

## THE ADMISSIONS PROCEDURE

Spectrum Days is aimed at and specialises in a very specific group in society and it is important that this is adhered to. This will ensure the integrity and quality of the service. All enquiries will be followed up by the manager and any people wishing to access the service will need to meet the following criteria:

They will have a combination of the following:

Medical needs

Physical disability

Limited communication

Severe Learning difficulties

The application process is vital in establishing whether the service is suitable. The aim will be to complete this process as quickly as possible, but time is not the most important factor. It is critical that this is done thoroughly and carefully. If the process is not thorough and placement is inappropriate there could be disappointment for all concerned.

A referral could be made by a parent/carer, relative, employee, school, alternative provider or social care. Forms of communication include email, telephone, letter, or direct enquiry.

### THE PROCESS:

1. Visit to the child, young person or adult at their home to assess the suitability of the placement and the nature of need.
2. Visit to the school, or alternative placement to see the child, young person or adult in a setting with other people.
3. A free initial transitions session to check on the suitability of the placement and the dynamics of the group.
4. All application forms are completed.
5. Provision starts

### INCLUSION

Although due to the severe impairments of the service user a specialist service is needed, the aim is to be inclusive through attracting young volunteers to support activities. Being positioned next to a school, the service is in an ideal situation to recruit volunteers, from the community.