

# Admissions / Referral Policy

adapted from Housing Justice Shelter in a Pack

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There is a standard Referral form that includes a risk assessment.

There is a Referral Policy, which includes:

- A referral pathway from recognised agencies.
- Evidence that referral agencies have been given clear referral criteria, including risk assessment guidelines.
- There is a named contact at referral agency, evidence of communication about potential referrals as well as feedback given to referral agency.
- The agreed length of stay has been communicated to the guest, referral agency and staff.
- It is clearly communicated inside and outside the shelter that walk-up self-referrals will not be considered.

***A good admissions procedure and clear referral pathway should not only allow for equality of opportunity of access to the project, but also make it easier for guests to understand how admissions work and that a fair system is in place. It is important that potential guests are risk-assessed before being allowed access to the shelter.***