

**LIVERPOOL CITY COUNCIL
CHILDREN'S SERVICES**

Reviewed 24.08.2024

**P.D. SHORT-TERM BREAKS RESIDENTIAL
HOME**

**STATEMENT
OF
PURPOSE**



VALUE STATEMENT

Liverpool City Council is committed to providing a high-quality Residential Care Service for children and young people.

Every child/young person living in Liverpool City Council's residential homes is entitled to be treated as a respected individual whose welfare is to be promoted and safeguarded in every way.

Liverpool City Council's residential homes will provide an environment where discriminatory or oppressive behavior will not be tolerated.

All Liverpool City Council staff will work in partnership with children/young people and their carers to ensure that the best interests of each young person are served.

RESPONSIBLE BODY

REGISTERED PROVIDER

Director, Peter Murphy
Children and Young People Services,
Cunard Building,
Pier Head,
Water Street
Liverpool L3 1DS

Responsible individual: Peter Murphy Children and Young People Services,
and P.D. Short Breaks Service.
Children's Social Care – Children's Services Directorate
Liverpool City Council, 5th Floor, Cunard Building, Pier Head, Water Street,
Liverpool. L3 1AH

Registered Manager Susan Robins

Qualifications: -

Diploma Operations/Departmental Manager CMI in Leadership and Management
Diploma Level 4 Leadership and Management.
NVQ Level 3 Working with Children and Young People.
Therapeutic Crisis Intervention – Trainer
PRICE – Trainer

The following staff are employed at P.D.: -

1 x Deputy Manager

Qualifications: -

NVQ level 3 Working with Children and young people.

NVQ level 4 Working with children and young people

NVQ level 4 Management in Residential Care

BA Hons in Social Work

Therapeutic Crisis Intervention – Trainer

PRICE – Trainer

14x Residential Workers Full Time

Qualifications: - 14 full-time residential staff have a minimum of NVQ/Diploma level 3 working with Children and Young People.

1 x Part Time Equivalent Cook

3 x Part time General Assistants

1 x Part Time Administration Support Worker

Vacancies

2 fulltime residential workers – currently working their notice recruitment underway

1 x Part Time Administration Support Worker - recruitment underway.

There are 19 full time equivalent staff employed at the home, which are supplemented by sessional staff, who are employees of the authority in other areas, as the need arises. Fourteen of the permanent residential staff at the home are qualified by either DipSW or NVQ Level 3 or 4. The staff employed at the home have had substantial relevant experience in the field of childcare. Staff of both genders are employed within the home.

There is a minimum 1 manager or 1 senior practitioner available per day.

There is a maximum of 4 residential worker staff on duty at any one time during the day: -

7.30am –15.00pm or 14.00hr- 22.00hrs (Midweek Shift Pattern)

8.00am – 22.00pm (Weekend Shift Pattern)

There is a minimum of 2 staff per waking night shift plus 1 staff sleeping in for support if needed.

9.45pm – 7.45 am Mon – Fri

22.00pm – 8.00am Sat – Sun.

Staffing levels can be adjusted on all shifts pending a risk assessment.

Arrangements have been made to contact management out of hours as is necessary. Management offers a flexible approach to working both midweek and at weekends.

All staff, both permanent and sessional, have an Enhanced Disclosure and Barring Service (DBS) check, and all agencies used to supply staff have been informed that their employees must also have a criminal record check before they can work within the home. A system is in place which alerts managers when any DBS needs renewing to ensure compliance with the relevant legislation.

SUPERVISION, TRAINING and DEVELOPMENT

All staff employed at the home are supervised monthly by their immediate line manager and senior practitioner/s, records of these supervision sessions dates and times are kept on file and are confidential in line with current policy. Staff are monitored using Liverpool City Councils formal performance management framework.

Sessional/Agency staff will be supervised on the following basis: -

- (1) For staff working the rough equivalent of full-time hours in the home, supervision will be on the same basis as permanent staff.
- (2) For those staff who work in the home infrequently, supervision will also be offered in line with Regulations 33 (4) (b) of the Children Homes Regulations 2015.

All staff have annual appraisals with a mid-year review taking place. The home has a workforce development plan outlining training and development needs. Along with this staff meetings are often used to support staff development which are held on a fortnightly basis. All other training is undertaken by staff through the provision of NVQ training, post qualifying training and through the provision of appropriate short courses intended to enhance professional development.

QUALITY and PURPOSE of CARE

The home is a short-term breaks home offering accommodation to children and young people with Severe Learning Difficulties, Autistic Spectrum Disorder and Complex Physical Disabilities, some of whom will have associated medical needs. The home provides short breaks for children aged

8 Years up to their 18th birthday. The home also provides an emergency placement to support the need for longer term care whilst more appropriate placement is planned.

The home is a registered short breaks home and is regulated by OFSTED who carry out unannounced inspections. In addition, the home is visited by an independent person from the National Youth Advisory Service (NYAS) under The Children's Home Regulations 2015. The visitor carries out monthly unannounced visits, which focuses on the effective Safeguarding and Promotion of the children's well-being during their short breaks.

The objective of the breaks is to provide an enjoyable, stimulating, and challenging set of experiences for the young people, whilst also affording their parents/carers a break. This is designed to support and maintain their home placements.

P.D. is an activities-based home which aims to provide fun for young people, set in a safe environment. Staff will access community activities, placing the emphasis on integration rather than 'specialist' services. The team operate within the 'Social Model of Disability'.

Staff engage with young people to provide, and access stimulating activities and assist young people in exercising choice. Young people are encouraged to enter into the decision-making process with regard to home routines and activities. To support this process regular young person's meetings are held on a twice weekly basis. In addition, parents/carers are consulted on changes which affect them.

The above takes place within a therapeutic environment where young people are encouraged to explore and express their feelings in a way that will enable them to resolve conflict both internally and externally in a positive way. Their emotional, environmental, and developmental needs are given equal consideration to ensure that a holistic approach to the young peoples' care is achieved. The therapeutic model that is used is "Therapeutic Crisis Intervention" (T.C.I.) Information relating to this model is available within the home.

All permanent residential workers, including senior practitioners have training in T.C.I. and PRICE.

Staff provide young people with stimulating activities which consider their race, culture, language, religion, interests, abilities, and disabilities. To meet the homes objectives, most activities are planned by the staff team, and risk assessments are completed when needed to assess the benefits and risks of participating in any given activity.

Young people and staff will take part in all aspects of group living together and staff will ensure that young people are cared for in a way that respects their individual dignity and maintains a safe and welcoming environment.

ADMISSION CRITERIA

Young people can access the service in line with the City Council's criteria for admitting young people to its accommodation and in line with established good practice.

The Children and Young people are aged between 8 and 17 years on admission and have an education placement. In addition, have an Education Health care Plan or statement of Severe Learning Difficulty, Autistic Spectrum Disorder, or have a complex Physical Disability.

Access to the service will be following a single assessment completed by a social worker and referral to the Short Breaks Panel. A decision on whether a child or young person can access residential short-term breaks can be made by the Short Breaks Panel. This is made up of the Residential Manager of the home, the Disabled Children's Team Manager, the Team Manager from the Learning Disabilities Team, a representative of health, a representative from the Fostering Team, and the Manager of FUSION and commissioning. However, the overall decision is made by the residential manager of the home.

The criteria are based upon the principle that residential short-term breaks are to be accessed after all other inclusive home based or community-based options have been explored. As a result of this approach the children and young people accessing the service are often those with the most complex of needs whether they are related to their behavior or the complexity of their care.

Observation/s and Placement Risk Assessment will be undertaken by a member/s of the staff team, to determine if the child or young person's individual needs can be appropriately met. Moreover, to keep all children/young people safe; this will be along side any multi agency risk assessment carried out. Great care is taken by the team to place the young people in one of the groups to keep the young people safe and to allow the team to manage risk effectively.

ADMISSION PROCEDURES

Admission will include a planning meeting, introductory visits, and the admission process, from referral to first stay should take no longer than six weeks. In some cases of particular need, it will be considerably shorter.

The following process will be followed (except in the case of emergency admissions).

The Social Worker completes a Single Assessment and referral, which is

approved by the social workers Team Manager.

Referrals are placed before the Short Breaks Panel, which prioritises them.

If required, the social worker should convene a multi-agency risk assessment.

Once the short break referral has been accepted the home will allocate it to a member of staff (Keyworker) who will then arrange to complete observation/s of the child/young person in their school placement, or own home if more than one observation is needed in a different environment. The keyworker will then arrange for the child or young person and their carers to visit the home.

During the visit, the carers and child or young person are given a Welcome Pack, with all relevant information / documentation, which is designed to identify/collate the information needed to provide quality day-to-day care of the young person. The documentation is designed to capture all relevant information needed to provide a good standard of care to children and young people. An arrangement will be made for a member of staff to visit the carer to complete the documentation. Children and Young people should be encouraged to contribute to this process as much as possible. Information is also gathered from working with the wider system such as schools, occupational therapy and Child and adolescent mental health team. The home staff group use this information to inform which group the child or young person should be placed in.

The social worker and keyworker will arrange a Placement Planning Meeting with parents, the home, and the child if appropriate before the child's first stay. At this meeting an initial Placement Plan and Individual Crisis Support Plan (ICSP) is developed. In addition, the rest of the short break's documentation will be completed and signed. This will include all the permissions that may be required for activities, photos, monitoring, and other related matters.

Dates for two stays will be issued, after which there will be a review of the suitability of the group and subsequent dates issued. At this review any changes to the Placement Plan or ICSP should be discussed. Following this initial review, the young person's placement will be reviewed following the Child in Need or LAC protocols.

- This process should take no more than six weeks.
- Parents are responsible for notifying the home and the social worker prior to their child's stay if they are going to be away from the city or not available during their child or young person's short break stay. As an emergency contact/carer will need to be identified.
- There may be times when in the best interests of a child or young person, we will need to refuse admission or return a children or young people home. The list below is not exhaustive and other exceptional circumstances may need to be considered.
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Circumstances in which young people may be refused admission or returned home: -

- If a child / young person arrives without prescribed medication.
- If a child / young person's medication and administration of this medication is not clear and cannot be clarified by expert opinion i.e. Doctor within a practicable time frame.
- Children / young people present as unwell and being at their own home is in their best interests.
- If a child is not attending their education placement.
- Children / young people refuse to get out of transport within a reasonable timescale dependent on how child or young person manage transition. A timely and reasonable decision in the child's best interests will be made by the staff in consultation with the parent or person transporting the child.
- There must be a clear objective to the placement with regular reviews to ensure that the placement is still required, and focus is maintained. In addition, to ensure that if the child's plan needs to change, it is done so without delay.

EMERGENCY ADMISSION PROCEDURES

The home has the facility to accommodate an Emergency placement after assessing risks and needs. The Disabled Children's Team manager and P.D. Team manager would need to make decision to cancel or shorten another young person's stay, if full occupancy is in place at time of emergency request or there are related risks. It is the responsibility of the Disabled Childrens Team Manager to inform parents / carers If the emergency placement impacts on other children's respite.

Young people can gain access to the services immediately where there is a clearly defined need for it in exceptional circumstances

Examples of this would be: -

- Parent / Carer hospitalisation.
- Child Protection

The young person **must** fit the previously detailed admission criteria.

When this happens, the home requires (where we do not already offer a

service to that young person) that the “All About Me” document is completed prior accessing the service and to allow for a Placement Plan to be developed.

There will be a plan for the length of the access to the Emergency placement whenever practicable; however, when circumstances dictate that this cannot happen an emergency planning meeting must be held within 72 hours. Any outstanding documentation is to be ready for this planning meeting.

Emergency admissions must consider the needs of the individual child or young person and the needs of the other children and young people who already have a break planned. The nature in which the child or young person is to be transported to the home should be considered when risk managing and decision making around admission.

Emergency placements will initially only be approved for a maximum of 14 days. If it is determined that it will take longer to re-introduce the young person back home or to alternative placement, then an extension **may** be agreed in consultation with the Service Manager.

If a child or young person becomes a resident, then their legal status, and care planning to inform placement agreement.

FACILITIES

The home is a purpose-built home in a quiet cul-de-sac. The accommodation provides bedrooms for seven young people five of which have hoists fitted. There are two accessible bathrooms/toilets; a wet room, accessible wash, and dry toilets, two living rooms one has an extension to the existing dining room), dining room, kitchen, a multi-sensory room and a soft play area.

In addition to the above, there are two rooms used as offices, a staff sleeping-in room, staff toilet and shower room with toilet. The home has its own utility room with, storage, sink and sluice.

At the rear of the building is a large walled garden which provides plenty of space for exercise with three swings and play equipment available.

The home is close to local shops and has excellent public transport links which connect to all parts of the city. The home has its own adapted minibus for transporting young people on activities. The minibus facilitates staff being able to access activities and places that otherwise may not have been possible.

BEHAVIOUR MANAGEMENT Therapeutic Crisis Intervention (TCI)

TCI is the main behaviour management model used within the home which is accredited by BILD (British Institute for Learning Disabilities) and all staff will be / are trained in this model.

Therapeutic Crisis Intervention Seventh Edition (TCI)

It is the aim of Cornell University's Therapeutic Crisis Intervention program is reducing the need for high-risk interventions and to provide care workers with the skills and knowledge so that they can become the catalyst through which the children and young people learn new skills increase self-efficacy and thrive. The goal of the TCI core training programme is to help adults learn to prevent crisis through understanding of how the milieu (environment) and their own interactions with children and young people achieve a higher level of social and emotional maturity.

The techniques presented in this training program are designed to provide the skills, knowledge, and confidence that direct care workers need in order to support children and young people in crisis and to be in control of the situation in order to bring about change and growth. This course will:

Provide a structure to understand children and young people's expressive behavior.

Provide care workers with the skills and knowledge to support them in their residential role to prevent, support and managing crisis situations.

Developed by Cornell University under a grant from the National Centre on Child Abuse and Neglect in the early 1980's, TCI is a crisis prevention and intervention model for residential childcare environments. TCI assists organisations, in preventing crises from occurring, de-escalating potential and actual injury to children and staff, and teaching young people adaptive coping skills. This model gives organisations a framework for implementing a crisis prevention and management system that reduces the need to rely on high risk interventions. It provides direct care staff with the skills, knowledge, and attitudes to help children and young people when they are at their most destructive. It also provides care workers with an appreciation of the influence that adults have with children who are troubled, and the sensitivity to respond to both the feelings and behaviour of an upset young person in crisis.

BEHAVIOUR MANAGEMENT **Protecting Rights in a Caring Environment**

There are times when a young person may behave in such a way that they place themselves or others at risk of harm. In such cases as a last resort children or young people may need to be held by staff sometimes referred to as restrictive physical intervention (RPI).

Restrictive Physical Intervention will only be used in circumstances where all other measures of behaviour support and management have been exhausted. Restraint of a child must be necessary and proportionate with clearly identifiable significant dangers to self, others, or property as in line with regulation 20 of the Children's Home's Regulations 2015.

Within the home the physical intervention package used is called Protecting Children in a Caring Environment (PRICE) which is accredited by British Institute for Learning Disabilities (BILD). This technique of holding children was developed after an enquiry into complaints by children at other residential establishments.

Agencies involved in the development included Durham Social Services, the Social Services Inspectorate, the Department of Health, and the home Office.

At the home, all residential staff undergo an initial 4 day training course in the techniques and will have regular annual refreshers as part of their professional development.

All physical interventions are logged in the Restricted Physical Intervention book which is countersigned by a member of the management team. The criteria for physical interventions are being significant risk to self, others, or likelihood of causing serious damage.

Life Space Interviews (part of the TCI approach) used are carried out where possible with young people following a physical intervention. A record of communication with young people will be kept.

There is a recording system and Data Base in place within the home to record incidents, physical restraints, and outcomes. This allows for auditing, critical analysis of working practices, reflective practice around behaviour management, risk management, facilitate learning and improved outcomes.

KEY WORKER

Each young person will be allocated a residential worker as a key worker, will have introduced the child or young person and family to the home. Moreover, when possible, they will remain the child or young person and family contact throughout the time the young person stays with us.

The key Worker has responsibility to maintain contact with the family to ensure we are aware of any changes in circumstances. They also need to keep the child or young person's Main File and Medical File up to date. The key worker will review the Placement Risk Assessment, Placement Plan, and Individual Crisis Support Plan after each stay to ensure they are relevant and up to date. In addition, they will share the information with social worker and parent/guardian regularly and if there are changes it will be more frequently. The Key Worker will also be the homes contact in relation to reviews or other meetings for the young person, they will attend the meetings and will produce reports for these as necessary.

If a child or young person is resident, then their legal status and care planning are to inform placement.

CHILDREN and YOUNG PEOPLES HEALTH

All young people's health needs are recorded in detail during the assessment process. At the planning meeting there is a discussion as to whether the home can meet all the identified medical needs.

The Policy on Storage and Administration of Medication details all responsibilities in relation to medication and has the various forms that may be required to be completed and signed before a placement can start.
(Please see separate Medical Policy and procedures for full details)

On arrival all medication is counted, checked, and logged on medication sheets, then stored in a locked cabinet or locked fridge in a locked room. Any discrepancies or changes to medication, must be fully explored and we must obtain written confirmation from a clinical practitioner (GP) or Alder Hey consultant to verify the change. Where discrepancies can not be rectified a child or young persons stay may not proceed.

Medication is administered to young people in conjunction with the instruction of a medical practitioner. All medications are to be in the original container they were dispensed in, with clear dosage instruction on that container. To reduce cross infection/contamination staff wear PPE i.e. gloves, aprons and masks.

All child or young people's routine medical checks are facilitated by their parents or carers. However, a medical consent must be signed in order to give the home consent to authorise emergency treatment.

FIRE PRECAUTIONS and EMERGENCIES

The fire alarm is tested on a weekly basis. A full-unannounced fire drill takes place monthly and includes a full evacuation of the building to identify any issues/problems, which will affect young people's safety.

There is a no smoking policy operating in all council run buildings.

Health and Safety Risk Assessments are regularly reviewed and a full comprehensive one annually.

Personal evacuation plans (PEPs) are completed for all young people who use the service, outlining issues that staff need to be aware of if evacuation takes place.

Location Risk Assessment

CCTV in operation for external use only
Surveillance camera code of practice (2013)
GOV.UK.Surveillance. camera. code of practice. (2014)

Non - recording Audio Device Monitors (baby monitors)

Audio monitors are used and placed in children and young people's bedrooms to maintain their safety when needed and recorded in the child's placement plan and individual risk assessment.

Prior to the child or young person's stay the use of audio monitors is discussed with social worker, Parents and Carers. Where appropriate the child's social worker and parents are asked for signed consent to use the audio device. The use of audio device and signed consent is reviewed every 12 months, or sooner if necessary.

CHILDREN and YOUNG PEOPLES FINANCES

All activities young people take part in are funded by the home and therefore no monies needed. Young people can bring money with them on short breaks if they wish and staff will keep it safe if needed and support young people spending their monies. Young people that have a prolonged stay will receive weekly finances for clothing, pocket monies, toiletries, birthdays, and religious holidays, which will be managed by their keyworker and business support worker.

ETHNICITY, RELIGION and CULTURE

The home is a diverse facility with children and young people from mixed ethnic backgrounds. Before coming to P.D. children and young people are issued with a children's guide encouraging them to carry on any regular religious practices that they have at home.

Where the cultural or religious observances of a family, child or young person require that a particular dietary regime be followed, the cook will be made aware of this so that appropriate foods can be prepared in the appropriate way.

If a child or young person is resident, then their legal status and care planning will direct the level of care provided during placement.

CONTACT

For some parents seeing their child or young person going away for a short-term break can be a very upsetting time. In some cases, the child or young person may become unsettled and for both these reasons, the home encourages parents to telephone young people on a regular basis. A telephone is available for children and young people to contact their parents/carers.

Arrangements can be made for parents / carers to visit the home and the home staff communicate with the parents via a link book. The link book provides information about activities, diet, medication, and any issues that arise during their stay.

In certain circumstances it may be necessary to shorten visits or to refuse access to particular people. This can occur for people visiting the home when it is identified that they pose a danger to young people or staff. This is to ensure that the good management of the home is maintained, or to comply with legal requirements as detailed in a young person's Placement Plan or other documentation.

Where a visit is shortened and / or prohibited, the reasons for this will be explained to the child or young person, the visitor, social worker, and an incident report produced. All parties will be informed of their right to take this up as a formal complaint.

If the young person is resident, then contact will be in line with care planning.

REPRESENTATION

The home has an arrangement with "Coram Voice" to provide independent advocacy on the young person's behalf. A worker should be available to visit the home to meet young people and ascertain their views. Should a child or young person be experiencing a particular problem or where a placement is extended beyond 14 days, an advocate to focus on that specific issue would be requested.

Get in Contact

- Free phone helpline 0808 800 5792
- Email help@coramvoice.org.uk
- Text 07758670369
- WhatsApp (over 16's) : 07758 670369
- Online Always Heard

<https://coramvoice.org.uk/for-professionals/always-heard-the-national-advocacy-helpline-and-saftey-net-for-England/>

<https://www.childrenscommissioner.gov.uk/help-at-hand/>

The home will consult with young people in whatever form of communication is most suited to them. Their views will be listened to and if they wish they will be entitled to ask someone to put their views forward on their behalf.

Regulation 44: An independent person visits the residential home on a monthly basis. They will check that the Children/Young People are being kept safe and how well their wellbeing is being promoted.

All children 16+ who lack capacity to make decisions about their medical

treatment, accommodation or do not have an appropriate family member or advocate, are legally entitled to an independent mental capacity advocate. In addition, where the person is vulnerable, they can have an advocate even if they do have family and friends.

The Key worker will actively oversee the implementation of the Placement Plan in partnership with the social worker, the parents/guardian, and other relevant agencies. The key worker will also act as an advocate for the child or young person whenever it is felt that the objectives of the care plan are not being met.

It is also expected and encouraged that parent, carers, teachers, social workers, or anyone else the young person may choose to speak to will act as an advocate for them.

COMPLAINTS

Children, young people and their families have the right to make complaints, and families are given this information in their Welcome Pack. All efforts are made to inform them of their rights in whatever form of communication is most appropriate to the individual child or young person.

A telephone number is available for children and young people - Relevant telephone numbers such as Child Line and the Complaints Officer, Ofsted and Children's Rights Officer contact details (see below page 15).

Children or young people are able to make complaints directly to the Complaints Receiving Officer using forms which are available to them or by telephone. Staff will assist young people to make complaints if they wish.

Complaints (Stage 1) will be dealt with via the complaints process and usually referred back to the home Manager to investigate. A meeting will be arranged with the young person to discuss their complaint in order to resolve this (This will be put in writing and attached to the complaint record in the Complaints File) If a child or young person decides they are not happy with the outcome the complaint will go to stage 2 which will then be allocated to another professional to investigate. All complaints are sent to the Complaints Department and forwarded on to the relevant person. Children or young people are to be kept updated at all times.

Children or young people can make minor or major complaints and tracking systems are in place to monitor the timing and outcome of each complaint.

The following telephone numbers are available to the young people in their Welcome Pack and on notice board.

Children's Rights Officer
Child Line

07709398583
0800-1111

Complaints Office
OFSTED
NSPCC
LADO

0151 233-3000
0300 123 1231
0844 892 0264
0151-225-8101

There is a need for children and young people to have access to a complaints system, through which they can seek to have their concerns or issues addressed and how such concerns or issues will be actioned.

DEALING WITH ALLEGATIONS MADE AGAINST A STAFF MEMBER

We believe that all young people who are in contact with adults in a professional carer capacity are entitled to the same standard of care and protection from harm as is expected of any reasonable parent.

At the home we have a clear multi-agency framework for a consistent and child-centered approach to dealing with allegations against staff. These Procedures and Guidance have been drawn up by the Liverpool Safeguarding Childrens Partnership.

We define “abuse” as meaning physical, emotional, sexual harm or neglect, caused or not reasonably prevented.

We ensure:

- There is a Local Authority Designated Officer (LADO) and their contact details are within the safeguarding policy.
- That children and young people in our care have ready access to a clearly understood complaints procedures
- That we take appropriate steps to raise awareness of the problem and potential for professional abuse amongst our staff group
- That we have a strategy which seeks to anticipate and prevent opportunities for abuse by professional carers. This includes the rigorous recruitment and selection of our staff; a rigorous series of exercises designed to “screen out” people who would increase risk to children. All applicants for posts are also checked by the Disclosure and Barring Service (DBS) to identify and eliminate from the recruitment program any people with past convictions who would pose a threat to children or adults.
- That there is explicit guidance and procedures for staff on minimising the risks to which children may be exposed.
- That every member of staff is provided with training and support appropriate to their role, for example, safeguarding, awareness of child exploitation, health/safety, and physical intervention. We also provide staff with professional supervision once a month for a minimum of 1.5 hours and Individual Performance Plans, Training Plans and Personal Development Plans in line with the City Councils Performance Management framework.

SANCTIONS ADDITIONAL MEASURES of CONTROL

The permissible consequences/additional measures of control that staff use is approved by the registered person and consistent with the Department of Health Guidance on Permissible Forms of Control in Children's Residential Care (see Regulation 19 and 20 of the Children's Homes Regulations 2015).

The council will only allow appropriate consequences. Consequences are not punishments but are strategies designed to help young people learn and develop self esteem and appropriate behaviour.

The following principles should apply: Children and young people should be encouraged to explore the consequences of their behaviours and should be asked what they feel is appropriate to the situation. This can be done in young people's meetings, key work sessions and any other consultations with children and young people. A list must be drawn up of appropriate consequences and shared with staff and young people.

Any sanction or consequence should be discussed to explore with the child or young person the effectiveness of the consequence imposed, and to look at alternative consequences. The discussion and outcome should be reflected in any changes made to the Placement Plan or ICSP.

Consequences must be fair, equitable, discussed and agreed by the whole staff group.

PROCEDURES for CHILDREN and YOUNG PEOPLE GOING MISSING

A pen picture form should be completed for all children, at the point of admission. The child's Placement Plan should be reviewed regularly and after any absence. Pen picture should contain the following information: -

- a) A description of the child.
- b) A recent photograph of the child.
- c) Family addresses.
- d) Identified risks.
- e) Other addresses of people the child may contact.
- f) Diagnoses, Health needs and Medication.

In the event of a child or young person going missing from the home the staff response will be in line with the existing procedures laid down in the Residential Child Care Manual of Procedures, and within Regulation 30 of the

Children's home regulations. This includes informing the Police, Care Line Social Worker and parents. Police, social worker and others notified must then be updated as circumstances change and when the child returns.

ARRANGEMENTS for EDUCATION

During breaks the young people will continue their education in their usual schools unless on school holidays. When necessary, support for children and young people both within school and for homework will be provided. When invited the home will attend education reviews and provide information to support outcomes.

The staff have close links with the schools and the home are aware of any targets set within young person's individual education plan or educational health care plan. When practical the home will support children and young people with their targets when on short breaks.

Staff at the home are committed to providing support for children and young people's education. Staff will attend school performances where appropriate.

Transport is arranged by the Local Authority to take children and young people to school in the morning and return them in the afternoon.

If a child or young person is resident, then legal status and care planning to inform placement in meeting educational needs.

ARRANGMENTS for REVIEWS

Children and young people's residential care package is reviewed under one of two systems i.e., the Child in Need or LAC arrangements. It must be noted that during the current Covid-19 pandemic all reviews had taken place virtually via Zoom or Microsoft Teams. However, this has now changed to face-to-face meetings and keyworkers are responsible for attending and providing an up-to-date short break report.

There are specific guidelines on when a child or young person is to be reviewed under the LAC. These are formal meetings chaired by an independent reviewing officer (IRO).

CHILD PROTECTION

All staff within the team have completed safeguarding training as laid out within guidance and good practice. The current Child Protection procedures are available to the team.

A simple flow chart is distributed to all team members outlining the individual's responsibilities to report any safeguarding concerns.

We have an area risk assessment for the home in place drawn up through consultation with police and other services.

The issue of safeguarding is a standing item agenda within the two weekly team meetings, and all staff are asked to discuss any concerns they may have about young people or staff at each supervision session.

ANTI BULLYING POLICY

Bullying will not be tolerated in the home.

It is important that children and young people within the home feel safe. It is equally important that the staff are aware of their responsibility to keep them safe.

Everyone has the right to feel safe but equally everyone has the responsibility to ensure the safety of others.

The home operates within the Liverpool Children's Services Anti Bullying Policy. We acknowledge that bullying happens and commit to addressing it whenever it is discovered and whoever is perpetrating it.

However, we recognise that dealing with bullying requires sensitivity. We define bullying as behaviour from one person or group towards another person or group which causes distress or upset, regardless of whether this was the intention of the bully. Bullying can take the form of verbal or physical abuse, threats, teasing, and damage to property, extortion, or humiliation.

In tackling bullying issues staff will:

- Be vigilant always and aware of the possibility that bullying may occur.
- Take all allegations of bullying seriously.
- Say to a bully that they (the member of staff) have seen for themselves that bullying is happening, rather than stating a particular young person has complained of bullying, as this could exacerbate the problem.
- Establish a culture and build effective communication systems between staff and young people so that young people are aware that issues relating to bullying will be tackled.
- Discuss bullying concerns in group meetings with all the young people.
- Arrange a meeting of all those children and young people involved in any bullying with a view to resolve any difficulties.
- Inform the management team if they think someone is bullying or being bullied.
- Ensure that the child or young person's review is a forum in which the issue can be addressed, whether the young person is the bully or being bullied.

- Be aware of the “knock on” effects of bullying upon general health and diet, mental health, schoolwork and attendance, communication skills and relationships.
- Note all concerns in the young person’s file and convey to colleagues via staff meetings.

TRANSITION

Children and young people will generally receive a service from the home up to their 18th Birthday which coincides in with the age that young people attending our service stay at school.

Children and young people who attend the home do not “Leave Care” in the same way young people do from other residential homes. Most remain living with their families once the service at the home comes to an end. For some young people there is a transition to a supported tenancy or other living arrangement.

The home staff will be involved in these discussions through the reviewing process and will actively participate in preparing new carers (e.g. shadowing in the home when a child or young person is on a short break). The keyworker will meet with new carers and share information we may have in terms of the Placement Plan, ICSP and any Placement Risk Assessments. If it is deemed appropriate, staff may accompany children or young people on visits, particularly if the young person has been afforded an extended stay with us.

Approved by:



Stuart Williams – Head of Service & Responsible
Individual. 15.02.2024