



ST QUINTIN CENTRE
FOR DISABLED CHILDREN
&
YOUNG PEOPLE

STATEMENT OF PURPOSE

2022

Families and Children's Service
Health and Disability team
ST QUINTIN CENTRE

Statement of purpose

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Introduction

1. The St Quintin Centre for disabled Children + young people is a Purpose-Built Centre. It provides a Wide range of Short breaks/Activities for Children & Young people who live in the Bi Borough both RBKC and WCC.
2. The service is operational 7 Days a week except bank holidays and an optional week around Christmas + will provide services for children aged 0-18 years old.
3. The Centre is registered with OFSTED and will comply with the national minimum standards laid down for all

OFSTED providers. The Centre will provide an extensive range of activities both during term time and holidays.

4. St Quintin centre service is part of the Short Breaks Team which falls under Education/ Schools in the directory.
5. The St. Quintin Centre is part of a range of specialist services for disabled children and young people and works closely with the Disabled Children's Team, Community Services, youth Services and the Voluntary Sector.

6. Vision for St Quintin within - Short Breaks

Our service provides a range of activities in an integrated and seamless fashion. Using our skilled staff, we provide excellent focused sessions for children's individual needs. We encourage our children to engage with other services that are open to them, to help enhance their life experiences.

Children's needs are identified at an early stage, and the assessment information is passed on to our service with the agreement that we provide support based on their needs stated in their package.

Within 14 days on receiving the package agreement our staff will make contact with family, arrange a home visit, contact the school and any other service known to child. We do this to ensure that we provide a good level of quality support and therapeutic services bespoke to child needs.

Parents receive useful and transparent information about the decision making process to empower them to make informed choices that best suit the needs of their child. They and their child are supported by a lead professional who ensures support plans are properly implemented, and transition periods (including that into adult services) are as smooth as possible.

The service as a whole helps normalise family's lives, and contributes to the health and wellbeing, growth, development, enjoyment, and achievement of the children and young people it serves.

7. Registered Manager:

Mr Rupert Taylor

Operations Manager

St Quintin Centre for disabled Children and young people

2A Wallingford Avenue

London

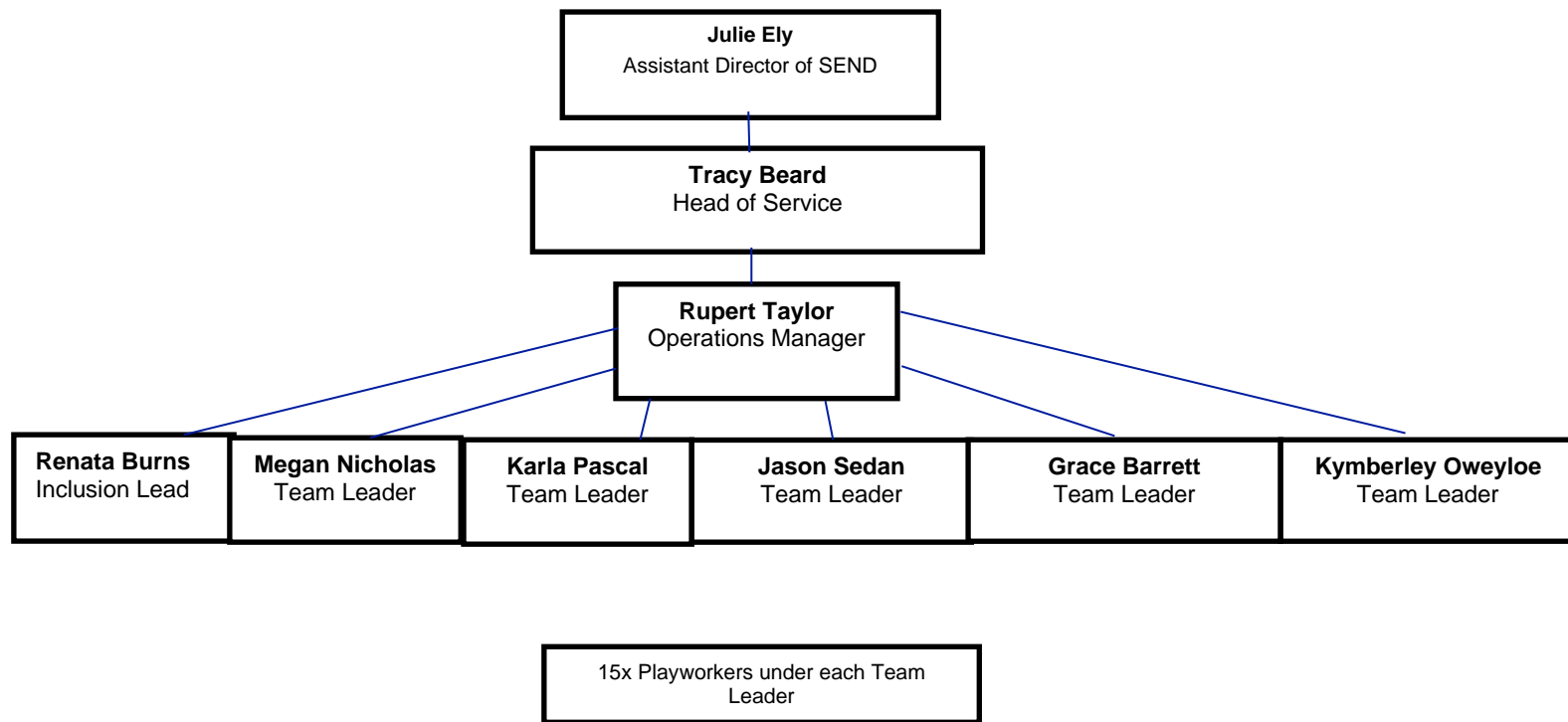
W10 6QB

Telephone: 07925893855

Email: Rupert.taylor@rbkc.gov.uk

8. Management Structure

Current management structure as follows:



9. Who is the Service for

Level One. Eligibility for using the St Quintin Centre.

A child with a disability between the age of 5 and 18 who is substantially affected in their everyday living by one or more of the following:

- A learning disability
- A sensory impairment
- A physical impairment
- Chronic ill health or medical problems
- A severe communication or language disorder
- An Autistic Spectrum disorders

And who is not able to access other services.

Process joining Core Offer the St Quintin's Centre

- *Complete stage one of self- assessment*
- *Proof of living in the borough*

- *Provide ID*
- *Evidence of being on Joint Disability Register (if available)*
- *Evidence of DLA*

Level Two. Eligibility for receiving Care Packages on the basis of a self assessment. (Agreed via mini panel)

A child with a disability between the age of 5 and 18 who is substantially affected in their everyday living by one or more of the following:

- A learning disability
- A sensory impairment
- A physical impairment
- Chronic ill health
- Serious life limiting or terminal illness
- A severe communication or language disorder
- An Autistic Spectrum disorder with associated learning disability

And who is not able to access other services without additional support because of their condition.

10. Aim of the Service

The aim of the centre is to provide a range of fun/leisure activities for disabled children and young people.

These can be part of an on-going care package that is commissioned by the CWD team or one off activities that the parents/child identifies as required. This may also be

part of an ongoing child in need assessment or child protection plan.

11. The centre will provide support and training to our partners in health, education, play & leisure and voluntary sector.

12. The centre can provide emergency cover for "Emergency drop off" for school transport, emergency cover for crisis situations.

13. The centre cares for disabled children either at the centre or out in the community. It is therefore an inclusive service aimed at maintaining the care of disabled children with the families and preventing an escalation of stress which may lead to a need for high care packages.

14. The Centre is committed to the following values and principles:

- To arrange a service that ensures the best interests and welfare of the child/young person.
- Safer care procedures will be followed and all staff providing the service will be subject to DBS

(Disclosure Barring Services) enhanced checks, 2 references and medical clearance.

- To ensure that the child's care plan in particular, personal care needs are agreed with the parent carers and where possible the child/young person.
- To develop and monitor the service in partnership with parents/carers and children and young people ensuring that parents/carers have an effective voice in the design of the service & that they feel confident that a reliable and trustworthy service will be provided.
- Policies and procedures are in place to ensure the health and safety of the child/young person and their property whilst on site and in our care.
- All staff receives appropriate training and will have the opportunity to undertake NVQ level 3.
- To provide a holistic service with the child at the centre, taking account of other services the child uses such as Health and Education.
- Listen to the young people. Children and young people will always be given the opportunity to express themselves allowing their opinions to be heard and taken into consideration.
- To offer services that is responsive, reliable flexible, provides choice and promotes inclusion and independence.
- To promote equal access for all parent carers & children and to give due consideration to the child's

religious observance, gender disability, ethnicity, cultural and linguistic needs.

- To provide individual support that supports the families in the way that they choose, and which achieves a good outcome for their child & the whole family.

15. Description of services

The centre is situated on a joint site with St Quintin Children's Centre. We will work closely together in providing services for all under 5's

Some services will be specifically designed for Disabled Children. These include

- Term time day services for under 5's
To include:
 - Stay and play sessions
 - Workshop with parents with crèche support
 - Healthy Eating sessions

- Advice/Information
- Complex Health needs activities groups
 - After school club
 - Afterschool activities including:
 - Sports
 - Drama
 - Dance
 - Swimming
 - Weekend activities:
 - Saturday club
 - Sunday Drop-in for parents
 - Extensive holiday activities in main RBKC school holidays
 - Offsite trips to various venues to provide new experiences
- Residential trips where we take children & young people away for up to 7 days during the summer periods but not exclusive to our current service users.
- Advice and information to all other providers who care for disabled children.
- Training hub for parents and other providers.

- Centre of Excellence for Disabled Children & Young People

16. The playworker will provide all the care the child needs while in our care.

This would include:

Personal care - Feeding, Toileting

Invasive care procedures- Gastrostomy feeding, epilepsy medication, Hickman line care, catheter care and epipen administration.

Taking the child to activities both on and offsite

Playing with the child

Administering prescribed medication

The playworker will not do:

- Any tasks that need to be undertaken by a trained nurse
- Provide transport support. On occasions there may be an escort for transport provided.

17. All our activities will aim to be interesting, purposeful, enjoyable and appropriate to the child's development and understanding.

18. Parents may be charged for some of the after-school activities or the daytrips out to cover expenses.

19. **Recruitment of Play workers**

In order to meet the diversity of Children's and parent's/ carers needs there is a continuing recruitment of play workers in line with RBKC safe care recruitment policy.

The policy is to recruit staff to meet the individual needs of children and their families.

We therefore target recruitment to reflect the following:

- Gender and age to provide staff for a range of age groups
- The need for more male staff is continuous and is particularly important as the current percentage of disabled children using the service who are male is 70%.
- Ethnicity to reflect the ethnic and cultural needs of children & young people using the service.
- Experience of direct work with children:
- Staff who have experience of working with children often this includes TA's and Higher TA's from both mainstream and specialist schools.
- Students who may be studying teacher training or child related courses.

All Workers complete

- Satisfactory DBS reference and the new vulnerable people's checks.
- All potential staff completes an application form and has an interview before the checks are completed.
- The DBS is repeated every 3 years

20. Qualification of play workers

The play workers work a number of hours according to their availability and the service needs.

This can be during the day, evening, weekend or holiday time.

21. Most staff have some previous experience of direct work with disabled children and where they do not have this experience, they will have experience of working with non-disabled children.

22. Each worker has a training passport which will address their training and development needs.

23. All workers will have an induction and will be given access to attend the ongoing training plan, which includes safeguarding, first aid, moving and handling, disability awareness communication and health related topics.

24. Where children need medication or invasive healthcare such as tube feeding or epilepsy medication, training will be provided by the Community Nursing Team.

25. This will be updated annually to ensure competence of the play worker and more frequently if needed, for example if there is a change in the needs of the child.

26. Training is given in different ways of communicating such as Makaton, sign language, PECs, photographs and IT programming.

There are currently 85 playworkers employed by the service.

27. **Service Standards**

- (1) There are two ways of being referred to the centre:

The parents can make a self referral either by using our Short Breaks front door system.

- (2) The second way of referral will be via the Short Breaks and DCT teams and be part of an ongoing care package which has been agreed at panel.
- (3) Those support packages will be reviewed every 12 months and can only be accessed through an assessment from the Short Breaks and DCT teams.
- (4) Ideally parent/carers/children will visit the centre before stating any group or activity.
- (5) If this is unable to happen, i.e., in emergency circumstances, then the centre will liaise with colleagues that child is known to and obtain any relevant information.
- (6) The centres workers will visit schools (other partner organisations) yearly to update any information held about the child/young person to ensure they look after them in a safe/caring way.

- (7) In the event of sickness or an emergency the centre may have to cancel a child's attendance. Every effort is made to ensure this does not happen and as much notice as possible will be given to the parent/carer.
- (8) Where a child/young person is ill the centre has the decision to decide if the child is well enough to attend or needs to be sent home during the activity.
- (9) In emergencies the service will be provided by unfamiliar workers, but the best interests of the child will always be paramount.
- (10) The workers and centre staff are employed by RBKC and have all attended safeguarding training. If they have any concerns this will always be passed to the duty Social Worker or EDT out of hour's team for reference and advice.

28. Equality and Diversity

The service complies with the council's equalities and diversity policy, a copy of which can be obtained from the centre. Please see brief of the guidelines we follow.

Equality Act 2010

The Equality Act became law in 2010. It covers everyone in Britain and protects people from discrimination, harassment and victimisation. Everyone is protected as the Act protects people against discrimination because of the protected characteristics that we all have.

Under the Equality Act, there are nine protected characteristics, but there are some important differences depending on which protected characteristic you have. The **nine protected characteristics** are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and civil partnership

29. Financial arrangements

Play workers are paid an hourly rate. The hours they work will be agreed by the worker, Team Leader and Operations Manager.

30. Most of the activities are free

Some of the after-school activities may cost per session. This will be our Core Offer sessions for children and young people

that may not have a package agreement. The cost will be subsidised and will need to be paid in advance to secure child/ young person(s) place.

31. Some group outings may include a charge.

32. Quality Assurance

33. Annual consultation events will be with all parents/carers and young people:

To ask opinions on the service + what future services or activities they would like to be started.

34. Newsletters will be sent out two or three times a year to parents and workers.

35. OFSTED will inspect the service and prepare a report which will be published on their website, Please see link to our latest inspection:

<https://reports.ofsted.gov.uk/provider/16/EY408104>

36. All contracted employees will have regular supervision and annual reviews.

37. Complaint's procedure

- Initial complaints will be reported to the Operations manager who will organise a full investigation.
- Within 28 days the Operations manager will inform the person who has complained of the action and inform them of the intended action, if needed.
- The complaints will be sent, recorded and held by Alex Deemer for a period of 3 years. This will include the investigation and outcome of any action taken.
- Where appropriate OFSTED will be informed.

38. Severe complaints and those not dealt with locally will proceed to RBKC official complaints procedure.

39. Useful contacts

OFSTED:

Telephone Number- 08456404040

Registration Number EY408104

Last inspection: 2019

