



**ASPIRE**

**THE ASPIRE HUB**

**Referral Procedure for  
Panel Process**

**July 2018**



## Referral Procedure for Panel Process

The following procedure is written to ensure that staff members are aware of the panel selection process.

Schools are able to identify a child that may be in need of part-time or full-time alternative provision and refer them directly to Aspire Behaviour Management Ltd.

On the website there is a link to The Aspire Referral Form, schools can complete this form and return it to us either electronically or via the post.

The referral will be received and discussed at the next panel meeting, at the beginning of each term we will hold a panel meeting. The panel will discuss the child and decide whether a placement at The Aspire Hub is suitable for the identified child.

As part of the panel referral process, along with The Aspire Referral Form, we ask that schools provide us with current, up to date copies of the following documents:

- CAF
- Behaviour checklist – overleaf
- Boxall
- Incident Log (if available)
- Risk Assessment (if available)
- Additional external reports
  - EP Report
  - SALT (Speech and Language Therapist) Reports
  - OT (Occupational Therapist) Reports
  - Any additional relevant information

Without these documents, we are unable to take the referral to panel and the school will be contacted and advised.

In some cases, schools may be unable to wait for the next panel meeting. For these situations, emergency places may be available, schools will need to get in touch directly for more information.

Once the places have been decided, the following Child Induction Process will come into effect.

- Parents/guardians and child to visit The Hub prior to starting placement
- If not already complete, Parents/guardians to complete Admission Forms, including emergency contact details, dietary requirements and allergy information. Form to be checked by JL, passed back to Family Liaison or parent/guardian if incorrect.
- Information received from school to be shared with Room Leaders e.g. copies of Boxall Profile, CAF, any additional reports



- SENCO and Hub Lead to create individual Learning Journeys for the new child.
- The following documents will need to be created for each new child:
  - Risk Assessment
  - Positive Handling Plan
  - Behaviour Plan
  - Passport
- Between the Principal, member of staff who observed and the Room Leader, the decision will be made as to which room the child will be designated.
- Risk Assessments, Positive Handling Plans, Behaviour Plans and Passports to be monitored and updated if/when required.