

# STATEMENT OF PURPOSE AND FUNCTION

 Cumberland Council

 Westmorland & Furness Council

Working for Cumberland Council and Westmorland & Furness Council



<b>Review/ Update</b>	<b>Date</b>	<b>Section</b>	<b>Updated by</b>	<b>Sign</b>
<b>Update</b>	<b>03/06/2020</b>	<b>Contact details &amp; staffing.</b>		
<b>Update</b>	<b>16/06/20</b>	<b>Admission procedure.</b>		
<b>Update</b>	<b>24/06/20</b>	<b>Admission procedure.</b>		
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<b>Update</b>	<b>15/03/23</b>	<b>Contact details &amp; staffing</b>		
<b>Update</b>	<b>15/03/23</b>	<b>Consultation with Young People</b>		
<b>Update</b>	<b>16/05/23</b>	<b>Document reviewed in total and amendments made</b>		
<b>Update</b>	<b>20/09/23</b>	<b>Staffing</b>		
<b>Update</b>	<b>27/03/24</b>	<b>Staffing</b>		
<b>Update</b>	<b>19/06/24</b>	<b>Full review</b>		

## CARING FOR CHILDREN

'The home' contributes to the Local Authority Services Department in ensuring the protection of vulnerable children and promoting their development and well-being. The home strives to provide an environment that facilitates growth, change and fulfilment in Young People and their Families. Effective links are therefore established with many different Agencies including Social Workers, Schools, Families and the Local Community to meet young people's needs.

'The home' is a mixed home designed to accommodate four Children and Young People with emotional and behavioural difficulties, aged 8-17 years. The length of placement will depend on a Young Person's Care Plan but will not exceed a Young Person being 17 years old and consistent with the registration restrictions of the home.

The accommodation offers four bedrooms for Children and Young People and two bedrooms for Staff. There are three bathrooms with showers, wash basins and toilets on the first floor. On the ground floor we have one bathroom with a toilet, wash basin and a shower. Also on the ground floor we have an office, a large open plan kitchen-diner, laundry room, living room, games room and library and a large garage for storage, we also have a large shed which contains bikes and outdoor games and equipment.. The home benefits from a large and securely enclosed garden containing an adventure playground, greenhouse and a patio area.

The home has a fire alarm and the home has a burglar alarm. This system is in operation to prevent intruders from entering the home and to alert staff to monitor movement within the home during the night.

'The home' is located (see Location Risk Assessment) on the outskirts of Kendal has a population of 28,590 people. Each Young Person will have a Placement Plan, which identifies areas of support the young person will benefit from, this is developed in conjunction with the social worker, family members, schools and most importantly with the young person, the staff team are also supported by the Local authority Health & Well-being Team who provide direct supervision of the staff team and may also complete direct work with a young person if required.

### HOME'S ETHOS

- ★ To provide short term or long term care for Children and Young People who need to be away from their normal living environment.
- ★ To provide opportunities to all Young People in order to help them achieve their full potential through assessment of need.
- ★ To work in partnership with the Community Support Team, Social Workers, Young People and their Families and others to contribute effectively to the assessment process and target centred work in order to achieve positive outcomes.
- ★ To provide access to services to Young People between the ages of 8-17 years of any gender, in line with our Statement of Purpose.
- ★ To ensure effective partnerships within our own organisation and with other Agencies, maintaining and promoting a positive and open culture, self-critical and reflective.
- ★ To ensure that Children and Young People are at the centre of what we are doing when assessing, planning and providing a Professional Service to them.
- ★ Wherever possible we aim to help and support Young People to have regular contact with their Family if safe to do so.

- ★ We aim to help Young People to reach their full potential.
- ★ We provide a structured, stimulating, caring and safe environment that offers Young People the opportunity to be listened to and express their wishes and feelings.
- ★ We treat each Young Person with dignity focusing on reinforcing positive behavior.
- ★ We maintain and support Young People in promoting and developing their Health, Education and Development Needs in order that they can develop to their full potential.
- ★ We aim to work in partnership with the Young People and all other significant and relevant people to achieve the best possible outcomes for the Young People supported by Staff at 'the home'

**The Team believes that with Rights come Responsibilities and therefore the Team here expect Young People:**

- ★ To work with us towards identified goals
- ★ To treat themselves, other Young People and Staff who reside and work at 'the home' with respect.
- ★ To value and look after the physical environment of 'the home'
- ★ Not to bring any drugs, equipment or devices which may be perceived as physically or psychologically threatening to others into the home.
- ★ Not to hurt, threaten, bully or frighten anyone at 'the home'
- ★ Take part in house, routines and respect house rules, for instance around bedtimes, use of TV, sharing chores.
- ★ Admit responsibility when in the wrong and make amends (Restorative Approaches)

**The Team also expect Parents:**

- ★ To work with us towards achieving their Child's goals.
- ★ To continue to offer care to their Child, to support and give encouragement.
- ★ To attend meetings about their Child's life if possible and support the home and identified workers in ensuring that the Young Person either returns home or lives independently.

**FACILITIES AND SERVICES PROVIDED FOR THE YOUNG PEOPLE**

'The home' is part of Children and Families Service and available to all Young People who live in Cumbria who are recognised as a Child in Need. The Team is supervised by a Registered Manager with two Assistant Managers, seven full time Residential Support Workers, one part time RSW and one Education Coordinator Residential Support Worker. At the Initial Planning Meeting Young People will be matched depending on age, risk and identified needs with the skills and abilities of the Staff Team and the potential risk and potential impact on current residents to ensure that the Placement can be successful. We do not provide Emergency Placements.

**The referral process for access to the residential service offered by 'the home' is as follows:**

All Children's Services Teams may contact External Placements.

The External Placements Team will then take the details and a completed Referral Form will be sent to the Service Manager.

The Referral/ Placement Request is then sent to a Registered Manager who completes a Placement Response form, this is then shared within the Children's Homes Admission Panel attended by Service Manager and all Registered Managers.

It is then agreed, depending on availability of placements, which home could best meet the needs of the young person, the Registered Manager most likely to be suitable then arranges a pre-admission 3 column consultation facilitated by the EHWP team and including relevant stakeholders: Social Worker, Registered Manager and Virtual School as a minimum.

The manager will then complete a Pre- Admission Risk Assessment and Impact Assessment.

If the manager believes they can provide a successful placement that will meet the needs of the young person and will not pose a high risk to other residents they will inform the External Placements team of their decision and transition planning will commence however suitable education will have been required to be identified before transition planning commences.

We then arrange an Introductory Visit so the Young Person can look around the home, meet the Care Team and the other Young People living in the home, this will allow the young person to ask questions about what life at the home will be like, what leisure activities are available and what education will be provided. The young person would preferably stay to eat lunch or dinner with the young people and the care team. We will provide the young person with a Children's Guide that gives detailed information about the home and about the area they could be moving to.

The manager and a member of the care team will then visit the Young Person in their current home, this will provide the young person with an opportunity to ask further questions about the potential placement and will allow the manager to speak to the young person's current care staff about the needs of the child.

If required the young person can visit the home again and have an overnight stay, during this visit the young person could discuss personalising their bedroom.









If required the Pre-Placement Risk Assessment will be updated.

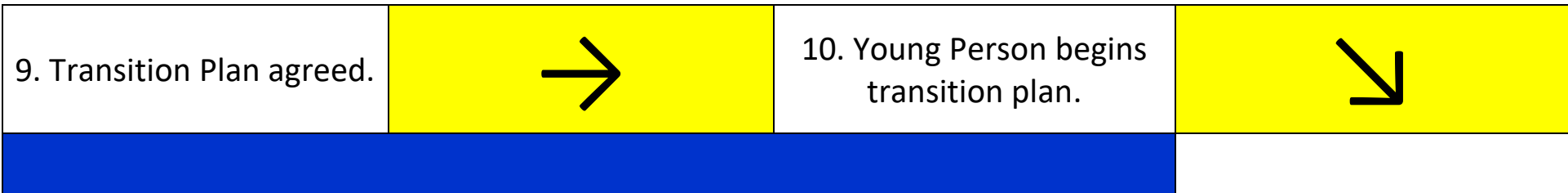
**(See Flow Chart for Matching Process)**

A Care Plan which seeks to address and meet the needs of the Young Person will form the basis of a Residential Placement Plan, copies of which will be given to the Young Person, their Social Worker and their parents where appropriate.

The Placement Plan will be placed in the Young Person's main file. This will comply with the Quality Standards 2015 and clearly identify how their needs will be met and the progress they have made. The Young Person and their Keyworker will update the information regularly.

## Matching Process

<p>1. Referral for placement received by The Admissions Panel.</p>		<p>2. Discussion about the referral in Admissions Panel.</p>	
	<p>4. Referral potentially suitable continue to 5. Referral not suitable continue to 7. (end of the matching process)</p>		<p>3. Management Team complete a Placement Response document by speaking to the Social Worker and reading the young person's LCS files.</p>
<p>5. Registered Manager, EHWB Team practitioner, Social Worker &amp; Virtual School representative to convene a Signs of Safety Pre-Admission Consultation (virtually). Pre-Admission Risk Assessment and Impact Assessment completed.</p>		<p>6. Registered Manager will make the decision if the home can meet the young person's needs and offer a placement.</p>	
	<p>8. Registered Manager will meet with the Young Person with 'the home' Children's Guide.</p>		<p>7. Feedback to External Placements.</p>



**PROMOTION OF LEISURE ACTIVITIES**

At ‘the home’ Children are provided with a range of opportunities to take part in a variety of both group and individual activities and leisure interests which not only take into account their Ethnicity, Culture, Language, Religion, Interests and Abilities but also help to widen and deepen a Young Person’s experience of Diversity. For instance, we encourage Young People to experience Foods, Festivals, Films and Books from different Cultures.

At ‘the home’ we will encourage and support Young People to take part in Activities, join a Club or find a Hobby our continue an interest they may already have if it is appropriate. Young People are encouraged to join the Library and Newspapers are purchased daily/weekly.

Arts and Craft Activities are promoted within the Home. We also have a number of musicians in the care team and instruments in the home for young people to learn and enjoy.

We have close links with the Kendal Climbing Wall & Kendal Rugby Club.

We utilize the Lake District National Park to go camping, low level walking and fishing.

Regular leisure activities such as; swimming, table tennis, badminton and squash are also available.

All Children have access to Games, Books, Music, age-appropriate DVD’s and Computer Games. During Weekends, and School Holidays, Outings or Trips are planned with the Young People.

Birthdays, Christmas and other Festivals are celebrated with Young People. We encourage Children to be involved with Activities that promote Teamwork, Personal and Social Development and the acquisition of New Skills.

**SUPPORTING RELIGIOUS BELIEFS AND CULTURES**

Each Child accommodated here at ‘the home’ is enabled, as far as is practical, to attend the services of, receive instructions in, and observe any dietary requirements and any Religious rituals a Young Person may wish to partake in. Young People will be encouraged to thrive culturally. Whilst their own Culture will be encouraged; so too will alternative Cultures through Film, Music, Dance, Drama, Art and Food.

**CONTACT ARRANGEMENTS WITH FAMILY, FRIENDS AND SIGNIFICANT OTHERS**



The Staff at 'the home' will work in Partnership with Young People to ensure that Contact Arrangements with Families, as outlined in their Care Plan and Placement Plan, are adhered to. We will give as much constructive support as possible to maintain contact through regular Keyworker Sessions with the Young People and their Families. Young People will be encouraged when appropriate, to keep their Family at the Centre of their lives. Families, Friends and Significant Others will always be made welcome, as long as they behave in safe and appropriate ways whilst visiting. We will ensure that when there are Contact Restrictions that Young People understand the reasons why these restrictions are in place.

Young people have access to the home telephone to call friends and family on their agreed contact list.

### **CONSULTATION WITH YOUNG PEOPLE**

We hold home Meeting fortnightly and young people are treated to a takeaway meal when the meeting is concluded, the previous week's menu is discussed and we plan our menu for the week ahead, we discuss what activities the young people would like to participate in in the coming week and we request feedback from young people on the general management and fabric of the home. The minutes are recorded and the manager ensures the young people are kept updated on progress and any outstanding actions are carried forward to the next week's agenda.

Key-work sessions are completed with young people, a minimum of four sessions will take place every month. The sessions will focus on areas of the young person's Care Plan and are recorded. The Keyworker Sessions take place at 'the home' but can involve going out on a special activity together to support their close working relationship and recognising the value of this special time.

We aim to ensure that Young People's needs are assessed and plans to meet these needs are made and regularly reviewed with Young People. This will include Daily Living Plans and Health Care Plans, Risk Assessments, Personal Education and support for their Pathway Plans if relevant. We are committed to ensuring Young People take an active role in decisions that are made and ensure their voice is heard and recorded, we hope this will help to be respect, tolerance and develop their sense of Identity.

### **Development and Fulfillment:**

We will continuously strive to support Young People to reach their full potential. We will work in ways that aim to help Young People to achieve their hopes and ambitions and to develop their knowledge and skills in their daily lives.

### **Confidentiality:**

We will treat all personal information respectfully, sensitively, and confidentially. The team is committed only to sharing personal information with other professionals about a young person on a need-to-know basis, balancing the need to protect with being able to provide a good service.

### **ANTI-DISCRIMINATORY POLICY, PROMOTION OF EQUAL OPPORTUNITIES and CHILDREN'S RIGHTS**

The Staff Team at 'the home' work in ways that are consistent with and supportive of the Children Act 1989, Children's Homes Regulations 2015 and the Care Standards Act 2000.

The Staff Team at 'the home' aims to be continually aware of the ways in which certain groups within society are disadvantaged, particularly in relation to Age, Gender, Ethnicity, Religion, Class, Disability and Sexual Preference. In order to help address inequality and disadvantage the Care Team embraces

Diversity.

Our shared values include:

★ **Dignity and Respect**

We recognize the value of Young People, their uniqueness and personal needs. We are committed to respond to Young People with Dignity and Respect.

★ **Equality**

We aim to ensure that services are accessible. Care Staff at 'the home' will not judge Young People's circumstances and backgrounds and will support and help Young People make positive choices in their lives. We will work in ways which do not discriminate. We will challenge, support and encourage other people not to discriminate against others on the grounds of Age, Ethnicity, Language, Culture, Gender, Religious Beliefs, Disability, Sexual Preference or Sexuality. A commitment to treat Young People fairly and safely is central to our services to Young People.

★ **Partnership**

We are committed to working in partnership with Young People, their Parents and Families, Social Workers and with other Agencies and Organisations in order to provide Young People with the help they need.

★ **Quality**

It is our intention to provide Quality Services. We will work towards continuously improving the work that we do in line with Legislation and Children Homes Regulations 2015. To help to support this the home will receive monthly inspections from an independent person (NYAS) who will meet with young people, the Care Team and work closely with the Registered Manager, they will also talk to social workers and parents and provide a report (Reg 44), this is then shared with Ofsted, social workers and the Care Team. The manager will also complete a report every six-months that focuses on one of the Quality Standards, assessing the homes performance and including evidence of meeting the requirements set out in the Quality Standards and identifying areas of improvement and development for the home for the next six months. The home will also have a Development Plan, the plan will be discussed within every Care Team Meeting to ensure progress is maintained, all of the Care Team and young people's feedback contribute to developing this plan. The home will also regularly request feedback from social workers and parents about the service we provide.

**RIGHTS AND RESPONSIBILITIES**

At 'the home', the Young People have a Right to:

- ★ Be treated fairly
- ★ Be respected
- ★ Be kept safe
- ★ Not to be bullied
- ★ To be physically well cared for in relation to: their health, food and a warmth within a clean and safe home environment.
- ★ An Education
- ★ To have contact with their Family and friends when requested and agreed by their social worker
- ★ Safe access to the Internet
- ★ Make mistakes and to expect new chances
- ★ Have their views listened to and to effect positive changes within their home and Care plan
- ★ Be supported in following any Religion they choose
- ★ Expect choices whenever they are available
- ★ Receive pocket money and a clothing allowance
- ★ Read what we write and record about them
- ★ Receive care which is planned and reviewed regularly
- ★ Complain if they unhappy with the care received or offered and their complaints investigated fairly and transparently
- ★ Be included in and have access to their Daily Living Files and Care Documents.
- ★ Have their own copies of their Placement Plan and have a safe and secure place to keep them.
- ★ Have their own copies of other documents by negotiation

We have a Commitment to Young People's Rights and Entitlements as set out in the Children's Act 1989 which are further endorsed in the Children's Homes Regulations 2015 and the Quality Standards.

### **Listening**

We have a Commitment to listen to Young People about what they think about the care they are receiving and about what is important to them in their lives. In particular we will listen to any comments or complaints about their care and we will deal with these fairly and openly in accordance with the Local Authority's Complaints Procedure.

### **THE YOUNG PEOPLE AND THE ACCOMMODATION OFFERED**

**Age range, gender and numbers of Young People:** Young People at 'the home' are aged from 8 years to 17 years.

'The home' accommodates all genders. It is important to note, that places cannot be offered on the basis of gender. It is therefore unlikely that there will be an equal ratio of Young People at the same time.

## **FIRE PRECAUTIONS AND EMERGENCY PROCEDURES**

There are heat and smoke detectors throughout 'the home'. We conduct weekly tests of the Fire Alarms and monthly tests of the emergency lighting. Young people take part in fire evacuations on arrival then at required intervals during daylight hours and at night. Fire Safety Equipment is inspected weekly by Fire Wardens and the fire alarm is inspected by a qualified engineer. When equipment has been used or damaged arrangements are made for its immediate replacement. The Fire Procedures are displayed throughout the home. All Staff receive First Aid and Fire Safety Training as part of their Induction Training. The Fire Assembly point is located in a suitable and safe location.

## **DESCRIPTION AND LOCATION OF HOME**

'The home' is a large detached property on the outskirts of Kendal but within easy walking distance of the town centre (10-15mins). Oxenholme Railway Station (on the main West Coast line) is approximately 1-2 miles from the home. The M6 motorway is a 10 minute drive. The home has a good aspect with few direct neighbours: 'the home' and the home has off street parking for up to five vehicles. A large boundary wall and fence provide security and privacy. Outside of the home is a busy road with a 30mph speed limit. The pavements on this Road are large with a grass boarder close to the road with street lighting. The home is located close to a primary school and therefore experiences increased traffic in mornings and early evenings. There is a zebra crossing close to the home. There are allotments and a field containing horses close to the home. The nearest shop is approximately one mile away. The home has a large garden containing fruit trees and a greenhouse containing a fig plant. The garden also contains a mature Hazel tree, a pergola, a patio area and a large lawn.

The home is spacious, light and nearly every room has two exits which allows young people to move around the home freely. There are four large internal communal spaces so young people can have time away from the group if they please plus a fantastic outdoor space.

The bedrooms are a good size and have views across to Kendal Castle. Young people have access to four bathrooms, a laundry room and a large entrance/hallway.

'The home' is a fantastic family home that provides a perfect setting for children and young people.

## **CHILD PROTECTION (SAFEGUARDING) & COUNTER BULLYING**

One of the Aims of 'the home' is to provide a safe and nurturing environment for our Young People.

A Location Risk Assessment (Reg46 Safe Area Report) is undertaken and reviewed regularly, this highlights any potential risks and includes management plans.

Safeguarding Protocol is in line with the Cumbria CSCB Joint Protocol for Safeguarding.

A Risk Assessment is undertaken for each Young Person and this is regularly reviewed and monitored. It covers all aspects of behavior and history that might cause a risk to the Young Person or others. Each Risk Assessment contains a Risk Management Plan, to be followed by the Care Team at all times.

Risk Assessment and Management Plans are updated and reviewed regularly and after all incidents.

Staff at 'the home' are familiar with and adhere to Child Protection Protocols and will be prompt in raising any Child Protection concerns.

Child Protection is part of the Induction Training and care staff gain a good understanding of Child Protection policies and procedures.

Where Child Protection issues are identified in the Home, which place individual Young People at 'risk of significant harm', Staff will follow different strategies to minimize and reduce risk as well as following the appropriate Child Protection Procedures.

These strategies include:

- ★ Joint working with Social Workers and Parents
- ★ CAMHS and other relevant professionals such as Drug and Alcohol Specialists and Counselling Services, Police and Youth Justice.
- ★ Making a referral to the Local Authority Designated Officer (LADO) in the event of any allegation against a care team member by a young person or if a young person is injured during a physical intervention and also informing Ofsted.

The Care Team are aware that bullying can be present in Residential Care and that it causes great misery for the victim. Bullying behaviour is not tolerated at 'the home' and Care Staff will be vigilant in monitoring interactions between peers and take preventative steps if they are required. There is a Policy on countering bullying which is known to young people and the Care Team and is effective in practice. The Team and Young People have a range of literature to help with addressing and preventing a bullying culture from developing. Furthermore the issue of countering bullying is regularly discussed within Team Meetings and within Young People's Meetings and in their individual Keyworker Session.

#### **ARRANGEMENTS MADE WHEN YOUNG PEOPLE GO MISSING**

The Young Person's Safety and Welfare is of paramount importance, it is therefore our priority to do everything possible to ensure the safe return of a Young Person and to then understand the reasons for their behavior in order to reduce and dissuade the young person not to run away again in the future. Young People who go missing are reported to the Police in line with our Joint Agency Protocol. The Policy requires a Young Person to be Reported Missing to the Police if they have not returned at the agreed time or made contact within 30 minutes (or otherwise as stated in the Young Person's Risk Assessment). All appropriate people (e.g. Family, Social Worker/EDT) are informed that the Young Person is Missing from Home. If possible Care Staff will contact friends and known associates to try to locate the young person.

It is also part of the Team's Working Philosophy that when a Young Person goes missing, there is a reason for this. The Team therefore aims to work with the Young Person to prevent them from going missing in future. On returning from a missing episode they will be welcomed back into the home, the Young Person's safety is the paramount concern and Care Staff will always check that the Young Person is safe and well and ask if they would like to be seen by a medical professional. All young people will receive a "Return from Missing from Care Interview" provided by NYAS and triggered by the social worker. Where a young person runs away frequently (5 times within a 90 day period) the home will request that a Level One Strategy Meeting is arranged by the social worker with the police in attendance as per CSCB guidance.

'The home' have signed up to the "Memorandum of Understanding" with Cumbria Police and will provide Cumbria Police with information about young people who are deemed high risk of; missing from care, risk of sexual exploitation and risk of county lines involvement prior to or as soon as possible after being admitted into the home. The home will also work closely with our local SPOC officer PCSO Amanda Coleman (Single Point of Contact), who will build good working relationships with the Care Team and the young people.

## **ADMISSIONS POLICY AND CRITERIA FOR ADMISSION**

Admissions are on a planned basis. Young People who meet the age and admissions criteria are introduced to the Home prior to receiving a Placement Offer. All necessary documentation regarding the Young Person must be provided by the Social Worker prior to Admission. The Home will accept Admissions once a Transitional Plan has been agreed. Young People will be accommodated at 'the home' under Section 20, Section 31 or Interim Care Order. All Young People who are accommodated will have a Care Plan. The Home will accommodate Young People who have emotional and/or behavior difficulties. All young people will be provided with a Children's Guide prior to admission. Young People will be registered with a local GP surgery and Dentist. Young people will receive a House Induction.

## **COMPLAINTS PROCEDURE**

The Care Team support the Right of Young People and their Families to make a Complaint about any aspect of their Care. The Care Team support Young People to understand their Rights as a Looked After child in order to promote their understanding and to ensure they have a voice that is heard and is proven to be listened to.

If a Young Person needs to make a Complaint a member of the Care Team can offer assistance. Complaint Forms and stamped addressed envelopes are also available to young people so they can make a complaint without having to inform their Care Team; the envelopes are stamped and addressed to the Responsible Individual Lynn Berryman and to Ofsted.

Young People are supported to access the Child Advocacy Service: NYAS. A NYAS Representative visits the home on a monthly basis and engages with Young People.

The Care Team endorses the view that whenever possible Complaints should be dealt with informally. The Care Team recognize that young people can often complain about areas of their care or the management of the home and these are often best resolved by discussion and negotiation within the Care Team, however where the Care Team believe young people are clearly unhappy with an issue but are reluctant to complete a Complaint Form the care Team will record these events in the homes Complaints Log.

Cumberland & Westmorland/ Furness Councils also operate a Complaints Procedure and all Parents and Young People are given the relevant information on how to access this.

### **Complaints can also be made to:**

Children's Services  
Cumberland & Westmorland/ Furness Councils  
The Lonsdale Building  
The Courts  
Carlisle  
CA3 8NA

**Complaints or concerns can be raised with OFSTED at:**

OFSTED  
Piccadilly Gates  
Store Street  
Manchester  
M1 2WD  
Tel: 08456404040

**Children's Commissioner for England:**

Rachel De Souza  
Sanctuary Buildings  
20 Great Smith Street  
London  
SW1P 3BT  
Tel: 020 7783 8330

If you require further information on children's rights then you can visit the website [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

**CHILDREN'S BEHAVIOUR**

**PROVISION FOR ELECTRONIC SURVEILLANCE USE**

Young People who are deemed high risk will be monitored in line with their Safety Plan and Risk Assessments.

All incidents are shared with the young person's social worker within strict deadlines, risk assessments are reviewed and updated after all incidents. Where a pattern of behavior emerges or when the manager believes the potential risk to the young person or others is increasing an urgent planning meeting will be requested with the social worker to assess the situation and ensure all possible risk reduction measures are being taken, where risks are very high the suitability of the placement will also be assessed as to whether it still meets the needs of the child.

If Staff need to enter a Young Person's room to check on their safety, this will be carried out by two members of the Care Team and carried out in accordance with the Room Search Policy.

'The home' does have an intruder alarm system which consists of zones throughout the building including all corridors, the external doors are switched on when staff go to bed to provide security from intruders and will also alert staff if a young person leaves the building.

Young person's bedroom doors are fitted with sensors, these can be switched on/off from the staff bedroom using a simple switch, when switched on the care staff are alerted when a young person's door is opened, a pager which can be set to vibrate only or to vibrate and sounder is provided to both staff

members completing the sleep in, young person's DRA will inform care staff whether the bedroom door alarm is to be switched on and also the timings for this, this is also recorded on the staff handover sheet, permission for the use of the bedroom door alarms is requested from social worker and the reasons for the use explained to the young people, this risk reduction measure will be reviewed regularly.

### **DETAILS OF ANY THERAPUTIC TECHNIQUES USED AND HOW THEY ARE SUPERVISED AND MONITORED**

All Care Staff are trained in Therapeutic Crisis Intervention (TCI) and complete refresher training every six months.

When appropriate the Care Team will consult with a member of the Child and Adolescent Mental Health Service (CAMHS). This Consultation provides the Care Team with guidance and support in working with a range of issues and possible behaviors that Young People might be experiencing. The Consultation provides a forum for discussing and agreeing how best to respond to Young People and any negative or worrying behavior they are presenting. Importantly, it also provides a forum in which to understand any particular therapy that a Young Person may be receiving from CAMHS.

The Local Authority Emotional Health & Well-Being Team support the Care Team by facilitating monthly group supervision where the Care Team can discuss any challenges the team might be facing. Group supervision is also provided to the management team on a monthly basis. These forums are designed to improve the Therapeutic practice that the Care Team provide to young people and underpins practice with expert knowledge and guidance from: Sean Twomey (MA, DipSW, BSC Dual Hons) Emotional Health & Well-Being Team Practitioner. Sean specializes in Neurosequential Model of Therapeutics (Practice tools and Trainer), Therapeutic Life Story Work and is a Signs of Safety Practice Lead & Zoe Heathcock BA (Hons), QTS, MSc, MBPsS, DCP, GBC. Zoe specialises in Neuro-sequential Model of Therapeutics (NMT), Therapeutic Life Story work, Psychosocial Interventions (PSI), Neuro-linguistic programming (NLP), Self-Management and Recovery Training (SMART); and Wellness Recovery Action Planning (WRAP).

Direct work with young people can also be provided by the Emotional Health & Well-Being Team if assessed as beneficial to the young person and in consultation with the young person, their family and their social worker.

The Care Team are also trained in the use of the Signs of Safety assessment tool, this is used to support Care Planning and Risk Assessments.

Further specialist help for Young People is identified, in partnership with the Young People and their Social Workers, in order to ensure that Young People gain access to the support they need, this includes Drug and Alcohol Counseling, Careers Advice, Sexual Health Guidance and Offending Prevention Services.

### **METHODS OF CONTROL AND PHYSICAL INTERVENTION**

The Care Team at 'the home' believe that it is the responsibility of all Team members to communicate with Young People about what is acceptable and unacceptable behavior. Furthermore, it is the responsibility of Care Staff to maintain safe and appropriate boundaries with Young People. Consistency and Fairness are key to developing a safe and positive environment.

The Care Team also believe that Methods of Control, Physical Intervention and Consequences can only have the desired impact within the context of Positive Relationships existing between the Care Team and the Young People. Communication, Negotiation and Mediation are important skills that the Care Team use to help Young People address unacceptable behaviour.

Within this overall context, the emphasis and aim of the Care Team is to promote, acknowledge and reward positive behaviour. To help facilitate this the Care Team utilize a Reward Chart; young people are rewarded for positive behaviour, helping with chores and managing their daily living requirements.

Young people can also receive a Positive Recognition which can be a simple verbal praise or perhaps a book or extra mobile phone top-up for example, this



will be decided by the care staff in consultation with the management team.

This system provides a transparent and easily managed means of providing rewards and consequences without the imposition of a formal sanction. Although the emphasis at 'the home' is on safe and consistent approaches within the context of positive relationships and rewarding positive behaviour, there are times when Consequences and Reparations are necessary. At 'the home' the following Consequences and Reparations are used:

- ★ Making good wherever possible damage to property, for instance repainting walls, removing graffiti (Restorative Approaches).
- ★ Wherever possible the Police will not be involved with issues of property damage except in extreme circumstances.
- ★ Financial Reparation: where a young person has been deemed to have pro-actively caused damage to property within the home the Registered Manager will impose a financial sanction. The estimated cost of the replacement/ repairs will be calculated so the young person gains an understanding of the financial cost of their actions, the young person will then be sanctioned 50% of their pocket money for a maximum period of 6 weeks. The manager will meet with the young person to discuss the sanction and ask the young person if they agree with the sanction and sign the sanction record, if the young person does not agree further discussions will take place. It is important that young people accept that their behaviour can lead to consequences and the process of applying sanctions is to promote this accountability. If the young person continues to disagree the final decision to implement the sanction will be made by the Social Worker, Service Manager or parent if appropriate. If the young person is still in disagreement they can make a formal complaint about the sanction and this will be dealt with following the Complaints Procedure.

In using any of the above, Young People should always know why certain behaviour is unacceptable, since they are more likely to understand and relate to why a sanction is being used.

Any of the sanctions that are used above are recorded in the Sanction Log.

The home may also operate an "Acceptable Behaviour Contract" this will clearly outline the behavior that is not acceptable, the reasons why this behavior is not acceptable, how the behavior could impact on them if it were to continue and what they need to do to address it. We would ask young people to sign up to this contract, this would only be used when more less formal methods have been exhausted and the behavior was considered serious in nature and in agreement with the social worker. If the young person continued to display the unacceptable behavior and this could lead to criminality we would inform the young person that the next step would be to invite our local PCSO to speak with them and the PCSO would utilise the "It's Your Choice" tool where the young person would again sign up to an acceptable behavior contract. We would then work closely with the police and the young person's social worker to support the young person, the final decision to use the criminal justice system could then be made in the best interests of the young person.

Physical Intervention with a Young Person is not part of consequences or punishment. There are occasions when the use of physical intervention is necessary but this is only used if the Young Person is likely to seriously injure themselves or others or cause serious damage to property. All physical interventions are recorded in the Incident Log and the Care Team are trained to safely hold young people using TCI techniques.

We recognize that young people may have experienced significant trauma in their lives and some challenging and destructive behavior can be expected from time to time therefore we will consider very carefully the appropriateness of involving the police and the justice system in order to avoid the criminalization of young people in our care, however we recognize that repeated and significant incidents may require police involvement.

'The home' has signed up to the Memorandum of Understanding with Cumbria Police and the Safeguarding Hub to share information about young people

who are identified as being at high risk: CE, MFC, and County Lines & Modern Slavery.

## **CONTACT DETAILS**

### **Name and Address of Registered Provider:**

**Cumberland & Westmorland/ Furness Councils, Children's Services, The Courts, English Street, Carlisle CA3 8NA.**

## **EDUCATION**

### **PROMOTION OF EDUCATION FOR YOUNG PEOPLE**

It is envisaged that all the young people living at 'the home' will be in full-time education. The Young People's needs and aspirations will be recorded within their Placement Plan. We acknowledge the vital importance of Education within Young People's lives and we will work in ways that support and help Young People to reach their full potential. We acknowledge that continuity within Young People's Education is of paramount importance and we will help Young People to continue at the same School, College or Training Program if possible. We recognize that the School/College may have developed an understanding of the particular needs of the Young Person and therefore forms an important part of their support network. A representative from School/College is always invited to attend a Young Person's Review, in order to give feedback about a Young Person's Educational Attainments.

If required Young People are transported to their Education Provision.

An Educational Residential Support Worker is employed full-time at 'the home' to support all young people's education. This includes liaising closely with the Virtual School and the young person's school, completing PEP's and supporting the young person to identify potential career paths.

Where in place we will ensure that EHCP plans are up-to-date and all the young people receive the support they need to access education.

We recognise that many Young People may have missed parts of their education and this might reduce their confidence and desire to attend, we will therefore actively support education within our everyday interactions with young people in order to develop their knowledge, skills and abilities. This will be a focus area within the Care Team meetings and in the home's Development Plan.

## **HEALTH**

### **HEALTHY LIVING AND HEALTH PROMOTION FOR YOUNG PEOPLE**

We regard healthy living and health promotion as a cornerstone of our home ethos. We promote good health by ensuring all Children have Health Plan within their Placement Plan. The Plan covers potential health needs including; physical, emotional and sexual health.

Each Child accommodated in our Home is registered with a local GP Surgery, Dentist and Optician and will attend check-ups as required.

Each Young Person accommodated at 'the home' will have an annual Health Assessment with the CLA nurse.

All instances of medical attendance are recorded within the young person's Health Plan and the young person's social worker is informed.

All medication is managed in line with the homes Medication Policy.

Under no circumstances, are you to smoke/vape within the home or on the grounds of Hawthwaite Lane. This includes your bedroom, the gardens and all areas considered onsite for 'the home'.

The home will provide nutritional and wholesome food and menus will be carefully monitored to ensure a healthy diet is maintained.

Young people will be encouraged to take part in physical activities and maintain a healthy lifestyle with good sleeping patterns.

Night time routines will be in place for all our young people to help ensure a good night's sleep.

The home will ensure safe food preparation and practices are maintained and monitored.

Regular H&S checks of the home are completed and all maintenance is monitored and carried out promptly.

Homely Remedies: Over the counter remedies will be used if advised or recommended by a GP, Pharmacist or NHS Direct

Dry cough-Glycerine, lemon, and honey

Chesty cough- Glycerine, lemon and honey

Benadryl and Calamine aqueous lotion

Paracetamol

### **Protecting our Environment**

The home recycles as much waste as possible and young people are encouraged to take an active role in this.

Energy conservation is prioritized within the home and young people are encouraged to switch off lights when not in use and understand their Carbon footprint.

Where possible the home will use energy saving products.

Where possible the Care Team and young people will use public transport.

Young people will be supported to understand the implications of Climate Change.

### **Commissioned Services used by 'the home':**

CPDA

Patsy Donnelly 01539742605

Works with Young People: to develop ideas, to enable them to achieve an award in Education, Life Skills and to provide an alternative to mainstream Education.

**NYAS**

UK charity providing Socio-Legal Services - they offer Information, Advice, Advocacy and Legal Representation to Children and Young People.

**Terry Smith 0800616101**

**All workers employed will have undertaken a Disclosure and Barring Service (DBS) check and will have documentary evidence of this.**

**SUPERVISION, TRAINING AND DEVELOPMENT ARRANGEMENTS FOR THE STAFF TEAM**

**Supervision and Appraisal:**

Supervision is a vital part of supporting, managing and developing the Care Team. Supervision is provided by the Registered Manager in line with the Children Homes Regulation 2015. Supervision takes place regularly, ideally every month for a minimum period of 1.5hrs.

All Staff undertake a Performance Appraisal with their Line Manager every 12 months, which sets reviews, progress over the past 12 months and sets personal work targets and actions for the coming 12 months. The actions are reviewed within the Staff member' Supervisions

**Team Meetings:**

Team meetings form a vital part of the functioning of the home and attendance is mandatory. Team meetings take place weekly alternating between Virtual and face-to-face meetings 1030- 12.30hrs. All aspects of the home are discussed, and meetings are recorded.

**Induction:**

All Care Staff complete an Induction Package and a period of shadowing prior to commencing direct work with young people.

All Care Staff complete a comprehensive House Induction and practice and performance is closely monitored during their 6-month probationary period by the Registered Manager and Assistant Managers. The Care Team attend Training Workshops and complete a structured programme of e-learning activities to support their ongoing development

In line with the Children Homes Regulation 2015 all Care Staff that have successfully completed their Induction are registered for the NVQ 3 in Residential Childcare or QCF Diploma 3.

The home will have in place a Workforce Development Plan that details the training programme for the Care Team for the year ahead, where individual team members require additional training this will be recorded within their supervision records.

**Development:**

Staff development is seen as an ongoing process that includes:

- ★ Training and Supervision
- ★ The Team Meeting Forum
- ★ Working in partnership with the Outreach and Respite Team
- ★ Joint working with other Professionals and Agencies
- ★ Extra duties and responsibilities, which are delegated to Care Staff as they become more skilled and confident within the Team

**Staff files:**

All Staff have an individual Personnel file. This includes the following information:

- ★ Personal information such as home phone number and address
- ★ Permission from Supervisee that their personal file can be looked at
- ★ Supervision notes including Supervision Contract
- ★ Performance Appraisal and Personal Development Plan
- ★ Record of Qualifications and Training completed
- ★ Personal Risk Assessment (if required)
- ★ Records of DBS checks
- ★ Evidence of Driver Documents, License, V5C (Log book) Insurance etc.
- ★ Direct Observation Records