



**Susan's Farm Admission and Referral Policy for Placement in Care Farming or Care Gardening**

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| <b>Operational Owner</b> | Education Manager: Helen Ward<br>Growing Changes Manager (Care Gardening Manager): David Mudge  |
| <b>Trustee Owner</b>     | Lindsey Slater  |
| <b>Effective date:</b>   | 10/10/24  |
| <b>Review date:</b>      | 10/10/26  |
| <b>Related documents</b> | Safeguarding Policy<br>Care Farmer/Gardener Policy<br>Care Farmer/Gardener Agreement<br>CF/CG Contract<br>CF/CG Service Level Agreement |

**Approval History**

| Version | Reviewed by              | Amendment History   | Approved by                      | Date     |
|---------|--------------------------|---|----------------------------------|----------|
| 1.0     | Jane Sullivan-Management | First Draft   | Management Committee             | 30/03/21 |
| 1.1     | Emma Hughes              | CF referrals to Education Manager rather than Volunteer Coordinator | Helen Ward on behalf of Trustees | 24/06/22 |
| 1.2     | Emma Hughes              | Removal of Management Committee                                     | Chair of Trustees                | 24/09/22 |
| 1.3     | Emma Hughes              | Update staffing ratio   | Chair of Trustees                | 10/10/24 |

**Purpose**

The purpose of this policy is to set out our admission and referral policy to demonstrate that admissions will be fair, open and transparent and enable Susan's Farm to meet the needs of its Care Farmers (CF) and Care Gardeners (CG). We are committed to supporting vulnerable adults and will ensure we can meet their particular needs before they are offered a place.

**Scope**

This policy applies to all vulnerable adults seeking to undertake a placement at Susan's Farm

**Policy Statement**

Susan's Farm has been established to deliver purposeful work activity to those with poor mental health, be it long or short-term, and those on probation. We are committed to ensuring those who need to use our services are treated equitably and can access our provision in a timely manner for as long as they require it.

## **Aims of policy**

The aim of this policy is to ensure a placement at Susan's Farm is based on the following criteria:

1. That we can offer the person working, learning and support suitable for their needs.
2. That the person successfully completes a probationary period.
3. That groups can be supported by the appropriate staffing levels, usually 1:6.
4. That a funding route has been established and a contract with a funding body has been agreed.

People who pose a significant safety risk to themselves or others will not be accepted at Susan's Farm.

## **Roles and Responsibilities**

- The Education and CG managers are jointly responsible for writing and implementing this policy.
- The CG manager is responsible for all referral enquires and admission decisions for car gardeners within Growing Changes.
- The Education Manager is responsible for all referral enquires for care farmers and will co-ordinate admission decisions with the Care Farming Education Officer before agreeing a placement.
- Significant findings of all CF/CG admission and referral issues are reported to the Board of Trustees.
- The admission and referral requirements and audits are monitored and reviewed regularly by the Education and CG managers.
- Minor and major changes to the policy will be reviewed by the Education Manager and agreed and approved by the Trustee Owner.
- A policy reviews will take place every two years or in line with relevant changes to legislation and/or local guidance.

## **Equality**

- Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.
- Susan's Farm recognises the need for specific measures to ensure a fair admissions process for each of these groups.
- This policy and all other associated policies and documents take this into account.

## **Adults supported by Susan's Farm**

Our priorities for providing places are for:

- Those who have social, emotional or mental health needs that limits their ability to gain employment, interact with society and are at risk of social isolation.
- Those who are accessing support via the probation service.

- People referred via a social prescribing route.

### **Referral arrangements**

- Requests for support can be made through one of the following referral routes:
  - Self-referral.
  - Referred by social services.
  - Referred by health care professional or allied services
  - Referred by the probation service.
  - Referred by parent/guardian/family member.
- All referrals must complete the referral form fully and submit to Susan's Farm and attend a referral meeting before a place will be offered. This is outlined in the procedure below.
- We note that some independent volunteer applications may subsequently be better suited to progress as a Care Farmer/Gardener referral and will therefore follow the procedure outlined below.

### **Probationary Period**

All Care Farmers/Gardeners must satisfactorily complete a 4 week (or 4 session, whichever is the greater) probationary period and take part in a review meeting with Susan Farm staff and referral agency if appropriate.

### **Referrals and Admission Procedure**

1. An initial enquiry is received at Susan's Farm via phone, email or website.
2. A referral form is completed by the referrer.
3. Once a referral form is received at Susan's Farm it is securely logged.
4. The referral form must include supporting evidence of thorough prior assessment with proposed outcomes, formal or informal.
5. A meeting at Susan's Farm with the person, support worker/mentor or family member/friend as required, will be undertaken to ensure that all parties are satisfied that Susan's Farm can meet the needs of the person.
6. A decision will be made at end of the meeting. If further information is required or if a funding arrangement has not been agreed this may be a conditional offer. If Susan's Farm is not able to meet the needs of the person it will be agreed at the meeting and no further action will be required.
7. If we can accept a person's referral, we will contact the representative to accept the referral with details of financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

- At the end of the 4-week probationary period, a review meeting will take place to discuss progress and the continuation of the placement, including setting an individual learning or development plan.

### Referrals and Admission Flowchart

