidential or valuable nature should be kept locked away when not in use.

If opportunities were not available to explain key Policies to the young person prior to admission, then these will be explained at the soonest opportunity. These Policies are as follows:

* The role of the Keyworker;
* Rules concerning the possession and / or use of illicit substances;
* How to make a complaint;
* Arrangements regarding personal allowances;
* Arrangements for taking meals, bathing, washing / laundering clothing etc;
* Activities and educational pursuits.