

Gloucester House: Admissions Procedure

NLFT adopted this policy from Tavistock and Portman NHS Foundation Trust (TPFT) in March 2026 ahead of the merger by acquisition. References in the policy to TPFT structures, links, processes and policies will, from 1 April 2026, usually refer to NLFT.

Version Control

Policy Title	Gloucester House:
Version number	1
Reference	CORP130
Category	Corporate
Target Audience	Gloucester House
Approved by (Step 1)	TPFT's Gloucester House Steering Group or Chair and ELT
Ratified by (Step 2)	NLFT's Executive Management Committee
Executive Director	Chief Nursing Officer
Date Ratified	n/a
Date of Next Review	June 2028
Policy Author	Gloucester House
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Reviewed by	Locally within TPFT
Key words	

Key changes to policy document

Version	Date	Summary of key changes
1	June 2025	Update
1.2	May 2026	Updated with NFLT logo

1. Equality Statement

All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on equality and fairness.

All policy documents will be equality impact assessed and this will include equality and human rights with regard to the protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

The Trust will make accessible versions of this document available where requested by members of the public, service users or staff.

2. Trauma Informed Statement

To commit to a trauma informed organisational culture, all policies, practices, and decisions must seek to recognise and respond to trauma, reduce the risk of re-traumatisation and take steps to repair any harm the organisation may cause to those who work within it or use its' services.

3. Vision and Values

We are guided in all we do by our **vision** and **values** and all policies and procedures are written in line with them.

Our **vision** is better mental health, better lives, better communities.

Our **values**:





Gloucester
House

Working together for
learning and development

Admissions Procedure

Reviewed by	Chilo Graham
Policy Updated	December 2025
Next review:	December 2026

1. Referrals & Enquiries

- Enquiries and referrals come from education, CAMHS and social care professionals. Children are often referred from multi-agency panels.
- We accept referrals with a referral letter. This is often accompanied by an Education Health and Care Plan. However, for the referral to be processed we ask referrers to complete a Gloucester House referral form (appendix 1) and would need to know that funding (in principle) has been agreed.
- Some professionals and families visit at the enquiry stage to establish whether Gloucester House is an appropriate place for their child.
- Once a referral has been agreed an assessing pair will be allocated. This pair of Gloucester House professionals will organise a series of meetings with the family as well as with relevant professionals. If all parties agree that Gloucester House would be a helpful placement, a start date and staggered integration is agreed. At the professionals meeting, the plan for the initial assessment period will be outlined and the future hopes from the network and the family explored.
- During this initial period (usually 6-10 weeks) formal and informal academic and clinical assessments will be undertaken. This will conclude in a formulation and proposed treatment and education plan.

2. Planning, Length of Stay and Discharge

- Gloucester House can be a shorter or longer term placement for children and young people. The needs of the child and their family are kept under review with the network – on a regular basis- and decisions are made in the best interest of the child and his/her family in partnership with the family and the network. Children leave Gloucester House when they are ready to take the next step, and when it is clear where they are moving on to.
- The involvement of the outside network in this process is sought from the first stages of any referral. This is formalised through regular review meetings to which the child's parents/carers and members of the professional network are invited. These are held termly or six monthly and include the annual review of the EHCP. Comprehensive written reports provide an update on an individual child's progress and set out recommendations for future directions of treatment and provision.
- The child's parent/carers and members of the professional network are invited to regular review meetings to make decisions about the child's future. An Annual Review of the EHCP is included in these meetings. Comprehensive written reports provide updates on an individual child's progress and set out recommendations for future treatment.
- We help with the transition from Gloucester House to new placements through liaison with the next providers of education and healthcare. We are instrumental and proactive in how we support and guide the transition out of Gloucester House as it is always a big step. Supporting the transition may include direct support in the new placement, support to key

strategic professionals in education, health and social care and support to the child and family.

- We can offer a follow-up service where specific aspects of the package (e.g. therapy) can continue after the child/young person has left Gloucester House.

3. Pre-Admission and Task/Document Checklist

Task / Document Name	Remarks	Person Responsible / Completed by
Pre-admission		
Pre-admission précis	Case presentation (History – precipitating, perpetuating, pre-disposing and protective factors) for whole team and providing a short written Pen Picture and verbal presentation in WTM – to include areas of strength, risk assessment and PHP based on information gathered to date.	Assessing pair
Named Service User Agreement and covering letter	For children from Local Authorities not covered under Service Level Agreements (SLA). For children covered under Local Authority SLA, confirmation of placement under SLA needs be confirmed with referrer (evidence in writing).	Admin Manager / Funding organisation(s)
Commissioning Professionals' Admission Contract	Terms of payment and names / department to be invoiced.	Admin Manager/ Funding organisation(s)
Transport Funding agreements & Timetable for Integration	Confirmation of funding from LA, entry timetable for child to be sent to transport provider.	Admin Manager / Local Authority / Transport Provider
During admission process and meetings		
Liaison with Professional Network	To clarify the professional network, gather all relevant information to inform assessment and clarify roles and responsibilities moving forward	Assessing Pair
The Child & Families Journey at GH	Case Coordinator to talk through initial assessment period and beyond. Potential outcomes and time scales relating to integrated Care Planning (options and alternatives to be collaboratively discussed including	Case Coordinator

	potential 'side effects'. Clarity around when decisions will be made and by whom	
<ul style="list-style-type: none"> • Parent/Carers' Admission Forms • Parent/Carer Handbook (including information on Safeguarding and Parent Rep) • Admission Contract for Parents and Carers • Case Co-ordinators' Admission Form • Parent/Carer acceptable use of ICT policy • Child's Agreement of ICT acceptable use policy • LA Transport Information 	Contact (inc emergency) details, GP details including allergies/medication, SaLT/OT consent, consent for visits/parental consent for information sharing / info for parents including Parent/Carer Handbook Y:\ADMISSIONS and CONTRACTS\Admissions and contract documents	Case Co-ordinator/ Admin Manager
	Parent/Carers signed agreement of understanding and consent of T&C/Unit's way of working.	Case Co-ordinator
	Details of parents/carers including parental responsibility, significant others, who can be contacted in respect of any correspondence and or information	Case Co-ordinator
	Confirmation that online safety Rules have been understood and agreed by parent/carers	Case Co-ordinator
	Confirmation that online safety Rules have been understood and agreed by pupils	Case Co-ordinator
	SaLT & OT Consent Forms	Case Co-ordinator
	Contact details for any changes/cancellation of transport	

4. Pre-Admission and Admission Task/Document Checklist

Task / Document Name	Remarks	Person
During admission process and meetings		
Outcome Measures SDQ's <ul style="list-style-type: none"> • Parent/Carer • Child (if 11 or over) 	For completion prior to Initial Assessment period. Kept on file and copy passed to School Admin for entry onto Care Notes and Outcome Monitoring Y:\ADMINISTRATION\ADMIN LK-JK 2015-16\ADMIN FORMS 2016-2017 Class Team and Case Coordinator to complete within Initial Assessment period	Case Coordinator/Class Team/Class Teacher/Admin Manager

Class Teacher CGAS		
Team Teach/ Behaviour Procedures	Explanation of our approach to behaviour and our strategies for de-escalation including the use of Team Teach. This includes the possible use of Restrictive Physical Intervention (RPI) when needed to keep pupils safe.	Case Coordinator / Teaching Staff
Educational Briefing	Homework/targets and GH's approach to teaching and learning (Curriculum & Learning & Teaching Policies)	Case Coordinator/Teaching Staff
Positive Handling Plan (PHP's)	Team-Teach and completion of a child PHP's	Teaching Staff/Case Coordinator, Head Teacher & Parent/Carer

5. Appendices

- Samples of the Gloucester House Pre-Admission & Admission Documentation
- Gloucester House Referral Form