

Classification: Official

Publication approval reference: PAR721_ii



Children and young person's Mental Health Act
transfers good practice guidance 2021

Procedure for the referral for assessment,
and transfer to and from hospital (under
Part II of the Mental Health Act 1983) of a
child held in secure accommodation
under welfare grounds in England

Appendices

Version 1, 17 November 2021

Appendix 1: Timescales for responses from low secure and medium secure units

CYPMH Low Secure Service

- **Emergency** referrals to the Low Secure Service will be reviewed and responded to within 24 hours.
- **Urgent** referrals to the Low Secure Service will be reviewed and responded to within 48 hours.
- **Routine** referrals to the Low Secure Service will be reviewed and responded to within two weeks.

Psychiatric Intensive Care Unit

- Psychiatric Intensive Care Units (PICUs) will respond to referrals within two hours.

Appendix 2: Referral to Access Inpatient CYPMHS Services

The NHS England and NHS Improvement CYPMHS Specialised Mental Health Services Operating Handbook Protocol provides the guidance for CYPMH Inpatient services and the process for Secure CYPMHS Referrals. A copy of the protocol and/or referral form can be requested by contacting england.specmh@nhs.net.

Important Note

Please ensure that the CYPMHS Case Manager/New Care Models Manager receive a copy of the referral form at the same time as the in-patient service to which you are referring, for all referrals. NHS England and NHS Improvement seeks to ensure young people are placed in the closest bed to home which will meet their needs. Patients who may need out of area placements will need to be discussed and approved by the CYPMHS Case Manager (NHS E or NCM) in hours, to assure that all services closest to home have been approached and reduce any potential delays in admission. If a CYPMHS Case Manager (NHS E or NCM) is not available, eg out of hours, the referrer should follow normal process as per the operating handbook. NHS England and NHS Improvement will support an admission to an Out of Area Service as long as there is evidence that all options closer to home have been exhausted and it is in line with the access assessment.

Lack of, or out of date information and incomplete sections can result in a delay in admission due to the inpatient unit not having the necessary and relevant information to make clinical decision.

Additional guidance for a referral for assessment Into Secure CYPMHS (Community Forensic CAMHS, Low Secure, Medium Secure)

The additional guidance and process only applies if a child requires consideration for a low or medium secure in-patient placement or Community Forensic CAMHS, in such cases please follow the steps below:

- The NHS England and NHS Improvement Referral Form should be sent to the relevant inpatient Assessment Team and NHS England and NHS Improvement CYPMHS Case Manager for a local access assessment.

Team / Region	Name	Email
East of England, Mids and East	David Wright	Dwright7@nhs.net
East Midlands, Mids and East	Katy Warren	Katywarren@nhs.net
London	Rebecca Kealey	rebeccakealey@nhs.net
London	Sally House	Sally.house3@nhs.net
North East, North	Shaun Branegan	Shaun.branegan@nhs.net
North West, North	Tahmaiza Yaqub	Tahmaiza.yaqub@nhs.net
\South East, South	Sam Evans	sam.evans@spft.nhs.uk
South West, South	Chrissie Gay	christinegay@nhs.net
West Midlands, Mids and East	Sophie Carter	Sophie.carter3@nhs.net

- Agreement will be reached between referrer/CYPMHS inpatient Assessment Team re degree of urgency
- Decide which type of secure setting is required using the guidance on the following page; ensure that it is not a short-term PICU as opposed to a longer-term low or medium secure unit (LSU or MSU) that is required
- If there is uncertainty about whether a low or medium secure placement is needed, contact a senior clinician (preferably at the nearest medium or low

secure unit) in the national Medium or Low Secure network to help clarify this (contact details on page 3 of this appendix)

- Once the level of security has been identified:
 - ensure, in the case of a medium secure referral, that the patient's CCG is aware that a referral is being made, and that they will fund the initial assessment; referrals to low secure care do not incur an assessment fee
- In the case of a need for low security, refer to the local NHS England and NHS Improvement CYPMHS Case Manager.
- In the case of a need for medium security, refer to the nearest unit within the network (as outlined on this appendix); the medium secure units function as a network and all referrals will be considered by all the units within the network once a week or as detailed within the service specification.

Guidance re decision-making when making a secure child inpatient referral

Once a Referral Form has been completed by the local CYPMHS inpatient Assessment Team and discussed with the NHS England and NHS Improvement CYPMHS Case Manager, referrals can be made to the closest unit to the patient's home even if it will not be the admitting unit.

All referrals are discussed at a weekly National Referrals Meeting with input from all units (held via teleconference) and a NHS England and NHS Improvement CYPMHS Case Manager when, if appropriate, the referral will be allocated to a specific unit for assessment. This allocation will be made based on available treatment geography and current capacity to admit.

Medium Secure Provision

Referral Criteria

The young person is under 18 years of age at the time of referral and within a foreseeable time of admission

AND:

The young person is liable to be detained under either Part II or Part III of The Mental Health Act 1983

AND:

The young person presents a significant risk* to others *of one or more* of the following:

- Direct serious violence liable to result in injury to people,
- Sexually aggressive behaviour
- Destructive and potentially life threatening use of fire

AND:

There is clear evidence prior to referral that serious consideration (and testing where appropriate) of less secure provision will exceed the ability of available mental health services to meet the needs of the young person.

** It is not necessary that the referred young person should be facing criminal charges for these risk behaviours, but it is necessary that there should be reliable accounts available of such behaviour.*

Low Secure Provision

Referral Criteria

The young person is under 18 years of age at the time of referral

AND:

The young person is liable to be detained under either Part II or Part III of The Mental Health Act 1983

AND:

The young person is not safely managed in an open environment and is assessed as having needs that cannot be managed by shorter term admission to a psychiatric intensive care unit (PICU)

AND:

The young person presents a risk of harm to others; themselves or suffers from a mental disorder that requires inpatient care, specialist risk management procedures, and specialist treatment intervention.

The medium secure service is provided through a clinically managed network consisting of six units:

Unit	Provider and contact details	Number of beds	Gender
Alnwood, Newcastle	Northumberland, Tyne and Wear NHS Foundation Trust Tel: 0191 2456856 Email: Alnwood@cntw.nhs.uk	7 - Mental health	Mixed
Lennox, Newcastle	Northumberland, Tyne and Wear NHS Foundation Trust Tel: 0191 2456857 Fax / Email: Alnwood@cntw.nhs.uk	7 - Learning disability	Mixed
Ardenleigh, Birmingham	Birmingham and Solihull Mental Health NHS Foundation Trust Tel: 0121 301 4600 Fax: 0121 301 4609 Email: Bsm-tr.FCAMHS@nhs.net	12 - Mental health	Mixed
Bluebird House, Southampton	Southern Health NHS Foundation Tel: 023 8087 4582 Fax: 023 8087 4580 (safe haven) Email: Christine.Watson14@nhs.net	13 - Mental health	Mixed
Gardener Unit, Manchester	Cassandra Anderson-Brown Referrals Coordinator - GU Reception: 0161 358 1740 Direct Number: 0161 271 0668 Secure Email: Cassandra.Anderson-Brown1@nhs.net CAMHS.Referrals@gmmh.nhs.uk	10 - mental health	Male only

There is currently a one-off fee for assessment, to be paid by the patient's CCG. All other health costs associated following admission will be met by National NHS England and NHS Improvement commissioning arrangements. The medium secure service undertaking the assessment will need to seek funding approval from the relevant CCG, but no funding decision should affect the assessment being undertaken.

The units welcome early discussion of potential referrals, and encourage clinicians to make contact prior to referral.

Appendix 3: Contact list

Specialised commissioning teams in the regions		
Region	Children's Commissioner Leads for CYP MH TW	Mental Health Team Leads for CYP MH TW
North West	Gail Whitehead gail.whitehead2@nhs.net	Paula Grange paula.grange@nhs.net
North East	Julie Ward julie.ward4@nhs.net and Paul Alderton p.alderton@nhs.net	Rita Thomas Rita.thomas1@nhs.net
Yorkshire & Humber	Debi Hemingway debi.hemingway@nhs.net	
West Midlands	Amy Clark amy-marie.clark@nhs.net	Alison Kemp Alison.kemp1@nhs.net
East Midlands	Heather Miller heather.miller8@nhs.net	
East	Ben Tolley B.tolley1@nhs.net	Denise Clark Deniseclark1@nhs.net
South West	Debbie Freeman debbie.freeman@nhs.net	Vanessa Fowler vanessa.fowler@nhs.net
South East	Peter Gates peter.gates2@nhs.net	
London	Chloe Collins chloe.collins6@nhs.net	Ian Darbyshire ian.darbyshire1@nhs.net

CYMPHS case managers

Region	CYMPHS case managers	Name	email address
London	London – Ian Darbyshire	Valentine Mwerenga	v.mwerenga@nhs.net
		Rebecca Kealey	rebeccakealey@nhs.net
		Reshad Nunhuck	r.nunhuck@nhs.net
		Jake Vaughan	Jake.vaughan@nhs.net
		Daryl Parker	daryl.parker2@nhs.net
		Sally House	sally.house3@nhs.net
Midlands and East	East Midlands – Alison Kemp	Gillian Seed	gillian.seed@nhs.net
		Katy Warren	katywarren@nhs.net
		Clare Dorn	Clare.dorn@nhft.nhs.uk
		Shaylea Williams	Shaylea.williams@nhft.nhs.uk
		Ali Jaffrey	alison.jaffray@nhs.net
	East – Denise Clark	Yvonne Carey	yvonne.carey3@nhs.net
		David Wright	dwright7@nhs.net
		Victoria Howard	victoria.howard@cpft.nhs.uk
		Kate Lawlor	kate.lawlor1@nhs.net
		Gamu Mutsau	g.mutsau@nhs.net
	West Midlands – Siu-Ann Pang	Sophie Carter	sophie.carter3@nhs.net
		Roxane McKay	roxanne.mckay@nhs.net
		Stacey Sharp	stacey.sharp1@nhs.net
		Tina Ward	tina.ward6@nhs.net
		Anthony Ricketts	anthony.ricketts@nhs.net
North		Shaun Branegan	shaun.branegan@nhs.net

Region	CYMPHS case managers	Name	email address	
	North East – Rita Thomas	Helen Malcolm	helen.malcolm@nhs.net	
		Rachel Turnbull	r.turnbull1@nhs.net	
	North West – Paula Grange	Kate Ridings	kate.ridings@nhs.net	
		Jill McKnight	jmcknight@nhs.net	
		Claire Cunningham	claire.cunningham6@nhs.net	
		Tony Kidd	t.kidd@nhs.net	
		Tahmaiza Yaqub	tahmaiza.yaqub@nhs.net	
		Mary Hamill	mary.hamill1@nhs.net	
	Yorkshire and Humber - Rita Thomas	Matt Miles	matt.miles1@nhs.net	
		Fiona Massie	fiona.massie@nhs.net	
		Deborah Baxter-Heyes	d.baxter-heyas@nhs.net	
		Lauren Kerrigan	l.kerrigan@nhs.net	
		Elizabeth Ferguson	elizabeth.ferguson10@nhs.net	
		Sarfraz Chowdry	Sarfraz.chowdry@nhs.net	
		Suzanne Chafer	suzanne.chafer@nhs.net	
	SOUTH	South East – Vanessa Fowler	Gordon Davenport	Gordon.Davenport@oxfordhealth.nhs.uk
			Cindy Courtney	cindy.courtney@nhs.net
Victoria Drew			Victoria.Drew@oxfordhealth.nhs.uk	
Nikki Dawson			nikki.dawson@nhs.net	
Kat Farmer			Kat.farmer@nhs.net	
Vicki Barrett			Vicki.barrett@nhs.net	
Sam Evans			sam.evans@spft.nhs.uk	

Region	CYMPHS case managers	Name	email address
		Fiona Lander	Fiona.lander@sabp.nhs.uk
		Rebecca Rollo	Rebecca.rollo1@spft.nhs.uk
		Charlotte McCulloch	Charlotte.McCulloch@sussexpartnership.nhs.uk
	South West – Nikki Churchley	Lianna Davis	lianna.davis1@nhs.net
		Gill Cain	gillcain@nhs.net
		Jacqui Tyson	jacquityson@nhs.net
		Chrissie Gay	christinegay@nhs.net

Contacts in Wales

Local health boards for all Welsh Regions: www.wales.nhs.uk/directory.cfm

Welsh Health Specialised Services Committee – general contact number: 029 2080 7575

3a, Caerphilly Business Park

Caerphilly

CF83 3ED

Tel : 01443 443443 ext. 78100 Email: WHSSC.GeneralEnquiries@wales.nhs.uk

Appendix 4: Publications and links

Department for Education (2015) The Children Act 1989 guidance and regulations:
Volume 2 Care planning, placement and case review:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441643/Children_Act_Guidance_2015.pdf

Department for Education (2015) The Children Act 1989 guidance and regulations:
Volume 5 children's homes:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/275695/ch_guidance_final_master_for_pub_oct_2013.pdf

Department of Health (2015) Mental Health Act 1983: Code of Practice:

<https://www.gov.uk/government/publications/code-of-practice-mental-health-act-1983>

NHS England (2014) Specialised Mental Health Services Operating Handbook
Protocol: Referral and Assessment Process for Children and Young People into
Inpatient Services

NHS England (2013) Who pays? Determining responsibility for payments to
providers - For clarification about the responsible CCG -

<http://www.england.nhs.uk/wp-content/uploads/2014/05/who-pays.pdf>

Mental Health Code of Practice (vol 1) for Scotland:

<https://www.gov.scot/publications/mental-health-care-treatment-scotland-act-2003-code-practice-volume-1/pages/2/>

Mental Welfare Commission for Scotland:

<https://www.mwscot.org.uk/publications/good-practice-guides/>

Mental Health Code of Practice for Wales:

<https://gweddiill.gov.wales/docs/dhss/publications/160920mentalacten.pdf>

Welsh Government (2013) Responsible Body Guidance for the NHS in Wales:

<http://wales.gov.uk/docs/dhss/publications/130405body-guidanceen.pdf>

Welsh Government and the NHS Commissioning Board (2013) Protocol for Cross-Border Healthcare Services: <http://www.england.nhs.uk/wp-content/uploads/2013/03/england-wales-protocol.pdf>

Health in Wales website – Has replaced the Health of Wales Information Service (HOWIS) internet site: <http://www.wales.nhs.uk>