



# POSITIVE FUTURES

ACHIEVING DREAMS. TRANSFORMING LIVES.

<b>Name of Policy:</b>	Referral, Matching and Introduction Policy: Families Matter Shared Lives Service		
<b>Policy Lead:</b>	Operations Director		
<b>Next Review Date:</b>	01.07.27		
<b>Change Record</b>			
<b>Issue Date</b>	<b>Nature of Change</b>	<b>Ratified by</b>	<b>Date ratified</b>
04.03.11	First issue	SLT	
03.03.15	Separation of Policy and Procedure; Service name updated; 'Key Points' added; updated with minor changes	SLT	02.03.15
05.07.17	Removal of key points, addition of Policy Statement	Directors	06.03.17
10.05.21	Reviewed, no changes	ED	06.05.21
01.07.24	Reviewed; no changes	ED	27.06.24

## **Referral, Matching and Introduction Policy: Families Matter Shared Lives Service**

### **Aim**

The Policy aims to ensure that each person supported by the Families Matter Shared Lives Service is matched to a Shared Lives Carer who has the values, skills, and capacity to meet his/her needs.

This Policy and its associated Procedure outlines:

- The referral process
- Key principles of the matching and introduction process
- Processes for introducing people supported to long term, short term and emergency Shared Lives Carers.

### **Context**

Clear procedures are needed to ensure that appropriate referrals are made to the Families Matter Shared Lives Service and that the referral process includes matching a person to be supported with a compatible Shared Lives Carer. Appropriate matching requires sensitivity and is essential to the success of the placement.

### **Policy Statement**

In order to ensure the best possible outcomes for the people supported, we will ensure that a good match exists between the people supported and the Shared Lives Carers that they are placed with. The associated procedures outline the responsibilities of the Shared Lives Social Worker as well as the process to be followed.

This Policy applies to all Shared Lives staff and Shared Lives Carers.

## Related Documents

Procedures
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| <ul style="list-style-type: none"><li>• <a href="#">Referral, Matching and Introduction Procedure: Families Matter Shared Lives Service</a></li></ul> |
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Guidance
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Process Maps
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Forms/Templates
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| <ul style="list-style-type: none"><li>• <a href="#">Referral Form</a></li><li>• <a href="#">Matching Checklist</a></li><li>• <a href="#">Placement Agreement</a></li><li>• <a href="#">Shared Lives Carer Agreement</a></li><li>• <a href="#">Support Agreement</a></li><li>• <a href="#">Tenancy Agreement</a></li><li>• <a href="#">Post Approval Induction for Newly Approved Shared Lives Carers Checklist</a></li></ul> |
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### **How has this policy been informed by staff, volunteers and the people we support?**

This Policy and associated documents have been revised in partnership with the Shared Lives Service Manager and in consultation with relevant staff as appropriate.