

# Kings Support Group Ltd

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# Kings Support Group Ltd

## Referral & Placement Policy

**Version:** 1.0

**Date Issued:** February 2026

**Next Review:** February 2028

**Approved by:** Director, Kings Support Group Ltd

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## 1. Policy Statement

Kings Support Group Ltd provides safe, high-quality supported accommodation for young adults aged 18–25 who are transitioning from care, custody, homelessness, or other vulnerable circumstances.

This policy outlines how referrals are received, assessed and accepted to ensure placements are **safe, appropriate** and **aligned with the needs** of each individual and the wider household.

**We are committed to:**

- Transparent and fair referral processes
- Working collaboratively with local authorities and partner agencies
- Ensuring placements are suitable and safe
- Promoting positive outcomes for residents
- Upholding safeguarding responsibilities

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## 2. Purpose of This Policy

**The purpose of this policy is to:**

- Provide a clear process for referrals and placements



- Ensure decisions are consistent, fair and risk-informed
- Protect residents, staff and the community
- Ensure placements meet the needs of the individual
- Support commissioners and referrers with clear criteria

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### 3. Scope

**This policy applies to:**

- Local authorities
- Social workers
- Leaving care teams
- Hospital pathway teams
- Probation services
- Youth offending teams
- Supported housing partners
- Emergency accommodation teams
- Charities
- Internal staff involved in assessments and placements

It covers all referrals for accommodation within Kings Support Group Ltd.

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### 4. Referral Eligibility Criteria

**We accept referrals for young adults aged 18–25 who:**

- Are leaving care
- Are at risk of homelessness
- Are transitioning from custody
- Have low to moderate support needs
- Require temporary or longer-term supported accommodation
- Are willing to engage with support
- Can live safely in shared accommodation



### **We may not accept referrals where:**

- The individual poses a high risk of violence or arson
- There is active, unmanaged substance misuse
- There is a history of serious sexual offences
- The individual requires 24-hour supervision or clinical care
- The risk level is incompatible with the household
- The individual refuses to engage with basic support

Each case is assessed individually and sensitively.

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## **5. Referral Process**

### **Step 1: Referral Submission**

#### **Referrals must be submitted via:**

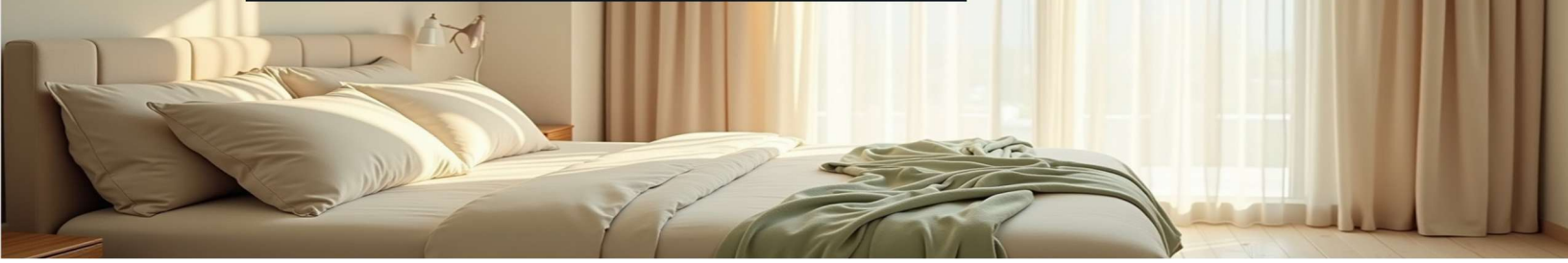
- Local authority referral form
- Email to: [referrals@kingssupportgroup.co.uk](mailto:referrals@kingssupportgroup.co.uk)
- Secure transfer (Egress / CJSM)
- Professional referral partners

#### **Referrers must provide:**

- Risk assessment (e.g., RAI, YOS, OASys, LAC review)
- Support needs assessment
- Background information
- Current accommodation status
- Safeguarding concerns
- Mental health or substance use information
- Emergency contacts
- Any MAPPA involvement

### **Step 2: Initial Screening**

The Service Manager reviews:



- Eligibility
- Risk level
- Support needs
- Household compatibility
- Availability of suitable rooms

If the referral is unsuitable, the referrer is informed with reasons.

### **Step 3: Assessment Interview**

**If suitable, the young person is invited to:**

- A face-to-face or virtual assessment
- A property viewing (where appropriate)

**The assessment covers:**

- Personal history
- Support needs
- Goals and aspirations
- Risk factors
- Behavioural history
- Willingness to engage with support
- Understanding of house rules

### **Step 4: Risk Assessment**

**We complete:**

- Internal risk assessment
- Compatibility assessment with existing residents
- Safeguarding checks
- Environmental risk considerations

### **Step 5: Placement Decision**

Decisions are made by the Service Manager and Director.

**Outcomes:**

- Accepted
- Accepted with conditions (e.g., behaviour contract, support plan requirements)
- Declined (with explanation)
- Deferred (pending further information)

## Step 6: Move-In Arrangements

### If accepted:

- Move-in date agreed
- Licence agreement issued
- Welcome Pack provided
- Support plan created
- Induction completed (house rules, safety, fire procedures)

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## 6. Emergency Referrals

### We accept emergency referrals where:

- The young person is at immediate risk of homelessness
- The young person is a victim of domestic violence
- The local authority requires urgent placement
- Risks can be safely managed

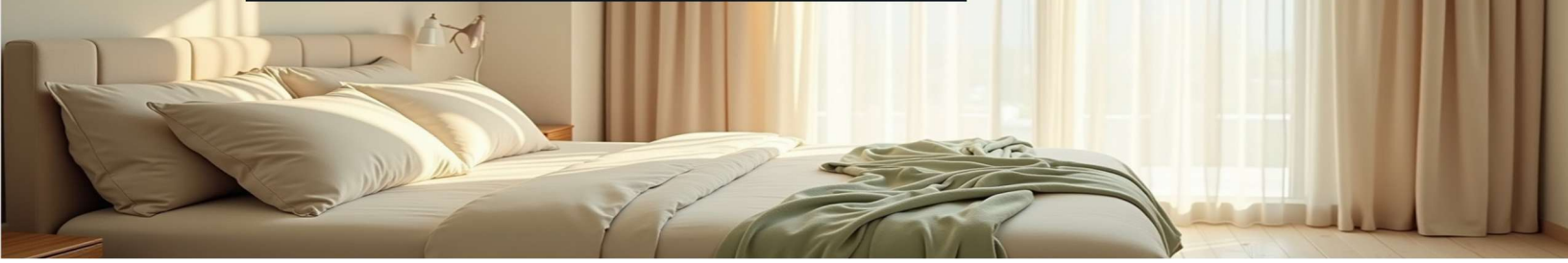
### Emergency placements still require:

- Basic risk information
- Initial screening
- Temporary placement agreement

A full assessment is completed within **72 hours**.

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## 7. Placement Reviews



**Placements are reviewed:**

- At 6 weeks
- Every 3 months
- After incidents or safeguarding concerns
- When support needs change

**Reviews cover:**

- Progress against support plan
- Behaviour and engagement
- Risk changes
- Suitability of placement
- Move-on planning

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## 8. Ending a Placement

**Placements may end due to:**

- Planned move-on
- Transfer to alternative accommodation
- Non-engagement with support
- Serious breach of house rules
- Safety concerns
- Resident request

We aim to support positive, planned move-on wherever possible.

### **Unplanned Endings**

**In cases of serious risk:**

- Immediate termination may occur
- Local authority is informed
- Safeguarding procedures may be triggered
- Police involvement where necessary



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## 9. Information Sharing & Confidentiality

**We share information:**

- Only with relevant professionals
- In line with GDPR and safeguarding law
- To protect the resident or others from harm

We do **not** share information with family or friends without consent.

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## 10. Safeguarding Responsibilities

All referrals are screened for safeguarding concerns.

**We follow:**

- Safeguarding Adults Policy
- Safeguarding Children Policy
- Local Authority safeguarding procedures

Any concerns are escalated immediately.

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## 11. Equality, Diversity & Inclusion

We do not discriminate based on:

- Race
- Gender
- Sexual orientation
- Disability



- Religion
- Background
- Care or offending history

We make reasonable adjustments to support accessibility.

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## 12. Policy Review

This policy will be reviewed:

- Every **2 years**
  - After major incidents
  - When legislation changes
  - Following feedback from commissioners or staff
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