



**WAKEFIELD METROPOLITAN DISTRICT COUNCIL
SAFEGUARDING AND FAMILY SUPPORT SERVICES**

STATEMENT OF PURPOSE

YORK VILLAS CHILDREN'S HOME

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QUALITY AND PURPOSE OF THE HOME

Quality Standards (April 2015)

The staff team at York Villas are committed to working closely and effectively with all partner agencies to achieve the best outcomes for children and young people. We endeavour to work within the Quality Standards to raise standards of practice in all areas.

The Children's Homes regulations 2015 list the nine Quality Standards for children's homes:

These standards formulate the new inspection framework for children's residential care.

The quality and purpose of care standard

The children's wishes and feelings standard

The education standard

The enjoyment and achievement standard

The health and well-being standard

The positive relationships standard

The protection of children standard

The leadership and management standard

The care planning standard

Children's Homes Regulation 5 runs through all the Quality Standards and promotes the role of partnership working, and the challenging of partners to ensure the needs of the child are met in line with the care planning process.

In meeting regulations (6 to 14) Quality Standards 1-9, the registered manager must ensure that staff;

- a. Seek to involve each child's placing authority effectively in the child's care, in line with the child's relevant plans;
- b. Seek to develop and maintain an effective working relationship with all relevant persons -
 - i. involved in the care and protection of children in the area where the children's home is located;
 - ii. in relation to each child's care, to seek to secure the input and services required to meet each child's needs;
- c. If the response of the placing authority or any of the relevant persons is inadequate in relation to their role, challenge them to seek to ensure that each child's needs are met in line with their relevant plans. (Children's Homes Regulations 2015)

York Villas, in implementing the Quality Standards will:

- Be accountable for its key responsibilities.
- Prepare to explain evidence and be challenged on our practice.
- Make self – evaluation more meaningful.
- Be effective in our systems to evidence children and young people’s experiences and progress.
- Identify our priorities for improvement.

1. Providing Care

York Villas is a residential home for disabled children and young people provided by WMDC. It provides long term care for children who need a permanent placement and for whom a family based placement has either been assessed as not appropriate, or has not yet been identified. The home also provides planned shared care with a child’s own family on a longer-term basis, where respite care cannot meet the child’s needs. Care is provided for children and young people of both sexes up to their eighteenth birthday and who have a learning disability. They may also have a physical or sensory disability. York Villas will consider an extension of care arrangement beyond a young person’s eighteenth birthday if a full Risk Assessment has taken place and it is part of a clear transitional plan with a specific end date.

The range of disabilities will usually be at the profound level i.e. a combination of physical and learning disability. Children and young people, who have emotional and behavioural difficulties but no learning disability, cannot be provided for. York Villas will provide a service for children and young people of both sexes in an age range of 8-18 years, depending upon an impact assessment, although alternatives will always be sought for children under ten years of age before agreeing to a package of care at York Villas.

The maximum number of children currently resident at any one time is four. We do retain capacity for shared care however all current residents are full time placed. The registration of the service is for up to seven children and the building has flexibility to revert some communal areas back into bedrooms if this were required.

2. Ethos of the Home

The aim of York Villas is to enable parents and carers to provide as much care as they can for a child with support where needed. The needs of all children and young people using the services of York Villas will be fully assessed prior or immediately following the commencement and admission and will be based on a planning meeting/ review decision. A planned introduction should take place unless it comes via an emergency route. This introduction will be planned on an individual basis for each young person. All young people admitted to York Villas will have a Social Worker.

All residential care will conform to the requirements of the Children Act legislation and the requirements as set down in national care standards for residential children’s homes.

In all situations it is intended to provide each child or young person with an individually designed care programme to enable them to develop skills and

maximise potential through participation in a range of activities in a stimulating, positive and safe environment.

Our young people make progress because we:

- Promote opportunities to help disabled children and young people achieve their full potential.
- Provide accommodation, which is suitably adapted and meets the needs of disabled children.
- Provide a safe and supportive environment where children and young people are listened to and encouraged to express their needs, wishes and feelings.
- Promote confidence and independence.
- Provide opportunities for children and young people to make choices.
- Develop individual care programmes to meet the needs of each child or young person.
- Work in partnership with children, their families and significant others.
- Assess and take acceptable risks in order to enable children and young people to develop their full potential.

We believe that:

- Residential care should provide children and young people with skilled support from committed staff in a safe, caring and ordered environment.
- We have a responsibility to ensure that children and young people in residential care are protected from abuse and neglect.
- Care should form part of a range of services, which combine to meet children and young people's needs and support their families and carers.
- We should recruit and support staff that are carefully selected and have opportunities to develop skills and professional practice through training and supervision.
- Disabled children are prioritised.

3. Accommodation Offered

In consideration and in recognition of the special needs of the children and young resident's needs, which may include lack of awareness of danger, need for personal safety and aspects of challenging behaviour, York Villas provides an environment which takes account of these factors. The paramount intention is to ensure a child's safety. The home accepts that there is a fine dividing line between the ensuring of safety and being unreasonably restrictive, but the following are considered to be essential.

- Following assessment, some children and young people will require direct supervision of their activities.
- Following assessment, some children and young people will require help with aspects of personal care e.g. toileting and bathing.

- The use of listening devices in bedrooms and other electronic support, such as Telecare devices to alert staff that young people have left a room. This follows assessment of individual need. Parents and/ or social workers sign to consent for the items which have been assessed to meet their child's needs.
- External doors, which remain locked, whilst meeting fire regulation requirements are assessed within care plans.
- The door at the bottom of the stairs is fob operated and the young people who require access have their own fob to allow them to access this area freely. Each child has a risk assessment which describes what this means for the individual.
- The laundry door is locked with a code lock to ensure young people are protected from cleaning products.
- Within the premises of the home we have a large secure back garden with outdoor equipment, picnic bench and play items for the children and young people. The ground has soft pore for the majority of the surface. This allows for safe play and ensures that any potential accidents are minimised. This area is only accessed under supervision. There is also a net covering to prevent damage to neighbouring properties by throwing of items. Due to the needs of the young people and the risks they could pose to themselves and others, it is deemed suitable to have external locks to safeguard and protect the young people.
- External fencing and gates, which are secure and locked. Children and young people will not be allowed to go outside of the home grounds unsupervised, unless a risk assessment has confirmed that this is acceptable and safe.
- Wherever possible, children and young people will be encouraged to take part in activities and programmes to promote skills to enable them to be as independent as possible. These may include activities such as travel, shopping and cooking, as well as personal care. Risk assessment will always be undertaken before an activity is agreed.
- All residents will have the use of an individual bedroom, some of which have a toilet en-suite. A child or young person's privacy will be respected at all times, except for the periodic need to ensure safety, where this has been assessed as necessary and so will vary from child to child.
- Some rooms have privacy film to protect a young person's dignity. This is individually assessed.

Of the four bedrooms within the home, there is provision to offer a placement for three young people who use a wheelchair.

Children and young people will be enabled to spend time in their own bedroom, but emphasis is placed on social and recreational activity and learning, so use of communal space will always be encouraged. Four communal rooms are located on the ground floor for recreational activities, meals, etc. There is a further communal lounge on the middle floor.

The top floor of the building comprises of a bedroom, activity room and kitchenette.

A telephone is available for children and young people to make private phone calls and areas are also made available for private visits by parents and other family members.

A choice of food is provided and children and young people are encouraged to express their own preferences within the remit of their care plan.

The home has its own fully adapted mini-bus, which is used for outings etc. All drivers are required to pass a Wakefield MDC test prior to driving the vehicle.

Additional information on the services provided at York Villas is available in a brochure designed for parents/carers. A brochure for children and young people is also available.

4. Location of the Home

York Villas is in Normanton, about five miles from Wakefield city centre.

5. Meeting Religious, Cultural and Linguistic Needs

Children and young people will be supported by all staff in practising their own religious observances. This includes provision for prayer within the home, attending religious services, the provision of an appropriate diet if required and the wearing of suitable clothing/ dress.

The home provides activities relating to different cultures and religions and also attends local community events relating to these celebrations if possible. Where a young person participates in particular customs, information given by the parents/carers will inform how the home promotes these.

York Villas adheres to WMDC Equality Objectives and a copy is available on request.

Where a young person has specific linguistic needs, guidance will initially be sought from school regarding how the young person communicates and strategies for addressing their needs.

6. Complaints Procedure

The Department's Complaints and Representations Procedures will be followed at all times and is available on request.

An Advocacy Service provided by an independent charitable body is available to all the children and young people at York Villas.

Complaints regarding standards of care in the Home can also be made to the OFSTED. The regional office of the Ofsted is located at:

**Piccadilly Gate
Store Street
Manchester
M1 2WD**

7. Safeguarding, Bullying and Missing Child Policy

The home is committed to providing safe care for all the children and young people who are accommodated at York Villas.

Risk Assessments are undertaken and re-evaluated regularly, and detailed records of each child's needs are maintained. Staff work to the procedural requirements of the Wakefield & District Safeguarding Children Board in respect of child protection, and all staff receive appropriate training in respect of child protection. Any concerns regarding a child's safety will be acted upon immediately and will require staff to follow Child Protection procedures.

Additionally the home has practice guidance to ensure that bullying does not occur in the home, to ensure that vulnerable children are not disadvantaged, or adversely affected by the behaviour and activities of other children.

Emphasis is placed on providing a safe and secure environment. Please refer to section on 'Facilities Provided'. However, in the unlikely event of an unauthorised absence, York Villas' staff will follow local missing policy and inform the Police immediately. Family will be contacted and the locality team manager/ social worker and/or emergency duty team informed. Where a child is known to abscond, they will have an individual risk assessment and protocol on how to manage this, which will be agreed by social worker and parents.

Providing the adequate supervision of the other children can be maintained, York Villas staff will conduct an immediate search of the local area.

The home's safeguarding procedures can be found here:

<http://westyorkscb.proceduresonline.com/>

The home's behaviour management policy can be found here:

<http://wakefieldchildcare.proceduresonline.com/index.html>

VIEWS, WISHES AND FEELINGS

8. Consulting with Children

The values and ethos of the home requires that children and young people attending York Villas are properly consulted on all issues concerning their accommodation in the home.

This will be achieved by appointing a keyworker to each child and young person; opportunity for a child to participate in his/her review; the availability of an independent advocacy service to the home; holding regular discussions with the children and/ or their advocates and staff having regular contact with parents/family. The home also has two young person's meeting co-ordinators.

Consultation will extend, whenever possible, to children and young people and/ or their parents/ guardians being involved in the recruitment of staff.

9. Anti-discriminatory Practice and Children's Rights

We have a number of values, which are important to the home and for the children and young people who are looked after.

- **Dignity and Respect:** recognising the value of young people, their uniqueness and their right to be treated with dignity and respect. A commitment to treat children and young people well.
- **Equality:** ensuring that the services and facilities of the home are accessible and available to all. The service provided by our staff should not judge children and young people's circumstances, backgrounds and lifestyles. It should not discriminate on the grounds of race, culture, language, religious beliefs, gender, sexuality or disability. Individuality will be valued. A commitment to treat children and young people fairly. Staff will promote equality and take steps to ensure that young people treat each other fairly and do not discriminate.
- **Quality:** promoting quality services which are based on agreed standards and meet legal and good practice requirements. A commitment to ensure that staff working with children and young people will do what they say they do
- **Independence:** a commitment to provide opportunities for children and young people to think and act independently whilst ensuring their safety at all times. To include a child or young person's need for privacy.
- **Rights:** a commitment to children and young people, rights and entitlements as set out in the United Nations Convention of the Rights of the Child.
- **Listening:** a commitment to listen to children and young people and help them express their wishes and needs in whatever way is best suited to the individual child or young person.
- **Development and fulfilment:** a recognition that disabled children are children first; all encouragement will be given to realise their full potential and to help children and young people achieve their hopes and ambitions and to develop their abilities in their daily lives. A commitment to ensure they have a good start in life.
- **Confidentiality:** treating all personal information in confidence.

EDUCATION

10. Special Educational Needs

All children and young people resident at York Villas will have an Education, Health and Care Plan (EHCP) and are almost certain to be in full time education in either a mainstream school (with additional support) or a special school.

York Villas will make appropriate arrangements with Education to ensure suitable transport is provided to and from school / York Villas. York Villas staff escort young people to and from Oakfield Park. Escorted taxis are provided for other schools.

Links with school are very important and it is the responsibility of the keyworker to provide that link and obtain all relevant information in respect of a child or young person's education. Representatives from school will be invited to participate in the reviews and key workers are expected to attend school-organised meetings, EHCP reviews etc.

There is an expectation that young people receiving a service from York Villas will attend education full time and any absences are accounted for and clearly communicated to both the school and York Villas.

11. Dual Registration

The home is not dual registered to provide education.

12. Provision of Education

There are four Special Schools within the Wakefield District and it is likely that children admitted to York Villas will attend one of these schools. York Villas provides education transport for one of these schools, Oakfield Park, where the majority of the children attend.

A representative from York Villas (preferably the child's key worker) will attend EHCP reviews and provide a written report. We also endeavour to support the children with their IEP targets within York Villas if possible. Achievements in education are celebrated within the home and recorded within the child's documents and life story book.

ENJOYMENT AND ACHIEVEMENT

13. Recreational Arrangements, Promoting, Enjoying, Achieving

It is important for children and young people to be able to participate in a wide range of activities, in order to maximise their opportunities for personal growth and to have fun and enjoyment. Leisure and recreational activities will be as inclusive as possible i.e. they will involve participation in activities, and at venues accessed by other children living in the community. The wishes and feelings of the children and young people will be considered in deciding on activities. It will be necessary to undertake risk assessments for individual children in respect of activities, to ensure that safe and appropriate care is maintained.

HEALTH

14. Details of Health Care or Therapy Provided

Careful attention is given to the health needs of children and young people resident at York Villas. In all cases written information is kept in a confidential record, to include any necessary parental consent for treatment.

As a result of the complex health needs and vulnerabilities of the young people at York Villas, there is an expectation that all young people admitted to York Villas are fully vaccinated prior to admission unless there is a medical reason not to.

Children and young people who reside at York Villas are registered with a local GP for access to primary health care.

The home works closely with parents and health professionals to develop a full understanding of a child's health care needs and will work together to ensure that those needs are met. As a child in care, children and young people will have an annual 'Health Needs Assessment'.

York Villas staff have access to consultation with CAMHS, Community Learning Disability Nursing Team (CTLD) and behaviour management trainers for Therapeutic Crisis Intervention (TCI) to advise on behaviour, sensory needs, health needs or matters relating to group living. This can be requested as and when required.

Within York Villas, children and young people will be encouraged to develop and maintain a healthy lifestyle in terms of diet, personal hygiene, dental care, etc.

Smoking is not permitted in any part of York Villas, or its grounds, in order to protect the health of all who live and work in the home.

There are no medically qualified staff at York Villas, but where a child requires medical care, this can be sourced through community nursing teams.

POSITIVE RELATIONSHIPS

15. Family/ Friends Arrangements

Families will be encouraged to maintain contact with their child and visit the home if this is part of the care plan. Equally, the home will arrange for visits home as part of the care plan and, if required, provide transport and escorts, subject to the availability of staff and vehicles.

Parents will be kept informed regularly about their child's progress. Key workers are responsible for establishing a positive relationship with family members and for keeping families fully informed. Additionally, children and young people will be encouraged and assisted if required, to make and receive telephone calls from family members and friends.

Where the local authority does not have Parental Responsibility (PR) it is required that parents or those holding PR, are contactable at all times in case of emergency. York Villas has signed Delegated Authority which dictates what decisions we're able to make.

PROTECTION OF CHILDREN

16. Surveillance and Monitoring

Under 'Accommodation Offered' section, there are details of the mechanisms used for monitoring and surveillance. These methods are written within care plans and risk assessments and are on a needs assessed basis and agreed with parents and social workers.

17. Behaviour Support

The preferred method of behaviour management at York Villas is one of positive reinforcement of good behaviour, linked to talking and negotiation with the child or young person and by the setting and maintenance of clear and consistent boundaries. Children and young people will be treated with dignity at all times.

By staff developing a trusting relationship and good understanding of a child's behaviour, including any challenging behaviour, it will be possible to develop

individual care programmes to address the issue of inappropriate behaviour. Each child at York Villas has an Individual Crisis Support Plan (ICSP) which details how their behaviour is best managed. It is imperative that young people have consistent boundaries across settings and there is an expectation that parents will support this as far as is reasonable and practical; there is a parents course available and where a young person's behaviour is causing concern either at home or at York Villas, parents will be referred for this to support the family.

Nevertheless, on rare occasions it may be necessary to use restraint as a protection for the child or for others. The published guidelines on the use of restraint will be followed in these instances, including full written recording.

More likely is the use of "time out" to intervene and address a situation where behaviour is giving cause for concern. Time-out will involve a member of staff giving individual attention to a child, moving the child from the difficult situation and into a quiet one to one environment. The member of staff will not leave the child alone but remain with him/her until the situation is resolved. If the child is behaving in a way that leads staff to believe they would be better alone for time to calm, then staff will leave them for a period of time and then return to discuss with them.

The behaviour of the young people and staff responses is reviewed through Critical Incident Monitoring Group and Health Liaison Group, which both offer advice from a range of people, including psychiatrists, psychologists, learning disability nurses, occupational therapists and behaviour management trainers. York Villas uses Therapeutic Crisis Intervention training for staff and competence is assessed through theory and practical tests in training

LEADERSHIP AND MANAGEMENT

18. Registered Provider, Responsible Individual and Registered Manager

Wakefield Metropolitan District Council
County Hall
Bond Street
Wakefield
West Yorkshire
WF1 2QW

The Responsible Individual is Cheryl Whitehouse who can be contacted at: cwhitehouse@wakefield.gov.uk.

The Registered Manager is Andrea Wright who can be contacted at York Villas andrewright@wakefield.gov.uk

19. Experience and Qualifications of Staff

The Management Team of the home comprises the home Manager and 2.5 Assistant Managers. Some members of the Management Team have a

professional Social Work qualification, all have recognised Management qualifications, and all have significant experience of work in residential childcare.

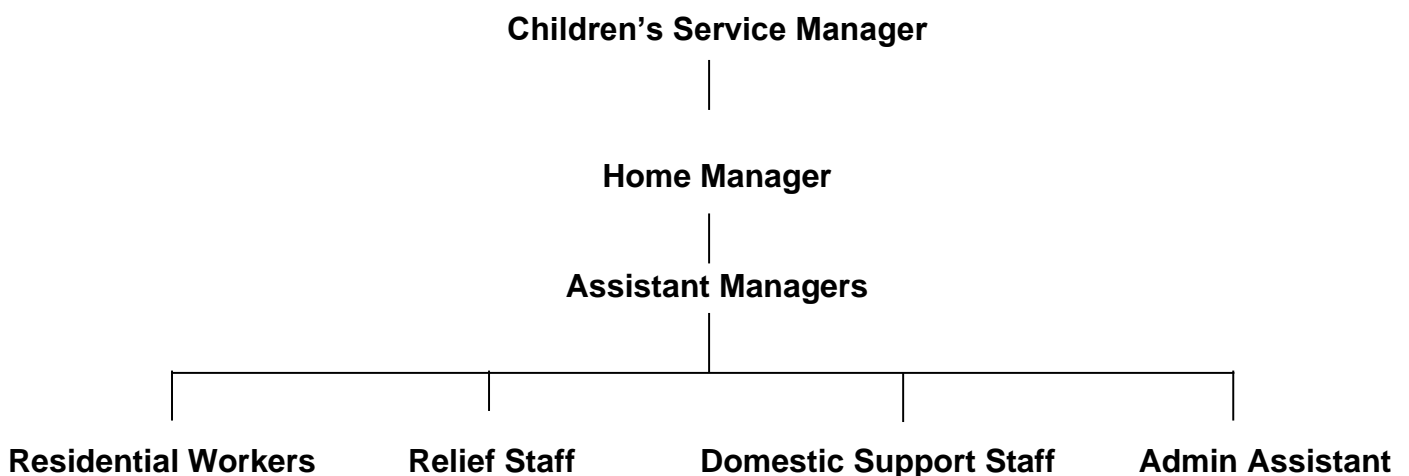
York Villas will ensure that the rotas will reflect the need for experienced and trained staff at all times. Staff rotas reflect the significant care needs of the children and are assessed on a shift-by-shift basis.

The home also employs a cook and domestic assistants to support the work of the home. The home also employs a part time administrative assistant who supports the staff team.

When a Continuing Health Assessment identifies a medical need, the Primary Care Trusts provides nursing staff to assist in the care of the children and young people in addition to the home's staff.

Additionally the home has available a pool staff team, who are employed as and when required to cover staff absence, ensuring appropriate staffing ratios are maintained. These staff have a good standard of training and work on a regular basis to ensure continuity of care.

20. Management and Staffing Structure and Supervision



The manager has overall responsibility for the organisation and development of the home, but all team members hold some responsibility for the development of programme areas. These include such diverse tasks as staff rotas, health and safety procedures, information and publicity, fire safety, etc. Staff supervision is provided by the Manager and Assistant Managers. All staff have access to training over a range of subject areas, to enable them to undertake their work professionally and competently. All staff undertake a Level 3 Diploma or equivalent.

21. Gender of Staff

Within our staff team we have one part time male staff. The remaining staff are female. In addition, some of our relief staff are male. We endeavour to ensure all

our young people have opportunity to benefit from male role models and actively promote this through the recruitment process. This is further supported by male professionals at school and through leisure clubs.

CARE PLANNING

22. Admissions Criterion

Emergency provision for any child or young person will be considered after fulfilling three specific criteria:

- Clear Service requirement
- York Villas will be able to respond to the needs of the young person
- The child or young person being admitted will not impact negatively on the other children and young people already accommodated.

Where an admission is on a planned basis, the child will have a Social Worker or Children and Family Worker who will convene a planning meeting where an agreement will be made that this would be a suitable placement for the young person. If there are concerns regarding whether the child's admission will impact on existing young people, an impact risk assessment will be undertaken and this will dictate whether the placement is appropriate. At this point, requests will be made for care plans, risk assessments and other relevant documentation to support the assessment process.

If the placement is agreed in principle by the planning meeting, the plan will need to be formalised through submission to Education, Health and Care Panel.

Any care package offered will be structured as a result of capacity, needs of all the young people at York Villas and activities taking place on specific nights. This structure could alter throughout the child's placement to better meet the needs of the young people.

Any introduction to York Villas will be planned according to the needs of the young person; some require no introduction and others have two or three tea visits before commencing overnights. Staff from York Villas will also attend meetings and, where possible, meet the young person in their current placement prior to admission.

Transition

York Villas are committed to multi-agency working to ensure a smooth transition when a young person moves from York Villas. Key members of staff will share information and paperwork to aid assessments and transition meetings to plan appropriately for the young person's next placement.

Where the plan for transition differs significantly from the existing care package the young person is currently assessed for, York Villas and the allocated Social Worker will plan to gradually work towards the new care package over the six month period prior to the transition date to ensure the young person and their family are adequately prepared for the change. This will allow for any issues to be identified prior to placement change and strategies to be identified to support them.