

## HOLIDAY APPLICATION PROCEDURE

### 1. Referral Made by Social Work (or by Private Source)

1.1 The referral is considered binding only when the written Application Form is completed and returned to Reality. This referral is then subject to the Application Contract. It is the referring agent's responsibility to examine the Application Contract to their satisfaction and are asked to confirm their understanding of the contract on the Application Form.

1.2 By making a written referral, the referring agent also agrees to complete a Post-camp Evaluation Form.

### 2. Written Confirmation to Referrer and Young Person

2.1 Upon receipt of the Application Form, the referrer and Young Person being referred will receive written confirmation of the dates of the activity break and their provisional place on that break.

2.2 *The young person's place on camp will only be confirmed after a home visit.*

### 3. Consent and Health Forms Sent to Referrer

3.1 Once application is received and acknowledged, the following forms are sent to the referring agent to pass on to the family of the young person. In some circumstances, these forms may be sent directly to the young person's family or carer:

- a) Activity Consent Form
- b) Smoking Consent Form
- c) Health Form
- d) Invoice can be included at this stage (*note amount and Invoice No.*)
- e) Mention home visit with YP

3.2 Forms are required to be returned before a young person can go on an activity break. ALL HEALTH AND CONSENT FORMS ARE DUE 2 WEEKS BEFORE AN ACTIVITY BREAK.

### 4. Follow up phone-call to Social Worker / Referring Agent

4.1 Fill out Background Information Form. Find out if direct contact to parent/guardian can be made for the purpose of arranging a home visit.

## **5. Contact the Young Person / Parent / Carer to Arrange Home Visit**

- 5.1 Home visit will be carried out by either Reality staff or Team Leaders.  
This is best done as soon as is possible pre-holiday  
Two people should do the visits at all times (health and safety)  
Forms could be completed at visit if necessary  
Video or DVD of previous camps can be shown

## **6. Send Invoice to Appropriate Authority**

- 6.1 Keep a copy of the invoice in file (*note payment and invoice no.*)  
Billing will be in accordance with stated policies. Minimum prices and relevant information will be explained to social work prior to invoice being sent.

## **8. Travel Arrangements Given to Team Members**

- 8.1 Team members to be sent travel arrangements

## **9. Camp Folder for Team Leaders**

- 9.1 Include: Copies of Background Information forms (make sure these are legible)  
Copies of Health and Consent Forms  
Young people's contact details  
Social Workers contact details (including out of hours contact details)

**Once the Team is in place and visits have taken place satisfactorily...**

## **10. Put Travel Arrangements Together for Young People**

- 10.1 Travel arrangements will be sent to parents / carers. A copy of the Parents Information Letter and kit list will be sent to the young person.
- 10.2 At this stage the young person is confirmed a place on an activity break.

## **11. Confirm place to SW by letter**

- 11.1 Three - Four Weeks before (ideally)  
Send reminder of forms & payment to S/W (if necessary)  
Send copy of Parental Information and Travel Arrangement  
Contact phone numbers of centre, leaders and Trustee on call  
Ensure SW knows that it is their responsibility to arrange to take a child home if sent home early