

ELIJAH SOCIAL COGNITIVE SKILLS CENTRE

Dr Debora Elijah PhD MA DEA BSc (Hons)

997 Finchley Road, London, NW11 7HB

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Admissions Policy	
Responsible Committee:	CEO of ESCSC Dr Debora Elijah
Policy Coordinator:	Director of ESCSC Nivin Jaber
Date revised:	September 2024
Next review date:	September 2025

General Information

Children are accepted at the Elijah Social Cognitive Skills Centre (ESCSC) only after careful assessment to ensure that it is the right provision they require.

Admission to the Elijah Social Cognitive Skills Centre is at the sole discretion of Dr Elijah after an initial consultation and an assessment to ensure that:

- The child can cope within the environment of the Elijah Social Cognitive Skills Centre.
- The child's admission would not adversely affect the learning of other children or the overall group dynamic.

The specific type of assessment required will vary on a case-by-case basis (for which parents will be informed after the first meeting) and Dr Elijah will then determine whether the Elijah Social Cognitive Skills Centre can meet the needs of the child.

Admission Process via First Consultation

An outline of the process is provided below:

- Following the initial enquiry, a first online consultation is arranged at a mutually convenient time. This initial consultation will last approximately 60 minutes and is designed to get an understanding of the child's needs along with the motivations and expectations for seeking out PROSCIG© intervention at the Elijah Social Cognitive Skills Centre.
- Following the first online consultation, an observation will be arranged. This is an opportunity for Dr. Elijah and the team to assess the child and observe them in a one-to-one setting and/or a group setting. Observation in the group setting may not go ahead if not deemed appropriate following the one-to-one session.

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- After the observation, a comprehensive report will be provided within 21 days of the observation date, provided all documentation has been received by the Elijah Social Cognitive Skills Centre. Reports cannot be released without receipt of all requested documentation and questionnaires, and payment.
- Within the first consultation report, the outcome of the observations will be noted along with additional strategies. Should the outcome be that the Elijah Social Cognitive Skills Centre can address the needs of the child and parents/carers using the PROSCIG© intervention programme, this will be stated in the report and a preliminary programme proposal will be included outlining the initial intervention programme for the child.
- Following this, a meeting with the parents/carers and Dr. Elijah will be set to discuss the report outcome and the suggested provisions.
- Should the outcome of the observation be that the Elijah Social Cognitive Skills Centre would not be the best provision for a child, Dr. Elijah may be able to recommend other professionals and services that would be better suited to the child's specific needs and challenges.

Admission Process via Formal Assessment

- Following the initial enquiry, a meeting is arranged at a mutually convenient time lasting approximately 60 minutes. It is designed to get an understanding of the child's needs along with the motivations and expectations for seeking out a formal assessment at the Elijah Social Cognitive Skills Centre.
- Following the meeting, a suitable date & time for the assessment will be arranged. The assessment can take up to 3 hours to complete including breaks for the child. Some assessments can take over multiple sessions depending on the response from the child.
- Following the assessment, a comprehensive report will be provided within 4-6 weeks provided all documentation has been received by the Elijah Social Cognitive Skills Centre. Reports cannot be released without receipt of all requested documentation and questionnaires, and payment.
- Following this, a meeting with the parents/carers and Dr. Elijah will be set to discuss the report outcome, suggestions, and strategies. During this meeting, it will also be discussed if the child would like to be registered with the ESCSC, providing how the ESCSC can support the needs and then a plan on suitable day/times will be arranged.

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After Admission to Elijah Social Cognitive Skills Centre

Once a child is accepted into the PROSCIG© Intervention Programme, they will be added to the Elijah Centre Register of Children. This includes information about the child, their name, date of birth, address, and emergency contact numbers. Once a child is discharged, they will be removed from the register. The register of children is updated monthly to ensure all information is up to date. It is vitally important that the Elijah Social Cognitive Skills Centre is informed of any changes to address and contact number as soon as possible to ensure we hold the accurate information.

For the costs relevant to consultation and assessment, please see our **Fee Payment and Invoicing Policies**.

Review and Amendments

This policy will be reviewed yearly to ensure its effectiveness and relevance. Amendments to the policy may be made as necessary and all staff should be made aware of the new changes.