

RESIDENTIAL HOME FOR YOUNG PEOPLE

STATEMENT OF PURPOSE AND FUNCTION



Last Update: 17.5.24

CARING FOR CHILDREN

From 1st April 2023 our Children's Residential Homes and Edge of Care Services will be hosted under Cumberland Council and will offer placements across the two councils.

The home is a mixed home designed to accommodate six Young People with significant emotional and behavioural difficulties, aged 12 -18 and in line with registration. The length of placement will depend on a Young Person's Care Plan but will exceed a Young Person being 17 years old, but in line with Current Licence Agreement.

The accommodation offers 6 bedrooms for Young People and 2 for Staff who are on sleep-in duties. There are two Young People's bathrooms with showers and toilets, one Young Person's toilet and one staff toilet and shower on the first floor. On the ground floor we have one staff toilet and one toilet and shower room. Also on the ground floor we have an office, kitchen, laundry room, dining room, living room and an activity room. There are provisions and facilities for one Young Person with mobility difficulty.

The home has a fire alarm and a burglar alarm system in operation during night time periods. 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. If the alarm is activated staff will investigate and take appropriate action to ensure the safety of Young People and themselves.

Each Young Person will have a Placement Plan, which covers the targets identified that Staff will work on with the Young People and their Families during their stay. The Plan is developed with the Young Person, Family, Professionals and Significant Others. It assesses and identifies the Young Person's needs and issues and how these will be addressed and met on a day to day basis.

HOMES 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 12 and 18 years of either sex 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 in relation to all aspects and dimensions of their lives.
- ★ We provide a structured, stimulating, caring and safe environment that is free from any prejudices and which offers Young People the opportunity to be listened to and express their wishes, needs and feelings.
- ★ We aim to encourage a positive sense of self-image by responding to Young People individually. We treat each Young Person with dignity focusing on reinforcing positive behaviour.
- ★ 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.
- ★ We aim to support and encourage the young people with transition to post 18. A programme to be developed around transition.

The Team believes that with Rights come Responsibilities and therefore the Team here 299 The home expect Young People:

- ★ To work with us towards identified goals
- ★ To treat themselves, other Young People and Staff who reside and work with respect.
- ★ To value and look after the physical environment of the home.
- ★ Not to bring into the home any drugs, equipment or device, which may be perceived as physically or psychologically threatening to others.
- ★ Not to hurt, threaten, bully or frighten anyone at the home
- ★ Take part in house, routines and respect house rules, for instance about 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

Our 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 three Assistant Managers and a Team of Residential Support Workers. The Residential Service is devised to support Young People by providing a safe and supportive home environment in order to promote appropriate social strategies and to work on the identified target areas. At the Planning Meeting Young People will be matched depending on age, support needed and skills and abilities of the Staff Team to ensure that the Placement is suitable.

We do not provide an Emergency Placement Service.

The referral process for access to the residential service offered by us is as follows:

All Children's Services Teams may contact Central Placement.

The Central Placements Team will then take the details and a completed Referral Form will be sent to Registered Manager if a place is available.

A Planning Meeting is in place to discuss the reason for the Referral and will include the following information: Health, Education, Behavioural Issues, Self-

Care Skills, Communication and Social and Family Relationships.

We arrange an Introductory Visit to the Home prior to Admission, so the Young Person can meet both Staff and other Young People living in the Home. The Young Person will be visited in their present environment.

A Residential Placement Plan will be completed; we will identify specific agreed areas that the Young Person will focus on with their chosen Keyworker. There will be Consent Forms to sign by the person with Parental Responsibility regarding Activities, Medical Care, Smoking, Health, Education and Photographic Consent. An up to date Risk Assessment must be provided by the Social Worker along with an up-to-date Pathway Plan or Care Plan.

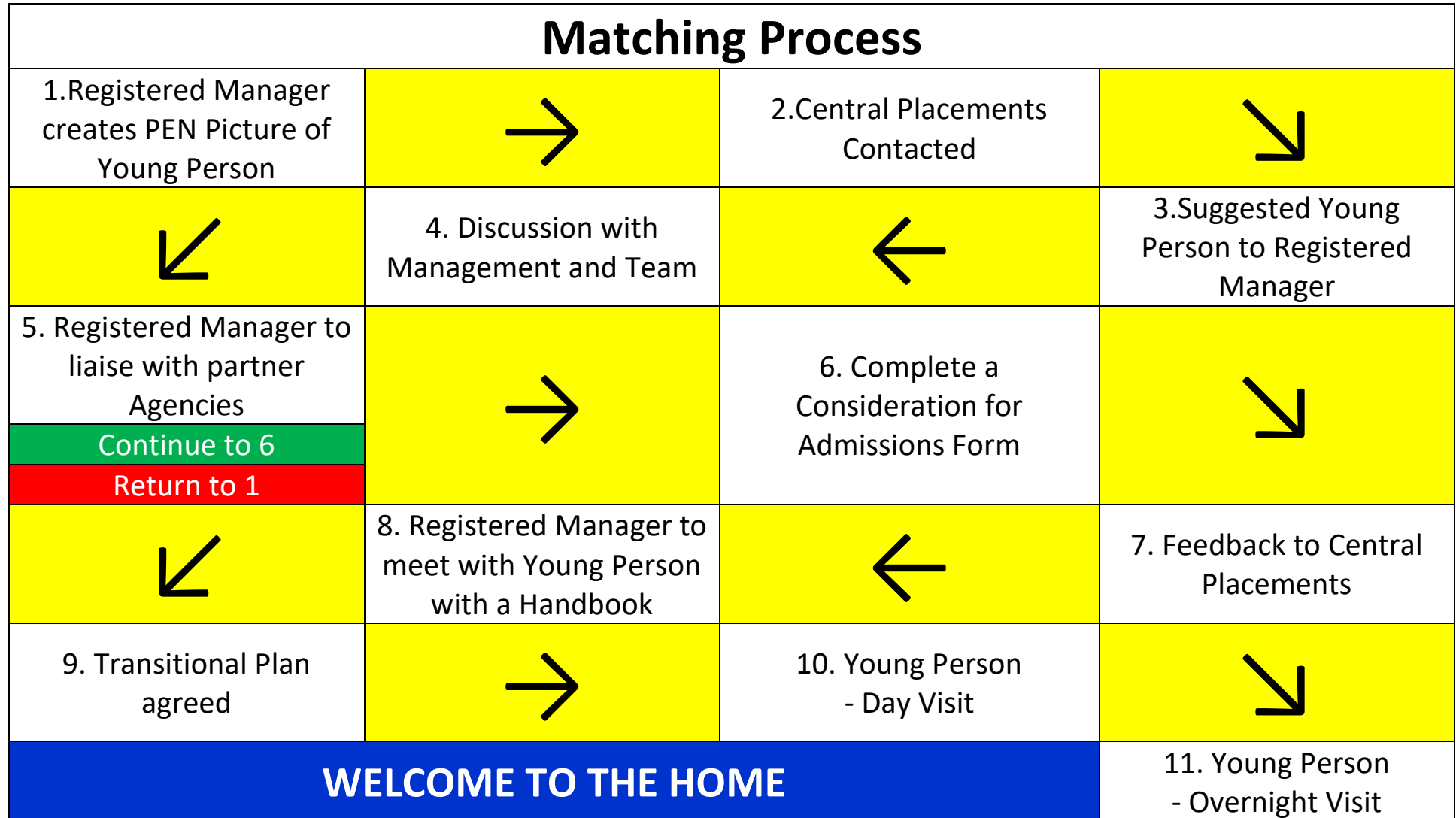
See graphic overleaf for Matching Process

“Children have their needs assessed effectively and comprehensively, and written Placement Plans outline how the needs will be met are implemented. Children in the home are appropriately placed there.”

The 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, Social Worker and Family.

The Placement Plan will be placed in the Young Person’s main file. This will comply with the 9 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



At the home Children are provided with a range of opportunities and finance 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 will encourage and support Young People to take part in an Activity, Club or Hobby; we will endeavor to support them to continue in any Hobbies or Activities they have on arrival. Young People are encouraged to join the Library, buy Books and Magazines. Newspapers are purchased daily/weekly. Arts and Craft Activities are promoted within the Home.

All Children have ongoing access to Games, Books, Music and 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, as appropriate, are celebrated with Young People by having Birthday Parties in the Home or for special Birthdays, special Outings can be arranged. 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, so 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.

CONSULTATION WITH YOUNG PEOPLE

We want to make sure that Young People benefit from being at The home . We will have a Residents' Meeting if appropriate to discuss the activities on offer and we will listen to the Views of every Child. We will also look at the Menu and give everyone a chance to say what they like to eat. These Meetings can also look at other issues affecting the House and to discuss those things that have an impact on the Young Person and their contribution to how the House is run. Young People also have a Keyworker Session, which is tailored to support the Young People in their Residential Plan and meet their identified Targets. The Keyworker Sessions take place at at The home , or on a Personal Trip with Keyworker depending on the individual needs of the Young Person; monthly feedback is sought from Young People and their Parents or Carers.

We aim to ensure that Young People's Needs are assessed and plans to meet these needs are made and regular 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 have a Commitment to involve Young People in decisions and ensuring they have a voice about how they are helped.

Development and Fulfillment:

We will encourage 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 abilities 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 home 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. The services provided by 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, Carer's 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.

RIGHTS AND RESPONSIBILITIES

At The home , the Young People have a Right:

- ★ To be treated fairly
- ★ To be physically well cared for in relation to, for instance: their health, food and a warm, clean and safe home.
- ★ To have contact with their Family when requested, if possible
- ★ To make mistakes and to expect new chances
- ★ To have their views encouraged and considered
- ★ To be supported in following any Religion they choose
- ★ To expect choices whenever they are available

- ★ To read what we write and record about them
- ★ To receive Care which is planned and reviewed regularly
- ★ To complain if unhappy with the care received or offered
- ★ To be included in and have access, with the help of Staff, to their Daily Living Files and Care Documents.
- ★ To have their own copies of their Placement Plan, Statutory Review and the Reports from Social Workers and Care Staff, and a safe place to keep them.
- ★ To 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.

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 12 years to 17 years

The home accommodates both boys and girls. 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. We have places for up to 6 Young People.

FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

There are smoke detectors throughout The home. There are regular tests of the Fire Alarms, emergency lighting and evacuations. Fire Safety Equipment is regularly inspected by Fire Wardens. When equipment has been used or damaged arrangements are made for its immediate replacement. Young People and Staff are included in the Fire Drills and Evacuations. The Staff Team also discusses the issues of Fire and Building Safety with Young People at regular intervals or indeed when particular issues arise. The Fire Procedures are displayed in bedrooms. There are three Fire Exits. All Staff will receive First Aid and Fire Safety Training as part of their Induction Training and have regular refreshers.

DESCRIPTION AND LOCATION OF HOME

The home is a large house located close to Roanhead Beach, near Barrow –in-Furness, South Cumbria.

The Home is situated in a large corner plot with private grounds behind and next to an Independent Living Unit. There are no shops in the immediate vicinity, with the closest shop being a 20 minute walk away. A vehicle is provided to transport Young People to Town or nearest Bus Stop.

CHILD PROTECTION (SAFEGUARDING) COUNTER BULLYING

One of the Aims of The home is to provide a safe and empowering place for all Young People to live in. Child Protection Procedures are key to keeping Young People safe, in line with the amended Regulations as of April 2015. A Location Risk Assessment is undertaken as part of the Safeguarding Risk Assessment to support Young People who stay at the Home. Safeguarding Protocol is in line with the LSCB Joint Protocol for Safeguarding.

A Risk Assessment is undertaken with each Young Person and this is regularly reviewed and monitored as part of the Placement Planning System. It covers all aspects of behaviour 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 Staff at all times. Risk Assessment and Management Plans are updated regularly, at Statutory Reviews and after specific risk events.

Staff, at The home are familiar with and adhere to Child Protection Protocol, and will be prompt in raising a Child Protection concern.

Child Protection is part of the Induction Training for new Staff to become familiar with, and gain an understanding of, Child Protection issues and Protocol.

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
- ★ Notification Schedule 5 to OFSTED if Child Protection issues or significant risk events occur.

The Staff Team is 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 Staff will be vigilant in monitoring interactions and take preventative steps if they are required. There is a Policy on countering bullying, which is known to Children and Staff 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 at Team Meetings and Young People's Meetings and in their individual Keyworker Session.

ARRANGEMENTS MADE WHEN YOUNG PEOPLE GO MISSING

The Team here at The home believe that a 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. 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 or made contact within 30 minutes of the time last contact between the Young Person and Staff (or otherwise as stated in the Young Person's Risk Assessment. All appropriate people (e.g. Family, Social Worker) are informed of the Missing from Home.

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, a Young Person's safety is a paramount concern and Staff will always check that the Young Person is safe and well. A Return from Missing from Home Interview will take place. This Interview is conducted by a worker from Nyas service.

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. A Keyworker for the Young Person is allocated upon Introduction. All necessary documentation regarding the Young Person should be provided by the Social Worker prior to Admission. The Home will take 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.

COMPLAINTS PROCEDURE

The Staff Team supports the Right of Young People and their Families to make a Complaint about any aspect of their Care. At The home we also believe it is important to help Young People and their Families understand why the Complaints Procedure exists and how to use it should they ever feel it necessary to do so. Staff, work with Young People to empower them to make Complaints whenever they feel their needs are not being met. Staff, also work to, ensure that Young People who make Complaints do not feel stigmatized or guilty in any way.

If a Young Person needs to make a Complaint, a member of Staff will offer assistance. It is acknowledged, however, that a Young Person may need help from outside the Staff Team and therefore, Young People are helped to involve a Children's Advocacy Service. There is a monthly visit to The home by a NYAS Representative who will engage with the Young People, along with the Independent Visitor who will Review the Management at the Home under Regulation 44.

The Team endorses the view that, whenever possible, Complaints should be dealt with informally. At the same time, however, the Team acknowledges that if an informal resolution is not possible, the process for making a Complaint must allow for an examination by someone who is not directly involved in the care of the young person concerned. Finally, the Team acknowledges the importance of Young People and their Families having the Right to Complain to OFSTED, also as part of Cumbria County Council we have a Complaints Procedure and all Parents and Young People are given the relevant information when introduced to our Service.

The Complainant is kept up to date with their Complaint and steps are taken to ensure that they understand the process involved. A Record of Complaints is kept at The home and is closely monitored by the Registered Manager.

You can also contact the Complaints Team directly at:

Children's Services
Cumbria County Council, 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 Phone: 08456404040

Or you can complain to the Children's Commissioner for England: Anne Longfield OBE
Sanctuary Buildings, 20 Great Smith Street, London SW1P 3BT
Phone: 020 7783 8330

If you require further information on children's rights then you can visit the website www.childrenscommissioner.gov.uk

CHILDREN'S BEHAVIOUR

PROVISION FOR ELECTRONIC SURVEILLANCE USE

Young People, who are deemed at a particular risk, such as drug use or self-harm, will be monitored in line with their Safety Plan. Where there are concerns that these risks are jeopardising the safety of the placement at The home a Meeting will be convened to discuss how the risks can be better managed.

If Staff need to enter a Young Person's room to check on their safety, this will also be done with two Staff and recorded. It will also be part of a Young Person's Placement Plan and Risk Assessment if appropriate. The need for this action will be clearly explained to the Young Person.

The home does have an intruder alarm system which consists of zones throughout the building including all corridors. The alarm is set by Staff members when they go to bed. This is done in order to Safeguard the Young People, Staff and Security of the building.

A further movement alarm is situated on the top of the stairs to indicate to Staff in their bedroom Young People are not settled.

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

At The home Staff are trained in and receive 6 monthly-refresher Training in Therapeutic Crisis Intervention, whenever necessary, Staff will consult with a member of the Child and Adolescent Mental Health Service (CAMHS). This Consultation provides the Team with guidance and support in working with a range of issues and possible behavior's that Young People face and present. The Consultation provides a forum for discussing and agreeing how best to respond to Young People and any negative or worrying behaviour 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.

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 RESTRAINT

The Staff Team at The home believe that it is the responsibility of all Staff to communicate with Young People about what is acceptable and unacceptable behaviour. Furthermore, it is the responsibility of Staff to maintain safe and appropriate boundaries with and between Staff and Young People. Constancy and Fairness are key ingredients to developing a safe and positive atmosphere.

The Team also believes that Methods of Control, Restraint and Discipline can only have the desired impact within the context of Positive Relationships existing between Staff and Young People. Communication, Negotiation and Mediation are important skills that the Team use to help Young People to address unacceptable behaviour. Within this overall context, the emphasis and aim of the Team is to promote, acknowledge and reward positive behaviour.

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/Reparations are used:

- ★ Making good wherever possible criminal damage, for instance, repainting walls, removing graffiti (Restorative Approaches)
- ★ Wherever possible the Police are not involved with issues of criminal damage except in extreme circumstances
- ★ Reparation to others – if there has been an incident of bullying or inappropriate/disruptive behaviour then discussion and apologies are always sought

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. In this way Young People are more likely to want to address the issue.

Any of the sanctions that are used above are recorded and the Registered Manager checks and monitors their use.

The restraint of a Young Person is not part of consequences or punishment. There are occasions when the use of restraint is necessary but this is only used if the Young Person is likely to seriously injure themselves or others/property. All restraints and physical interventions are clearly recorded and monitored by the Manager. The Staff Team at The home are all trained to practise physical interventions as safely as possible and to promote the welfare of the Young Person in its entirety.

CONTACT DETAILS

REGISTERED PROVIDER INFORMATION

Name and Address of Registered Provider: Cumberland Council, Cumbria House, Carlisle

Responsible Individual:

Liz has worked within children's social care in Cumbria for 25 years. Liz holds a BA Hons in Health and social science and an MA Dip sw in applied social studies. She qualified as a social worker in 1999 and has completed many Leadership and Management qualifications since that time.

Since starting as a children's social worker in 1999, Liz has held many positions including Assistant Manager and Registered manager of a children's home, Team Manager of a Cared for and Care Experienced Team, Service manager for Children in Need services across Cumbria, and Senior manager for locality which encompassed all elements of statutory work for children and families. Liz has been a senior manager since 2015 and has had specific responsibility for Residential homes, Adoption and Fostering since 2016.

EDUCATION

PROMOTION OF EDUCATION FOR YOUNG PEOPLE

The Young People's needs and aspirations will be recorded within their Placement Plan if appropriate. We acknowledge the importance of Education within

Young People's lives and we will work in ways that support and help Young People to reach their potential within their Education. We acknowledge that continuity within Young People's Education is of paramount importance and we will, whenever possible, help Young People to continue at the same School, College or Training Program. We recognize that the School/College may have developed an understanding of the particular issues of the Young Person and therefore may form an important part of the support of a Young Person. 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. Each Child is given full access to Educational Facilities in line with their age, aptitude, needs, interests and potential. Children have a personal study area in the bedrooms with resources to undertake homework tasks and are actively encouraged and supported by Staff when doing so. Young People are transported by Residential Staff to whatever Education Provision is provided. An Education Co-ordinator is employed full-time at The home .

HEALTH

HEALTH PROTECTION AND PROMOTION FOR YOUNG PEOPLE

We regard health protection and promotion of Young People as an important part of our role at The home . We promote good health by ensuring all Children have a clear written Health Plan within their Placement Plan. The Plan covers the whole range of potential health needs, including physical, emotional and sexual health. Each Child accommodated in our Home is Registered with their own GP, Dentist and Optician. We will support them to provide guidance, advice and support in relation to health and social issues. Each Young People accommodated at The home will have an up-to-date Health Assessment.

Any medical, dental, nursing, psychological and psychiatric advice, treatment and other services are accessible as the Child requires them. It is an expectation that Staff action these appointments and feedback issues to the Staff Team, Social Worker providing care to the Young Person if appropriate. Whilst respecting Young People's rights and privacy they are supported in getting help with any illnesses or health issues that they experience.

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

[Homely Remedies: Over the counter remedies will be used if advised or recommended by GP or Pharmacist](#)

Dry cough-Glycerine, lemon, and honey
Chesty cough– Glycerine, lemon and honey
Benadryl and Calamine aqueous lotion
Paracetamol

Commissioned Services used by 299 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.

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 Staff Team. It is a Statutory Requirement that Staff both receives and takes part in the Supervision process. Supervision is provided by the Manager in line with the Children Homes Regulation 2015. It is provided to Staff on a monthly basis. Supervision sessions are recorded and Staff is required to read and sign their notes, which are then placed on the Staff members file. If there are any disagreements these are recorded.

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's Monthly Supervisions

Induction:

All Staff are introduced, as part of their Induction Training, to Child Protection Procedures, Fire Safety and Drill Training, Medical Procedures and the recording of information, prior to starting work in the Home.

All Staff complete a comprehensive in-house Induction process and are constantly monitored and supported during their 6-month probationary period by the Registered Manager and Assistant Managers. They attend Training Workshops off-site and complete a structured programme of e-learning activities to support their ongoing development.

In line with the Children Homes Regulation 2015 all Staff that has completed their Induction and basic training is registered for the National Vocation Qualification in Level 3 Childcare or another qualification which matches the competencies. Overall, each member of Staff will receive mandatory and refresher training each year. Training needs will be discussed, agreed and monitored through the Supervision and Appraisal Process. These are recorded in a Personal Professional Development Plan, which forms part of the Performance Appraisal System.

Development:

Staff development is seen as an ongoing process that includes:

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

Staff files:

All Staff have a Personal Development 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