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POLICY TEMPLATE · CHILDREN'S HOMES

Admissions, Matching and Emergency Admissions Policy

Editable Word policy template
for Schedule 1 para 22 and Reg 14

- Admission criteria from your SoP
- Matching and impact risk assessment
- Emergency admission procedure
- First 72 hours checklist
- Placement ending checklist



Your statement of purpose must cover emergency admissions

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Admissions, Matching and Emergency Admissions Policy

What's in the full version

- **Admissions policy**
- **Referral screening record.**
- **Matching and impact risk assessment.**
- **Emergency admission: minimum information and decision record.**
- **First 72 hours checklist.**
- **Placement ending checklist.**

Pages in this sample

– Admissions Matching Emergency Admissions Policy (first page)
– Admissions Matching Emergency Admissions Policy (page 2)

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Admissions, Matching and Emergency Admissions

Who we can care for, how we decide, and how we welcome each child: Schedule 1 para 22 and regulation 14

DOCUMENT CONTROL

Organisation	[Organisation name]
Home	[Home name and address]
Setting type	Children's home (England)
Document title	Admissions, matching and emergency admissions policy (Schedule 1 para 22; regulation 14)
Version	[1.0]
Approved by	[Name and role — Registered Manager / Responsible Individual]
Date approved	[DD/MM/YYYY]
Next review date	[DD/MM/YYYY — at least annually, and after any significant change]
Day-to-day owner	[Registered Manager — name]
Related documents	[Statement of purpose]; [Children's guide]; [Location assessment]; [Safeguarding policy]; [Missing from care policy]; [Positive behaviour support policy]; [Records procedure]

How to use this template: This is an editable policy template, not a finished document, and it is not legal advice. Replace every item in [square brackets] with your own details. Section 4 must match, in substance, the range of needs and admission criteria in your statement of purpose. Schedule 1 para 22 says the statement of purpose must include any admission criteria and any policies and procedures for emergency admission. If your home does not take emergency admissions, say so in section 8 and in your statement of purpose. Have the registered person approve it before use. Delete every shaded guidance box (including this one) before you issue it. The Sources section at the end lists the public materials this template was written from, which were checked in November 2026. Always confirm that those materials are still current before you rely on them.

What's in this policy

- 1 Purpose and scope
- 2 Who does what
- 3 The law and guidance
- 4 Who we can care for
- 5 Planned admissions: step by step
- 6 Matching and impact risk assessment
- 7 When we say no, and challenging gaps
- 8 Emergency admissions
- 9 Welcoming the child
- 10 Plans and reviews
- 11 Moving on and unplanned endings
- 12 Records
- 13 Monitoring and review
- Appendix A Referral screening record
- Appendix B Matching and impact risk assessment
- Appendix C Emergency admission: minimum information and decision

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- Appendix D First 72 hours checklist
- Appendix E Placement ending checklist
- Sources used in preparing this template

1 Purpose and scope

This policy explains how [Organisation name] decides whether it can safely meet a child's needs, how it considers the impact on the children already living at the home, how it handles emergency requests, and how each child is welcomed and helped to move on. It applies to every referral, whether from a local authority or any other placing authority.

2 Who does what

Role	Name, phone, email
Registered Manager	[Name] — makes admission decisions
Deputy / on-call manager	[Name, phone] — emergency decisions out of hours, within this policy
Responsible Individual	[Name] — told of every admission decision; agrees any exception
Referrals / placements contact	[Name, email]

3 The law and guidance

- **Regulation 14(2)(a).** Children may only be admitted if their needs are within the range of needs set out in the statement of purpose.
- **Regulation 14(2)(b)–(f).** Arrangements for each child's effective induction into the home, managing and reviewing the placement, and planning for leaving; following each child's relevant plans; promoting contact; asking the placing authority for a review in set circumstances; and helping children access and contribute to their records.
- **Schedule 1 para 22.** The statement of purpose must include any admission criteria, including any policies and procedures for emergency admission.
- **Regulation 12(2)(a)(i) and (iv).** Assess whether each child is at risk of harm and reduce the risk; manage relationships between children to prevent them harming each other.
- **Regulation 7(2)(b).** Each child must have access to the children's guide and the complaints procedure when the placement is agreed.
- **Regulation 18.** For a child who is not looked after, the home prepares a placement plan before admission, or as soon as possible after if that is not reasonably practicable, consulting the placing authority.
- **Care Planning, Placement and Case Review (England) Regulations 2010, regulation 9.** For a looked-after child, the local authority prepares the placement plan before the placement or, if not reasonably practicable, within five working days of its start.
- **Regulation 5(c).** Challenge a placing authority whose performance or response is inadequate.
- **The Guide.** 3.6 (statement of purpose and emergency admissions), 11.4–11.8 (accepting placements, considering impact on the existing group, challenging incomplete plans, emergency placements, welcome and introduction), 11.9–11.13 (moving on and emergency moves).

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