(14) Emergency placements

By its very nature, when making an emergency placement it will not always be possible or practical for Shared Lives to follow the usual matching and introduction procedure. Instead, a placement may have to be made with minimal matching and without opportunity for the adult to ‘test drive’ the placement. In this situation, Shared Lives will adhere to the following procedure:

1. To ensure the mutual safety of the adult and the host and his/her household, Shared Lives will:
   1.1 at the time of the emergency placement ensure a risk assessment is in place to provide the host with sufficient information about the adult and his/her needs
   1.2 within one working day, provide the host with comprehensive information on the adult and his/her needs
   1.3 complete an emergency placement agreement

2. The host offering the emergency placement will, within 24 hours of the placement being made, ensure that the adult is informed about the main aspects of the placement e.g. other placed adults and other family members, the facilities and support available and any particular house rules that the adult needs to be aware of.

3. The care/case manager / manager of Shared Lives will coordinate and chair an emergency planning meeting which will be held within 5 working days of the emergency placement

4. The emergency planning meeting will aim to involve:
   4.1 the adult; and
   4.2 his/her family members, advocates or key workers; and
   4.3 the host(s) providing the emergency accommodation;
   4.4 the Shared Lives worker responsible for supporting the host(s);
   4.5 the care/case manager

5. The meeting will explore the suitability and viability of the emergency placement in accordance with the Shared Lives needs assessment procedure and also clarifies the procedure in the event of a breakdown of the placement.

6. The Meeting may:
   6.1 Agree to move the adult to another more appropriate placement, in which case Shared Lives may follow its usual matching procedure or make another emergency placement; or
   6.2 Agree to the adult remaining in the emergency placement: In which case it is the joint responsibility of the social worker/host manager, Shared Lives and host to ensure that:
- a full placement agreement is in place; and
- all other placement criteria are met; and
- the placement is reviewed at monthly intervals (or more frequently if necessary) for an agreed period of time.

7. An emergency placement does not imply the right or requirement of the adult to stay in the same placement and this will be clarified at the outset of the placement.

8. Shared Lives will ensure the host receives the usual Shared Lives scale of fees and the host may be entitled to claim a day-care fee if the adult placed with them is not receiving weekly day care.