

Pre- placement



Information & Agreement for referral agencies/organisations

Document contains:

- Or referral process
- An example copy of our Service Level Agreement
- A copy of our Parent/Carer Guidance Document
- Pre-placement Agreement form



Our Referral Process



STOP

Initial enquiry from potential referrer via phone or email

Referrer guided to our Quality Assurance Presentation on website, along with our Pre-placement pack & Referral Form

When working with new referral settings a Quality Assurance (QA) visit *must* take place before the child's Needs Assessment can be arranged.

Referrer to provide confirmation that our setting is sufficient to meet need from a QA perspective and that funding has been secured for the child/young person's place with us. Submission of the Pre-placement Agreement & Referral Form

Needs Assessment arranged with young person, parent/carer & a member of school staff (if available).

Start date offered if need can be met & all necessary paperwork is in place.



GO





**Breathing Space Therapeutic Services
CIC Provision
Service Level Agreement
Between**

**Breathing Space Therapeutic Services CIC
And
[School Name]**

1. Purpose of Document

(For the purpose of this document, child, young person and learner, are used interchangeably)

This document represents an agreement between Breathing Space Therapeutic Services CIC and the referral organisation/agency.

Please note:

Where the SLA uses “referrer” or “referral organisation/agency” or “referral personnel” it refers to the school or provider named on the SLA title page.

The purpose of this agreement is to:

Outline

- Terms and Conditions
- Liaison
- Pupil Information
- Attendance Monitoring, supervision & Missing Child Procedure
- Provision Suitability
- Disciplinary Procedures
- Animal Assisted Interventions and Care Farming
- Costing
- Programme Completion
- Changes to SLA

Terms and Conditions

The programme will commence at the beginning of each new term, or thereafter dependant on learner need and will operate according to the agreed term for which schools will be charged. Sessions will take place on a weekly basis during term-time and may be extended into school holiday's if circumstances allow. All interventions will take place at Baggeridge Country Park and other locations within the area. Transportation of learners is the responsibility of either the referral agency/organisation or the young person's parent/carer. This is to be arranged by the referrer prior to provision start date.

Liaison

- Regular liaison will take place between Breathing Space Therapeutic Services CIC and the designated referral personnel, principally to review learner progress and discuss other pertinent issues. Full staff name assigned to the pupil, job title, contact telephone number and email address to be supplied by both parties.
- Breathing Space Therapeutic Services staff will inform the referrer when the pupil's next scheduled session is to take place, if changes to designated day take place, so that it can be recorded if necessary.

Pupil Information

Referral agency/organisation agrees to:

- Submit a Referral Form to Breathing Space Therapeutic Services CIC prior to intervention start date with the young person and ensure that Parent/Carer Information and Guidance is sent out and a Consent Form completed and returned to us prior to pupil start date.
- Provide relevant personal information if a pupil has a medical, emotion, mental health or behavioural need that may impact on their participation in the therapeutic intervention.
- Maintain responsibility for the overall Safeguarding of any young people referred into the Breathing Space Therapeutic Services provision.

Breathing Space Therapeutic Services CIC agree to:

- Share information with the referrer on any issues that arise in relation to their young person, such as safeguarding, health and safety, behavioural concerns and/or identified risk.
- Provide regular updates to designated staff regarding the progress being made by the young person/pupil(s).

Attendance Monitoring, Supervision, and Missing Child Procedure

Breathing Space Therapeutic Services CIC agree to:

- Check and record young people's attendance on arrival to the session.
- Inform referral organisation if the young people haven't arrived on the designated day or at the designated intervention time.

Referral organisation agrees to:

- Notify Breathing Space Therapeutic Services staff in advance of any agreed absences from school.
- Ensure that each young person referred is available and able to attend all sessions.

Supervision:

- All young people will be supervised when with us on and off site. The staff ratio will be at least 1:5 unless the intervention is on a 1:1 basis. If a young person absconds from our care, we will not leave the site to follow the young person as this would leave the other young people onsite with us in a position of vulnerability. We will contact the referral agency and the young person's parent/carer to inform them of the situation so that arrangements for collection can be agreed.

Missing Child Procedure:

- If a young person hasn't attended our provision on the agreed day/time Breathing Space staff will notify referrer so that safeguarding of the young person can be ensured.
- Should a YP walk off-site, other than to our designated "safe spaces", a vocal warning will be given that should they not return to us upon request their Parent/Carer & school will be notified of the abscondment and, if felt necessary, they will be reported to the police as a missing person.

Provision Suitability

Breathing Space Therapeutic Services CIC is an alternative **therapeutic** provision, offering interventions to children and young people who have mental and/or emotional health needs. Our target client group are those young people who are unable to engage or invest themselves fully in their education due to past trauma or Adverse Childhood Experiences (ACE's). We are **not** a behavioural unit and therefore some learners referred into the service may prove unsuitable for the provision if their needs are based primarily on addressing challenging behaviour as they may be best suited to another alternative setting. We are fully aware that abuse, trauma, and ACE's are often expressed through behaviour and are able to support those young people who have developed trauma responses as a result of lived experiences through therapeutic interventions and activities. All young people are assessed prior to attending the provision and we, as an organisation, are proactive in offering support and engaging young people who have been identified by the referral agency as in need of our service. However, over time, it may become apparent that the young person in attendance requires a behavioural model as opposed to a therapeutic one. Therefore,

these learners will be discussed and reviewed with the referrer, with advice and guidance as to other providers that may be better placed to meet their needs provided.

It is imperative that your Quality Assurance checks take place prior to our Needs Assessment with the child so that we can ensure as smooth a transition into our service as possible.

Disciplinary Procedures

- Any reasons for removing a young person from sessions will be discussed with all parties involved so that a decision can be made collaboratively.

Breathing Space Therapeutic Services CIC will:

- Breathing Space Therapeutic Services CIC will notify referrer of any incidents with pupils in order to discuss how best to overcome these difficulties.
- In the case of gross misconduct our staff will notify referrer immediately so that collection from site can be arranged.

Referral Organisation will:

- Work with Breathing Space Therapeutic Services CIC regarding any disciplinary issues that arise.
- Communicate any discussions or decisions made with the child's parent/carer.
- In the case of gross misconduct arrange for the pupil to be removed from the session immediately.

Animal Assisted Therapy/Outdoor Activities:

We are fortunate enough to have various therapy animals that will be onsite with us at certain times. We may also travel to a nearby farm and carry out stable husbandry and animal care. All activities are risk assessed, with our Company Director being a registered Animal Assisted Therapy Practitioner and all young people taking part in outdoor activities or animal assisted interventions will be informed of safe care practices in order to reduce the likelihood of injury to both them and the animal. Therefore, by signing the SLA, you agree that if any accident or injury occurs during their time with us, due to the child or young person not following instructions regarding health and safety in the outdoor/farming environment, all claims against the company are waived unless negligence can be proven. As an organisation we are members of Social Farms and Gardens and are a registered Care Farm, this ensures we keep up to date with relevant legislation and insurance recommendations. We find that the young people we work with often engage more productively when a varied timetable is offered and therefore our days are structured to incorporate both in-house and out-of-house activities, ensuring that we support the development of social skills and interaction by taking part in activities that complement the therapeutic nature of our provision. We often take part in farming activities and site maintenance that may involve the use of tools and equipment – all young people will be supervised and informed of the safe use of any tools or equipment being used. When working on and off site our young people will encounter other members of the public, we cannot take responsibility for how other people conduct themselves. However, we will encourage positive interactions between our young people and other members of the community, addressing any concerns raised by the young person as quickly as possible. As an organisation we believe in the healing benefit of the outdoors and keeping physically active, therefore we make use of the local area as much as possible. Risk Assessments are carried out for all activities, with young people being made aware of Health and Safety procedures when off-site. We hold either Business Insurance or Fully Comprehensive Insurance so that we can transport young people when taking part in off-site activities and all

young people will be advised to wear a seat belt when travelling, however this isn't enforceable by staff.

Costings

Alternative Provision (AP)	<ul style="list-style-type: none"> • The cost of the programme will be £125 per full day session on our Secondary AP and £125 per day on our Primary AP. • Invoices will be sent to the referral agency/organisation on a monthly, termly, or half termly basis and must be paid within 30 days from date of invoice. Failure to pay within the allotted 30 days will result in a penalty charge of 5% being added to the agreed provision costings. • Payment is non-refundable if learners fail to attend planned sessions or leave the provision earlier than planned.
Bitesize Primary	<ul style="list-style-type: none"> • This programme offers intervention for children who are unable to attend our full day Primary provision due to their level of need. It has a higher staff:child ratio and runs for a shorter period of time (11am-2pm) • The programme is priced at £125 per day during the pilot period (Spring term 2025). • Invoices will be sent to the referral agency/organisation on a monthly, termly, or half termly basis and must be paid within 30 days from date of invoice. Failure to pay within the allotted 30 days will result in a penalty charge of 5% being added to the agreed provision costings. • Payment is non-refundable if learners fail to attend planned sessions or leave the provision earlier than planned.
Nurture through Nature (NTN)	<ul style="list-style-type: none"> • NTN session's will be charged at a rate of £60 per session. • Session length will be approx. 2hrs, unless agreed otherwise between the school/young person, in which case costings will be applied pro rata. • If a progress report is required for court or other social care purposes, then these will be provided at a cost to be agreed between the school/referrer and Breathing Space Therapeutic Services CIC. • Invoices will be sent to the referral agency/organisation on a monthly, termly, or half termly basis and must be paid within 30 days from date of invoice. Failure to pay within the allotted 30 days will result in a penalty charge of 5% being added to the agreed provision costings. • Failure to pay these invoices will result in NTN sessions being put on hold until the payment is made. • Payment is non-refundable if learners fail to attend planned sessions or leave the provision earlier than planned.
Animal Assisted Therapy (AAT)	<ul style="list-style-type: none"> • AAT session's will be charged at a rate of £50 per session. • Session length will be approx. 1hr, unless agreed otherwise between the school/young person, in which case costings will be applied pro rata. • If a progress report is required for court or other social care purposes, then these will be provided at a cost to be agreed between the school/referrer and Breathing Space Therapeutic Services CIC.

	<ul style="list-style-type: none"> • Invoices will be sent to the referral agency/organisation on a monthly or termly basis and must be paid within 30 days from date of invoice. Failure to pay within the allotted 30 days will result in a penalty charge of 5% being added to the agreed provision costings. Failure to pay these invoices will result in therapy sessions being put on hold until the payment is made. • Payment is non-refundable if learners fail to attend planned sessions or leave the provision earlier than planned.
1:1 Interventions	<ul style="list-style-type: none"> • 1:1 session's will be charged at a rate of £40 per session. • Session length will be approx. 1hr, unless agreed otherwise between the school/young person, in which case costings will be applied pro rata. • If a progress report is required for court or other social care purposes, then these will be provided at a cost to be agreed between the school/referrer and Breathing Space Therapeutic Services CIC. • Invoices will be sent to the referral agency/organisation on a monthly or termly basis and must be paid within 30 days from date of invoice. Failure to pay these invoices will result in therapy sessions being put on hold until the payment is made. • Payment is non-refundable if learners fail to attend planned sessions or leave the provision earlier than planned.

Please Note: Due to the nature of our provisions and the site on which we operate, extreme weather may result in cancelation of services without refund. This will only take affect if extreme heat, strong winds or snow are forecast as this increases the risk of accident and/or injury to both staff and learners. In addition to this, as we are a small staff team, should a member of staff be sick on their designated day of provision delivery it may be that we have no choice but to cancel provision. We are unable to offer refunds for any provision cancellation.

Transition from our provision

Many of the young people who attend our provision are on reduced timetables or not engaged in formal education. As a team, we believe that for a child to succeed when they move on from our service they require a well-planned, structured transition. Therefore, by signing this SLA you agree to collaborate with Provision Leads when the child nears the end of their time with us. A step-down approach is usually suggested by our team, so that the learner can continue to access the security of our setting whilst they embed themselves in/adjust to their new learning environment or planned increase in school attendance. We've worked with a number of young people who have had their placement with us ended abruptly by the school or Local Authority, without any discussion taking place. Therefore, as a therapeutic service adhering to a robust ethical framework, if we feel the ending/transition being suggested isn't appropriate, we may offer aftercare in another form to the young person, without the agreement of the referral school/agency but with the agreement of our Board of Directors. This way we can be certain all young people are provided with the best transitional support possible, ensuring they are not set up to fail.

Programme Completion

Once a young person has completed their specified time with us, and the agreed transition has taken place, a Programme Completion form will be completed reflecting on the young person's achievements with us and outlining their next steps.

Changes to the Service Level Agreement

Any changes to the Service Level Agreement must be agreed within a meeting/review by:


- The school / or referrer
- Breathing Space Therapeutic Services CIC (BSTS)

Minutes of this meeting/review will be kept on file for future reference.

I agree to all the information outlined within this Service Level Agreement

Referral Agency/Organisation Name	
Staff Name	
Staff Signature	
Position Held	
Date	

On behalf of Breathing Space Therapeutic Services CIC

Staff Name	Rebecca (Bic) Mainstone
Staff Signature	
Position Held	Executive Director
Date	07/01/2025

Please complete all relevant contact details on the next page

Main Contacts

	Job Title	Name	Email Address	Telephone Number
Main Contact for Referral Agency/Organisation				
Finance Contact for Referral Agency/Organisation (Invoice purposes)				
Main Contact for Breathing Space Therapeutic Services CIC	Executive Director	Rebecca (Bic) Mainstone	bic@breathingspacetherapeuticservices.co.uk	07752 859432
Secondary Contact for Breathing Space Therapeutic Services CIC	HR & Admin	Cathy Mainstone	hr@breathingspacetherapeuticservices.co.uk	07549 337874



Parent/Carer

Information & Guidance Document



This document covers permissions for all interventions offered by Breathing Space Therapeutic Services CIC

Drop off and collection point:

All young people must be dropped off at the agreed delivery site for their chosen provision (unless an alternative pick-up and drop-off place has been agreed with school). Parents/carers will need to have completed and signed our consent form before leaving their child on the first day of the provision offered.

Venue Addresses:

Baggeridge Country Park	Jubilee Meadows Farm
Gospel End Road	Trysull Road
Sedgley	WV5 8DQ
DY3 4HB	

Offsite Activities

Our consent form covers all off site visits we make as a group. As an organisation we believe in the healing benefit of the outdoors, engaging with our local community and keeping physically active, therefore we make use of the local area as much as possible. To further develop the personal and social development of our young people we encourage them to help with budgeting, shopping, food preparation, resource gathering, gaining information and insight from various leisure and/or educational facilities nearby and projects within the community. Risk Assessments are carried out for all activities, with young people being made aware of Health and Safety procedures when off-site. We either hold Business Insurance or Fully Comprehensive Insurance so that we can transport young people when taking part in off-site activities and all young people will be advised to wear a seat belt when travelling, however this isn't enforceable by staff.

Each young person must bring:

Clothing/shoes, suitable for all weathers – we do a lot of outdoor activities and therefore old clothes are best, with wellies and waterproofs if the weather is bad. A packed lunch or money for lunch is optional.

Medication:

We are unable to administer medication, therefore by signing the consent form you confirm that your child is able to self-medicate. If your child is allergic to animals or their environment, please ensure that they take suitable preventative medication (ie: antihistamine) prior to attending the activity, as we are unable to offer out any medication.

Contact between staff and parents/carers:

Any contact made during provision hours must be made via the mobile number of the delivery staff:

Bic: 07752 859432

Libby: 07399 024137

HR: 07549 337874.

If we are unable to take your call due to timetabled activities, then a message will need to be left and we will return your call at the earliest opportunity.

Animal Assisted Therapy/Outdoor Activities:

We are fortunate enough to have a registered animal assisted therapy dog named Worzel who will be onsite with us at certain times. We may also travel to a nearby farm and carryout stable husbandry and animal care. All activities are risk assessed, with our Company Director being a registered Animal Assisted Therapy Practitioner and all young people taking part in outdoor activities or animal assisted interventions will be informed of safe care practices in order to reduce the likelihood of injury to both them and the animal. Our animals are well socialised and worked with on a regular basis, however they are still animals and have natural instincts which may result in injury if they feel threatened. Therefore, by signing the consent form, you agree that if any accident or injury occurs during their time with us, due to the child or young person not following instructions regarding health and safety/safe practice around animals in the outdoor/farming environment, all claims against the company are waived unless negligence can be proven. As an organisation we are members of Social Farms and Gardens and ensure we keep up to date with

Breathing Space Therapeutic Services CIC

relevant legislation and insurance recommendations. We find that the young people we work with often engage more productively when a varied timetable is offered and therefore our days are structured to incorporate both in-house and out of house activities, ensuring that we support the development of social skills and interaction by taking part in activities that complement the therapeutic nature of our provision. When working on and off site our young people will encounter other members of the public, we cannot take responsibility for how other people conduct themselves. However, we will encourage positive interactions between our young people and other members of the community, addressing any concerns raised by the young person as quickly as possible.

Supervision:

All young people will be supervised when with us on and off site. The staff ratio will be at least 1:5 unless the intervention is on a 1:1 basis. If a young person absconds from our care, we will not leave the site to follow the young person as this would leave the other young people onsite with us in a position of vulnerability. We will contact the referral agency and the young person's parent/carer to inform them of the situation and call the police if necessary.

Physical Intervention:

Physical intervention will only ever be used to prevent children hurting themselves or others, as outlined in our Behaviour Policy (a copy of which can be seen upon request). We pride ourselves on creating a safe space for children and young people and do not tolerate violence towards staff and/or learners. Therefore, if deemed appropriate, a staff member may physically intervene should a situation present itself that could result in harm. Physical intervention is only ever used as a last resort when all other behaviour management strategies have been exhausted. With younger children it may be appropriate to ensure hand holding when crossing roads or entering an unfamiliar environment, this is often instigated by the child themselves or requested by the parent/guardian to reduce the risk of reactive/impulsive behaviour. Any child-led physical contact (eg: seeking comfort when hurt or distressed) will be met with the use of appropriate child/adult boundaries. All incidents involving the use of reasonable force to prevent accident or injury to staff or other learners are recorded and handed over to the parent/carer at the end of the provision day.

Mobile Phones

Young people are not allowed their mobile phones during provision hours. If they are brought onsite, they will be stored safely and returned to the young person at the end of the day.

Smoking/Vapes

Our provision has a no smoking/vaping policy. Any young people not adhering to this policy will put their placement with us at risk. Parents/carers will be informed at the earliest opportunity so that together we can address the situation.

Terms, Policies and Conditions

Health and Safety: *In the unlikely event of an accident, or loss or damage to personal effects whilst engaging with our various provisions, the parent/carer acknowledges that Breathing Space Therapeutic Services CIC will not be liable for any direct or indirect loss, damage or injury arising from, or in connection with the activity, except in instances of personal injury directly caused by the Company's negligence and waive all claims against the Company in this respect.*

GDPR (General): *As an organisation we are required to keep all personal information for a minimum period for auditing and safeguarding purposes. All personal details will be archived following the child/young persons' time with us, and details will not be shared with any other person unless on the grounds of safeguarding.*

Safeguarding: *All staff and volunteers are aware of our Safeguarding Policy and are DBS cleared.*

First Aid: *We always have a designated First Aider on site who holds a First Aid Awareness qualification. A First Aid box and Accident Book are kept on site. In the case of emergency we will seek advice from a medical professional.*

Woodland Activities/Care Farming/Conservations: *Weather permitting we often take the young people off our enclosed site and into the surrounding countryside for qualification purposes, team building and other outdoor activities. Young people may also take part in conservation work at Baggeridge Country Park and farm maintenance at our Equine facility which may include the use of gardening tools and other equipment/power tools to complete tasks. All young people will be under supervision when using tools and equipment and will be informed of the safe use of the tools/equipment in order to prevent accident or injury.*

Illness/Absence: *If you are aware that your child will be off sick or absent, please call us on the number given above and notify the referral school.*

By signing the Consent Form, you are agreeing to all the information set out on this form.



Pre-Placement Agreement

For the purpose of this document, child and young person, are used interchangeably

Our pre-placement agreement provides assurance to us as an organisation that the referrer has carried out the various quality assurance checks needed to place a child with us, prepared the young person effectively prior to the referral being made and is committed to the referral into our service. Following return of this document we, as provider, will arrange the Needs Assessment to ascertain whether or not we feel our setting is right for the young person being referred to us.

In signing this document, you are agreeing that:

- All Quality Assurance checks have taken place, and that our service has been approved by your school/Local Authority to deliver the required intervention.
- You have discussed the referral with our team and feel confident that our setting is suitable for the child being referred to us.
- You have read the terms and conditions outlined on our Service Level Agreement and feel confident they can be met.
- Funding for the child being referred to us has been secured and that your pay run will enable payment within 30 days of us issuing the invoice, pending a positive outcome following our Needs Assessment with the young person.
- Transport for the child has been/will be arranged prior to the agreed provision start date.
- Discussion with the child's parent or carer has taken place and their consent given for the referral process to take place.

Name of Referrer	
Position held	
Signed	
Date	