

Purpose

To ensure that all admissions, exits (discharges), and referrals of children and young people are handled **safely, fairly, transparently, and in accordance with safeguarding, equality, and quality standards.**

1. Admissions

Scope

Applies to all children, young people, parents/carers, and staff involved in registration for ACT 2 CAM workshops, camps, or programs.

Admissions Principles

- ACT 2 CAM welcomes children and young people **regardless of race, gender, disability, religion, or background.**
- Admissions are **subject to safeguarding, H&S, and suitability checks.**
- Children must be within the **appropriate age range** for the program.
- **Information collected at admission:**
 - Child's full name, DOB, and contact details
 - Parent/carer contact and emergency contacts
 - Medical history, allergies, and special educational needs
 - Consent for photography, filming, digital learning, and off-site activities
 - Any known safeguarding concerns

Admission Process

1. **Application Form:** Parent/guardian completes an application form.
2. **Initial Screening:** Staff check suitability for the program (age, ability, special needs).
3. **Safeguarding Check:** Verify that **all relevant checks** are in place (e.g., enhanced DBS for staff, safeguarding policies explained).

4. **Offer and Confirmation:** Written confirmation sent to parent/guardian with schedule, policies, and key contacts.
 5. **Induction:** Children and parents receive an induction covering rules, safeguarding, H&S, and online safety.
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2. Discharge / Exiting Programs

Principles

- Exiting ACT 2 CAM programs can occur **voluntarily** (parent or child choice) or **involuntarily** (safeguarding, behavioural, or H&S reasons).
- All discharges are conducted **fairly, with documentation, and safeguarding in mind.**

Voluntary Discharge

- Parent/guardian informs staff of withdrawal.
- Staff confirm any outstanding matters (fees, equipment return, safeguarding handover if relevant).
- Records of participation and any safeguarding notes are securely retained.

Involuntary Discharge

- May occur due to:
 1. Significant risk to self or others
 2. Repeated breach of safeguarding or H&S rules
 3. Behaviour not compatible with the ethos of ACT 2 CAM
- Process:
 1. Incident review by leadership team.
 2. Parent/guardian informed with clear reasons.
 3. Offer of support or alternative provision where possible.

4. Document discharge in child's record; maintain confidentiality.
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3. Referrals

Internal Referrals

- Staff may **refer a child internally** to a DSL, pastoral lead, or specialist tutor for:
 - Safeguarding concerns
 - Learning support or additional pastoral care
 - Mental health or wellbeing support

External Referrals

- External referrals may be made to:
 - **Social Services / MASH (North Tyneside): 0345 2000 109**
 - **Police Child Protection Unit: 101**
 - **Medical professionals / safeguarding doctors**
 - **Specialist external agencies (e.g., mental health, counselling)**
- Referrals must follow **RECEIVE, REASSURE, REACT, RECORD, SUPPORT** protocol.
- Parent/guardian involvement is standard, **unless it would place the child at risk.**

Referral Documentation

- Maintain **secure records** of all internal and external referrals.
 - Include date, time, reason, action taken, and outcome.
 - Ensure **confidentiality** and access only on a need-to-know basis.
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4. Oversight and Review

- Leadership team reviews all admissions, discharges, and referrals **at least annually**.
 - Policies are cross-referenced with:
 - **Safeguarding & Child Protection Policy**
 - **Health & Safety Policy**
 - **Equality & Diversity Policy**
 - **Whistleblowing Policy**
 - Reviews consider: compliance with **KCSIE 2025**, **Working Together 2023**, and Ofsted expectations for registered provision.
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5. Responsibilities

Role	Responsibilities
Leadership Team	Approve admissions and discharges, review referral processes, ensure compliance with legislation.
DSL (Stephen Woods)	Oversee safeguarding referrals, liaise with external agencies, maintain records.
Tutors / Staff	Conduct initial screening, identify children needing support, report safeguarding or H&S concerns promptly.
Parents / Guardians	Provide accurate information, consent for activities, cooperate with referrals if necessary.

Review

Reviewed annually or sooner if legislation, guidance, or operational requirements change.

Externally Audited: January 2026

Next review: January 2027