



The **Daffodil** Project CIC

Admissions & Registration Procedure

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1. Purpose of the Procedure

This procedure outlines how children and families are **admitted, registered, and welcomed** into The Daffodil Project CIC. It ensures the process is **clear, inclusive, and aligned with our safeguarding and support principles**, providing every child with a safe, positive start.

2. Scope

This procedure applies to:

- All new children and families referred to or enquiring about the project
 - All staff and volunteers involved in the admissions and induction process
 - Partner organisations (e.g. schools, local authorities) involved in referrals
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3. Principles of Access and Inclusion

- We are committed to being an **inclusive setting**, welcoming children from all backgrounds, needs, and abilities
 - Priority is given to children with **SEND, emotional or behavioural challenges, or those at risk of exclusion**
 - No child will be discriminated against based on **disability, ethnicity, gender identity, religion, or socioeconomic status**
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4. Admission Criteria

The Daffodil Project supports children who:

- Are aged **5 to 18**
- Require a **therapeutic, outdoor, or animal-assisted environment**
- May be referred via:
 - **Parents/carers**
 - **Schools** (SENCOs, DSLs, behaviour teams)
 - **Social workers or other professionals**
 - **Self-referrals** in appropriate cases

Admission is subject to:

- Availability of places
 - A basic suitability and risk assessment
 - Completion of registration documents and consent forms
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5. Enquiry and Referral Process

1. **Initial enquiry** via phone, email, website, or referral form
2. Staff member provides an **information pack** and arranges a **site visit or informal meeting**
3. If interested, the family or referrer completes a **Registration Form**
4. The management team reviews suitability and offers a place if appropriate

6. Registration and Onboarding

Once a place is confirmed:

- The family or referring professional will complete all necessary paperwork
- Staff will gather key information on the child's:
 - **Health, dietary, and medical needs**
 - **Learning profile, triggers, and preferred strategies**
 - **Communication and sensory needs**
 - **Emergency contacts and legal guardianship**
- Consent will be obtained for:
 - Medical treatment
 - Photography/media
 - Behaviour and safeguarding agreements

A designated key staff member will be assigned to oversee the **child's transition and support plan**.

7. Information Collected at Registration

- Full name, date of birth, and address
- Parent/carer contact details and emergency contacts
- Medical information (including allergies, medications)
- SEN needs or EHCP details (if applicable)
- Social history or safeguarding context (if relevant)
- Consent forms (media, outings, behaviour support, medical treatment)
- Transport or access requirements

All information is stored **securely and confidentially**, in line with the **Data Protection & GDPR Policy**.

8. Confidentiality and Data Handling

- All registration information will be handled confidentially
 - Access is restricted to staff on a **need-to-know basis**
 - Information will be stored digitally or in locked cabinets
 - CPOMS will be used to track safeguarding or behavioural records if applicable
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9. Induction and Transition Support

- Children will be offered a **phased introduction** where needed (e.g. shorter sessions at first)
 - Parents/carers are encouraged to attend initial sessions to support transition
 - Staff will explain routines, expectations, and available support clearly to the child
 - An initial **review meeting** will be held within the first 4–6 weeks of starting
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10. Monitoring & Review

- This procedure will be reviewed **annually**
- Feedback from families and referring professionals will inform improvements
- Admission patterns will be monitored to ensure ongoing **equity and inclusion**

Signed:

Magdalena Van De Voort



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