

ADMINISTRATION AGREEMENT

PART 3

(Please Print All Information Clearly)

I / We, the undersigned, hereby agree to pay Hayfield Support Services with Deaf People in consideration of the maintenance, accommodation and support of...

_____ [Applicant's Name]

i.	Hayfield 24 Hour Care:	£ _____	[Amount Per Week]
ii.	Day Care Centre:	£ _____	[Amount Per Week]
iii.	Additional Support:	£ _____	[Amount Per Week]
	Total:	£ _____	[Total Amount Per Week]

[Under this Contract, rates are subject to inflationary and service improvement changes and any notified increase in fee levels must be paid in order to retain service user placement]

Signature [Sponsoring Authority]

Name :
Designation :
On Behalf of :
:
:
Date : / /

Please note: The sponsoring authority are responsible if the placement ends or the service user is excluded.
[Please see the exclusion policy on Page 2]

Please give the name of the person to whom the accounts should be sent:

Name :
Address :
:

Note: This form when completed, should be sent to: The Secretary
Hayfield Support Services with Deaf People
260 Moffat Street
Glasgow G5 0ND.

On Receipt of Parts I, II and III, and all requested reports where relevant, an assessment date will be offered as soon as possible thereafter.

Exclusion Criteria.

Decisions regarding the assessment, admission and continued placement of Deaf individuals and individuals with Autism in Hayfield are taken jointly at meetings involving the service user, their family / carers, representatives of the referring authority, appointed advocates (if this is appropriate) and Hayfield staff. It is acknowledged that Hayfield accept responsibility of care for all service users and that staff will endeavour to work within the policy and procedures laid down.

It is recognised that situations may arise which require Hayfield Managers to take decisions unilaterally or at short notice, with regard to whether a previously agreed placement is allowed to continue.

Hayfield Support Services has been specifically developed to meet the needs of Deaf people who experience additional problems, such as psychological or emotional difficulties or specific disabilities such as Autistic Spectrum Disorders, which may on occasions result in the service user exhibiting disruptive or even violent behaviour. Staff will attempt to deal with such situations, if and when they develop, and this will be regarded as part of the learning process which the service user experiences. (See policy document “Challenging Negative Behaviour” and the policy on “Physical Intervention”).

However, in the event of an incident or series of incidents being regarded as presenting an unacceptable level of risk to the disruptive person, to other service users or to staff; or where the level of disruption being caused is significantly harming the work of Hayfield, consideration may be given to terminating that person's placement.

All efforts will be made to avoid exclusion, where possible.

In the event of a major incident, e.g. involving serious physical or sexual assault, or drug dealing, the service user's referring authority may be asked to remove them from Hayfield immediately, or to make alternative arrangements for them while investigations are made.

In a situation which deteriorates gradually, every attempt should be made to seek to resolve the difficulties caused, and the referring authority should be kept informed of all developments. Any move towards exclusion should be done with the knowledge and co-operation of the referring authority, and wherever possible, notice of pending exclusions should be given.

In the event of exclusion being necessary, Hayfield will co-operate to provide any information or assistance which may enable the successful relocation of the excluded person.

In certain circumstances Hayfield may consider accepting an application for an excluded person to be re-admitted, but Managers reserve the right to refuse a re-application where this is deemed inappropriate.