Referral/Risk Assessment Policy

Date: January 2025

Introduction:

- First contact made to Reset via parent/carer, school or other external agencies.

- Enquires will be picked up via our email resetAPmanchester@outlook.com
- Referral's will then be sent to the relevant schools/placements.

- Following this internal meetings and suitability of the student, meetings will be arranged with parents/carers and schools.

- All information will be added to spread sheets and RAG rated during the process for staff information.
- GDPR is followed at all times.

- We follow our procedures around our safeguarding policy to ensure that the procedure runs smoothly.

- Every student will have an individual risk assessment completed by experienced staff, competent on EHCP/SEND.

- Reviews will take place every six weeks to ensure that we are meeting the needs of each individual student.

- Liaising with partner schools and other external agencies plays a vital part in our referral/risk assessment structure.

Working in collaboration with mainstream settings and other providers is key to the success of students/families who are referred into Reset AP. Reset AP strive to offer a creative/bespoke program of support for our most vulnerable of student's/school refusers and their families, and follow a robust referral/risk assessment policy.

Reviewed by: Karen Birch (Founder CEO)

Next Review: August 2025

Date of next review:

August 2025