

# CHILDREN'S HOME FOR YOUNG PEOPLE

## STATEMENT OF PURPOSE AND FUNCTION



Working for **Cumberland Council** and  
**Westmorland & Furness Council**



**URN 2733218**

## **Quality and Purpose of Care**

1. 'The home' contributes to Cumberland Council Children's Services Department in protecting children and promoting their welfare, the home strives to provide an environment that facilitates growth, change and fulfilment in young people, families and society. Effective links are established with different agencies including social workers, education, families and the local community. 'The home' is home designed to accommodate six children with emotional and behavioural difficulties aged 12 – 17 years. The length of placement will depend on the child's care plan but will not exceed a child being 17 years old.

'The home' liaises closely with police and outside professional agencies to ensure the safety of the young people from sexual exploitation and abuse. Each child will have a placement plan which covers the targets identified that staff will work on with children and their families during their stay. The plan is developed with the children, family, professionals and significant others. The placement plan assesses and identifies the children's needs and how these will be met on a daily basis.

## **2. Home 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 children in order to help them achieve their full potential through assessment of need.
- ★ To work in partnership with the social workers, children and their families and others to contribute effectively to the assessment process and target centred work in order to achieve positive outcomes through a multi-agency approach.
- ★ To provide access to services to children aged between the ages of 12 and 17 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 children individually. We treat each young person with dignity, focusing on

reinforcing positive behaviour.

- ★ We maintain and support young people in promoting their health, education and development needs in order that they can reach their full potential.
- ★ We aim to work in partnership with the children 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 the team at 'the home' expect children:**

- ★ To work with us towards identified goals.
- ★ To treat themselves, other children and staff 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 routines and respect house rules e.g., bedtimes, use of TV, sharing chores.
- ★ Attend children's meetings
- ★ Admit responsibility when in the wrong and make amends (Restorative approaches)

**The team expects parents:**

- ★ To work with staff 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 their child either return to the family home or to support them to live independently.

**3) Facilities and service provided for the young people**

'The home' is part of children and family service available to all children 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 children by providing a safe and supportive home environment to promote social strategies and to work on the identified target areas. At the planning meeting children will be matched depending on age, level of support and skills and abilities to ensure that the placement is suitable.

We do not provide an emergency placement service.

The referral process for access to the services 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 complete a referral form which will be sent to the Registered Manager.

The information provided will be discussed at a placement planning meeting. A placement request checklist will be completed and a preadmission consultation with the Emotional Health and Wellbeing Team, child's social worker/IRO, if the placement is assessed as suitable a planning meeting will be arranged and an introductory visit to the home prior to admission so the child can meet children and staff at the home.

A residential placement plan will be completed; we will identify specific agreed areas that the young person will focus on with their allocated key worker.

There will be consent forms to sign by the person with parental responsibility regarding medical care, smoking, health, use of physical intervention.

An up-to-date risk assessment must be provided by the social worker along with an up-to-date pathway plan and a care plan. The care plan seeks to address and meet the needs of the child and will form the basis of an individual development plan at the home.

The individual development plan will be placed in the young person's main file. This will comply with the Children's Home Regulations and 9 Quality Standards, identifying how their needs will be met and the progress they have made. The child and their key worker will update the information regularly.

**Matching Process**

1. Registered Manager creates PEN Picture of Young Person	→	2. External Placements Contacted	↘
↙	4. Discussion with Management and Team	←	3. Suggested Young Person to Registered Manager
5. Registered Manager to liaise with partner Agencies	→	6. Complete a Consideration for Admissions Form	↘
Continue to 6			
Return to 1			
↙	8. Registered Manager to meet with Young Person with 'the home' Handbook	←	7. Feedback to Central Placements
9. Transitional Plan agreed	→	10. Young Person - Day Visit	↘
WELCOME TO			11. Young Person - Overnight Visit

### **3A The Children and the Accommodation Offered**

Children are encouraged to personalise their own rooms; choosing décor and bedding of their choice. Children have their own room situated on the first floor, the windows are fitted with window restrictors for health and safety reasons.

### **3B Age range, gender and numbers of young people:**

The home has places for up to 6 young people aged from 12 to 18 years of age and accommodate both boys and girls. It is important to note that places cannot be offered based on gender, therefore it is unlikely that there will be an equal ratio of children at the same time.

### **3C Type of accommodation including sleeping arrangements:**

Accommodation consists of:

Kitchen for domestic use, food preparation and cooking.

Utility room / Laundry

Games room

Chill Out Room

YP Computer/Homework Room

Lounge area

Dining Room

2 Bathroom with shower and toilet

2 Shower Rooms

3 Toilets

#### **4) Description and location of home:**

'The home' is a purpose-built Children's home situated within housing estate in Richmond on the outskirts of Whitehaven.

'The home' is a detached property within easy reach of public transport route with rail and bus links. There is a wide range of leisure amenities within the surrounding areas. Refer to Location Assessment.

#### **5) Religious Beliefs and Cultures**

Each child accommodated here at 'the home' is supported with their religious and cultural beliefs including any dietary requirements and any religious rituals a young person may wish to partake in. Children are encouraged to thrive culturally. The home will encourage a child's own culture and they will be encouraged to learn about other cultures through film and music, dance and drama, art and food.

#### **6) Complaints Procedure**

The staff team supports the right of children and their families to make a complaint about any aspect of their care. At 'the home', we also believe it is important to help children and their families understand why the complaints procedure exists and how to use it should they feel it necessary to do so. Staff work with children 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. The home has a 'grumbles' book that children can use to address informal complaints with staff.

If a child needs to make a complaint, a member of staff will help. It is acknowledged that children may need help from outside the home, the children will be supported to access NYAS Advocacy Service. There are also monthly visits to the home by a NYAS regulation 44 visitor who will engage with the children to ensure their views and wishes are being considered, they will review the management at the home under regulation 44 of the Children Home Regulations.

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 children concerned. The team acknowledges the importance of children and their families having the right to complain to OFSTED, also as part of Cumberland Council we have a complaints procedure, all parents and children 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 are closely monitored by the manager. The complaints team can be contacted directly at:

Children's Services

[Childrens.complain@cumberland.gov.uk](mailto:Childrens.complain@cumberland.gov.uk)

Complaints or concerns can be raised with OFSTED at:

OFSTED  
Piccadilly Gates  
Store Street  
Manchester  
M1 2WD  
0300 123 123

Or you can complain to the Children's Commissioner, Anne Longfield, at:

OFSTED  
Sanctuary Building  
Great Smith Street  
London  
SW1P 3BT  
0800 528 0731

If you require further information on children's rights, then you can visit the website on [www.rights4me.org](http://www.rights4me.org)

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

One of the aims of 'the home' is to provide a safe and empowering place for all children to live. Child protection procedures are key to keeping children 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 children to stay at the home. Safeguarding protocol is in line with the CSCP (Cumbria Safeguarding Children Partnership) joint protocol for safeguarding.

A risk assessment is undertaken with children at the home, this is regularly reviewed and monitored as part of placement planning. The risk assessment



covers all aspects of behaviour and history that might cause a risk to the child or others. Each risk assessment contains a risk management plan, to be always followed by staff. 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 of all new staff at the home and Safeguarding training is completed including annual refresher training for all staff. Where child protection issues are identified in the home which places individual children at risk of significant harm the staff will follow strategies to minimise 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 to OFSTED if child protection issues or significant risk events occur.

The staff 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'. 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 key worker session.

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

The team here at 'the home' believe that a child's safety and welfare is of paramount importance, it is therefore our priority to do everything possible to ensure the safe return of a child. Children who go missing are reported to the police in line with our joint agency protocol. The policy requires children 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 child and staff (or otherwise as stated in the child's risk assessment. All appropriate people (e.g., family, social worker) are informed of the unauthorised absence. If a child goes missing the staff actively search the local area and possible addresses where child may be located.

It is part of the team's working philosophy that when a child goes missing there is a reason for this. The team aims to work with children to prevent them from going missing. On returning from a missing episode a child's safety is of paramount concern and staff will always check that the young person is safe and well. A Return Home Interview take place, this is conducted by an independent worker from NYAS.

**8) Views, Wishes and Feelings:**  
**Consultation with Children**

We want to make sure that children benefit from being at 'the home'. We will have children's meetings if appropriate to discuss activities on offer and we will listen to the views of every child. We will look at the menu and give everyone a chance to choose what they like to eat. These meetings can also look at other issues affecting the house and will discuss those things that have an impact on the children and their contribution to how the house is run. Children have keyworker sessions which are tailored to support the child with their placement plan and meet their identified targets. The keyworker sessions take place at the home or on a trip out with their keyworker depending on the individual needs of the young person, monthly feedback is sort from children and their parents or carers.

We aim to ensure that children's needs are assessed and plans to meet these needs are made and regularly reviewed with children. This will include daily living plans and health care plans, risk assessments, personal education plans and support for their pathway plans. We have a commitment to involving children in decisions and ensuring they have a voice about all aspects of their care.

Under no circumstances are children allowed to smoke or vape within the home or on the grounds of 'the home' children's home. This includes bedrooms, gardens and all areas considered onsite at the home.

**Development and Fulfillment**

We will encourage children to reach their full potential. We will work in ways that aim to help children to achieve their hopes and ambitions and to develop their abilities.

**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 child on a need-to-know basis, balancing the need to protect with being able to provide an excellent service.

**9A) 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' aim 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 Team Drive team embraces diversity.

Our shared values include:

### **Dignity and Respect**

We recognise the value of children, their uniqueness, and personal needs. We are committed to responding to children with dignity and respect.

### **Equality**

We aim to ensure that services are accessible. The services provided by staff at 'the home' will not judge children's circumstances and backgrounds and will support and help children to 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 children, their parents, carers and families, social workers and with other agencies and organizations to provide children 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 National Minimum Standards.

**9B) Equality Rights and Responsibilities**

At 'the home' the children 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 appropriate.
- ★ 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 children's rights and entitlements as set out in the Children's Act 1989 which are further endorsed in the National Minimum Standards for Children's Homes Regulations 2001.

**Listening**

We have a commitment to listening to children about what they think about the care they are receiving and about what is important to them in their lives. 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 authorities' complaints procedure.

## **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 children at regular intervals or indeed when issues arise. The fire procedures are displayed all around the home. There are 3 emergency fire exits. All staff will receive First Aid and Fire Safety training as part of their induction training and have regular refresher training.

### **10) Promotion of Education for Children**

The children's needs and aspirations will be recorded within their placement plan if appropriate. We acknowledge the importance of education within children's lives, and we will work in ways that support and help children to reach their potential within their education. We acknowledge that continuity within children's education is of paramount importance, and we will, whenever possible, help children to continue at the same school, college or training programme. We recognise that the school / college may have developed an understanding of the issues of the children and therefore may form an important part of the support of a child. A representative from school/ college is always invited to attend a child's review, 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 study/computer area with resources to undertake homework tasks and are actively encouraged and supported by staff when doing so.

### **11) N/A**

12) An education coordinator is employed full time at 'the home' who works closely with the inclusion officer from the virtual school, Inspira and any other professionals involved in the child's education plan. The education coordinator works during school hours to make sure a child has a Personal Education Plan and ensure the best possible educational opportunities and resources are accessed and available. 'The home' staff and in particular the education coordinator will try to negotiate the best possible arrangement with education, and this is carried out in conjunction with the inclusion officer and social worker. It is based on the PEP, the importance of education is recognized and supported by staff, particularly in context of future employment potential. Every effort will be made to maintain children in school placements including transport arrangements. Close liaison will be established and maintained with all schools and colleges where children are receiving education.

A member of staff, usually the key worker or education coordinator, will ensure that they attend the child's parents' evenings and other relevant meetings. Children are encouraged to complete homework and suitable homework areas are provided with structured homework sessions including educational activities. Children can access computers to assist with their study and use the library as they wish.

**13) Enjoyment and Achievement:  
Promotion of Leisure Activities**

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 consider their ethnicity, culture, language, religion, interests and abilities but also help to widen and deepen a child's experience of diversity for instance, we encourage child to experience foods, festivals, films and books from different cultures.

At 'the home' we will encourage and support children 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.

Children are encouraged to join the library, buy books and magazines. Newspapers are purchased weekly, and arts and craft activities are promoted within the home.

All children have ongoing access to games and books. During weekends and school holidays outings or trips are planned with the children. Birthdays, Christmas and other Festivals, as appropriate, are celebrated 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.

**14) Health:**

**Health Protection and Promotion for Young People**

We regard health protection and promotion of children 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 by providing guidance, advice and support in relation to health and social issues. Each child accommodated at 'the home' will have an up-to-date health assessment.

Where possible, children will stay registered with their own General Practitioner. Those admitted from outside the locality of the home will be registered with the local GP.

A full medical assessment is carried out prior to, or as early as possible following admission. This is arranged via the child's Key worker and is carried out in line with the child's wishes, considering their age and ability. A similar comprehensive assessment is conducted annually.

The named Specialist Nurse for Looked after children is based at Wigton Community Hospital 01900 705185. They will monitor the health of the children placed at 'the home' undertaking health assessments and work on an advisory capacity with upcoming health issues.

The home has strong links with CAMHS, which includes Psychiatrists, Psychologists, and CAMHS nurses, staff support the children to attend appointments and use the strategies advised by the mental health professionals.

Children have access to CADAS (Cumbria Advice Drugs Alcohol Sexual Health) referrals to this service are made by the child's link worker on the agreement of the child. This service is based at the local hospital.

All children stay registered with their own dentist or are registered at a local dental practice and receive regular check-ups and treatment, preventative and or remedial as necessary.

In addition to routine health checks, staff are most vigilant regarding any health problems with children, which are followed up as quickly as possible and the appropriate practitioner consulted where necessary. Any medical treatment is recorded on the child's Health Plan, all medications are charted and a member of staff signs for dispensing. Children can be provided with lockable facilities in their room for the purposes of self-administration of medicines.

Staff will administer non-prescribed medication with consent from parents, provided the medication has been sent by parent or has been advised by pharmacist or Doctor if the young person is unwell at 'the home'.

The list of medication is:

Glycerin and Honey, Dry- glycerin lemon and honey, Benadryl and Calamine Aqueous lotion, Paracetamol.

Health promotion and prevention also plays an integral part of the work undertaken with the children resident in the home. To ensure this, we have a designated health coordinator who oversees all health issues and introduces any new developments to the staff team.

The health coordinator also acts as advisor to the rest of the team as well as the children on a variety of health issues, also ensuring that individual Health Plans are completed and regularly updated for each child.

Domestic standards of cleanliness and hygiene are high, and children are encouraged to maintain a high standard of personal hygiene and self-

care.

In addition to these measures staff can offer counselling and advice on a range of health issues.

STAFF AND ALL VISITORS TO THE HOME ARE EXPECTED TO ABIDE BY THE CUMBERLAND COUNCIL SMOKING POLICY, WHICH FORBIDS SMOKING ON CHILDREN'S RESIDENTIAL PREMISES AND IN FRONT OF CHILDREN LIVING AT THE HOME.

### **Positive Relationships**

#### **15) Contact Arrangements with Family, Friends and Significant Others**

'The home' staff team will work in partnership with children 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 children and their families. Children 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 if they behave in safe and appropriate ways whilst visiting. We will ensure that when there are contact restrictions that children understand the reasons why these restrictions are in place.

In cases where continuing contact is inadvisable or not sufficient to meet the children's needs it is expected that an independent visitor would be considered as part of their care plan following discussions at a statutory review where a child's wishes and feelings are considered.

### **Protection of Children**

#### **16) Provision for Electronic Surveillance Use**

'The home' does not use electronic surveillance equipment. Children 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 child's room to check on their safety, this will also be done with two staff and recorded. It will also be part of a child's placement plan and risk assessment if appropriate. The need for this action will be clearly explained to the children.

#### **17) Details of any Therapeutic Techniques Used and how they are 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 children face and present. The consultation provides a forum for discussing and agreeing how best to respond to children and any negative or worrying behaviour they are presenting. Importantly, it also provides a forum in which to understand any therapy that a child may be receiving from CAMHS.

Further specialists help for children is identified, in partnership with the children and their social workers to ensure that they gain access to the support they need. This includes drug and alcohol counseling, careers advice, sexual health guidance and offending prevention services.

### **17A) Methods of Control and Restraint**

The staff team at 'the home' believes that it is the responsibility of all staff to communicate with children 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 children. 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 children. Communication, negotiation and mediation are important skills that the team uses to help children 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 circumstance
- Reparation to others – if there has been an incident of bullying or inappropriate or disruptive behaviour then discussion and apologies are always sought.

In using any of the above children should always know why certain behaviour is unacceptable, since they are more likely to understand and relate to why a sanction is being used, this way children are more likely to want to address the issue.

Any consequences of use are recorded, and the manager checks and monitors their use and effectiveness.

The restraint of a child is not part of the consequences or punishment. There are occasions when the use of restraint is necessary, but this is only used if the child is likely to seriously injure themselves or others/property. All restraints and physical interventions are clearly recorded and monitored by the manager.

**17B)** The staff team at 'the home' are all trained to practice physical interventions as safely as possible and to promote the welfare of the child in its entirety.

### **Leadership and Management**

#### **18) Registered Information Provider**

**18A)** Name and Address of Registered Provider

Cumberland Council, Children's Services, Cumbria House, Botchergate, Carlisle, CA3 8NA.

#### **19) STAFF DETAILS, EXPERIENCE AND QUALIFICATIONS**

The diverse nature of the team in terms of age, gender, ethnicity, experience, skill and qualifications will provide the opportunity to promote a positive view of difference to young people. Furthermore, it is diversity that the team is committed to continually building and extending upon. All workers employed will have undertaken an Enhanced Criminal records Bureau (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. 'The home' requires that staff receive and take part in the supervision process. Supervision is provided by the manager in line with the National Minimum Standards 2001, The Children's Home Regulations 2015 Leadership and Management Standard. It is provided to staff on a Monthly basis. Supervision sessions are recorded, and staff are required to read and sign their notes, which are then placed on the staff member's 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.

New legislation from the CWDC (Children's Workforce Development Council) brought out new standards which impact on training and induction. Under these guidelines competency in 7 identified standards is to be achieved within the 6-month induction period and monitored by the Manager through a mixture of training and other learning activities

In line with the Quality Standards, all staff that have completed their induction and basic training are registered for the National Vocation Qualification in Level 3 Childcare or another qualification which matches their competencies.

Overall, each member of staff will receive mandatory and refresher training each year. Training needs will be discussed, agreed on 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 are delegated to staff as they become more skilled and confident within the team.
- ★ Team plan development

### **Staff files:**

In line with Quality Standards and Guidance all staff at 'the home' have a personal development file. This includes the following information:

- ★ Personal information such as home phone number and address
- ★ 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, logbook etc.
- ★ Direct observation records

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

#### **22) Care Planning**

Admissions are on a planned basis. Children who meet the age and admissions criteria are introduced to the home prior to receiving a placement offer. A key worker for the child 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. Children will be accommodated at 'the home' under section 20, section 31 or interim care order. All children who are accommodated will have a care plan. The home will accommodate children who have emotional and/or behavioural difficulties.

Updated 24.6.2024