



## Child & Young Person Risk Assessment & Care Plan Policy

Name of Organisation: Amy's Trust CIO

Venue/address for which policy applies: Duffield Acres, Redmile.

Date of last review: 22nd September 2025

Date of next review: 22nd September 2026

Name of author: Ruby Cox

This policy contains information split into the following categories:

- Introduction
- Induction process
- Child/ young person-centred care plan
- Child/young person risk assessment
- Reviews
- Records
- Proformas

### **Introduction**

This policy outlines the journey that is taken to ensure the welfare of young people accessing our provision. Through this process we ensure each individual is kept safe and central at ever step, reflecting our approach of providing a safe and unique learning environment that is underpinned by professional policies and practices.

### **Induction process**

Once a referral has been accepted, an induction meeting will take place between the commissioning body, parent/carer +/- the young person should they wish to be involved. The induction meeting will allow further details to be clarified (further to the comprehensive information already provided on the referral form, see pro forma) and inform the creation of the young person's personalised care plan (see pro forma). This will include individualised information, including a behaviour support plan, health needs and risk assessment (see pro forma) and any current safeguarding concerns.

Embedded in the induction process is an embodiment of our value regarding equality, diversity and inclusivity and effort is made to ensure the young person is seen and supported in their 'cultural, religious and lifestyle needs'.

### **Child/ Young Person Centred Care Plan**

Each child/young person attending Amy's Trust will have a person-centred care plan which will be developed in collaboration with the young person where possible and with input from parents/carers and other supporting services. This will include the following details:

- Emergency contacts

- Health/ disability
- Personal care/medical needs
- Communication needs
- Behaviour considerations
- Education needs
- Desired placement outcomes

This will be reviewed at regular intervals as outlined in the review section below and stored securely in accordance with data privacy law and GDPR. The person-centred care plan will be informed by the details collected from the Amy's Trust referral form and induction meeting ahead of sessions commencing.

Young people's views are central to risk assessments and person-centred care plans.

Where a child or young person disagrees with their assessment or review, this is recorded.

Please see person-centred care plan template.

### **Child/ Young Person Risk Assessment**

Each child or young person attending Amy's Trust will have a risk assessment form completed prior to session commencement.

The placement provider will be required to provide Amy's Trust with their child/ young person risk assessment for the individual placed with Amy's Trust. This is to help Amy's Trust staff to be aware of the prior risks identified with this young person ahead of session commencement.

Please see young person risk assessment template.

### **Reviews**

Young person care plans and risk assessments will be reviewed and updated at each reporting interval (typically 6 weekly), with input from supporting professional bodies, parents/carers and the young person as appropriate.

Changes in behaviour and presentation of increasingly challenging behaviour will trigger sooner risk assessment reviews.

The young person has the right to be included in and consulted on any changes to the service concerning them.

### **Records**

All records will be stored securely in accordance with the Data Protection Act 2018 and UK GDPR.

All young people are able to access to their information upon request and are provided with a copy of assessments and reviews if they wish.

### **Blank proformas relating to this policy**

- Referral form
- Support/care plan proforma
- Individual child risk assessment proforma