



WAKEFIELD METROPOLITAN DISTRICT COUNCIL

CHILDREN AND YOUNG PEOPLE'S SERVICE

STATEMENT OF PURPOSE

Wasdale Children's Resource Centre

Registered Manager:

Tracey Shaw

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Quality and Purpose of the Home

1. Quality Standards (April 2015)

Staff at Wasdale 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.

Standard 1. The quality and purpose of care standard

Standard 2. The children's wishes and feelings standard

Standard 3. The education standard

Standard 4. The enjoyment and achievement standard

Standard 5. The health and well-being standard

Standard 6. The positive relationships standard

Standard 7. The protection of children standard

Standard 8. The leadership and management standard

Standard 9. 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)

Wasdale 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

Wasdale is a residential and resource centre for disabled children and young people. It provides planned short breaks and shared care for children and young people on a residential basis. Young people aged 18 – 24 will not be accommodated alongside children, unless an appropriate risk and impact assessment is completed, and is part of an existing young person's transition. Additionally, Wasdale can provide non-residential care, as part of a short-term plan. This can be used to support a young person, in their transition to overnight stays. Care in these situations may vary from a few hours to full day care. Wasdale can also support the child or young person within their home where extra support is needed, on a short term planned basis, for example recuperation after surgery.

In certain circumstances where it is not appropriate for a young person to stay overnight at Wasdale, outreach / day care support can be planned and delivered. This is as a result of the care package needing to be provided by appropriately skilled staff. This package of support can be short-term responding to a crisis within the family or longer term to support the young person's needs.

Up to six children and young people can be looked after on a planned residential basis, with the additional capacity for a seventh placement available on an emergency basis.

2. Ethos of the Home

In all situations care is intended to provide:

- (i) Stimulating and enjoyable experiences for each child or young person; to enable them to develop skills through participation in a range of activities.
- (ii) Parents/carers and other family members with the opportunity for a break from the responsibilities of care, with the assurance that their child / young person is being provided with high quality care in a safe and positive environment.

3. Accommodation Offered

Care is provided for children and young people of both sexes. The age range for admission is 8 – 24. In exceptional circumstances care can be provided to children less than 8 years of age, with an appropriate risk and impact assessment. The range of disability may extend to a 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.

One day a week as part of Wakefield's 0 – 25 Local Offer, residential short breaks for young people 18 plus will be accommodated. This service is registered and regulated by Ofsted, there will be no children cared for on the nights when these young people are accessing their short breaks, unless a risk and impact assessment has been completed, and is part of an existing young person's transition.

The number of children and young people who can be provided with a service at any one time will depend on the assessed needs of each child and the group as a whole.

The maximum number of children and young people resident at any one time is seven, with one of the placements for an unplanned, urgent admission for up to seventeen days. Consequently, there will be six placements available for planned residential short-break accommodation, six nights a week.

All children and young people will have the use of an individual bedroom, and for the period of their stay they will be encouraged to use it as their own room. In situations where siblings are visiting together it will be possible for them to share a bedroom if this is preferred.

Two downstairs bedrooms offer suitable facilities for children and young people with mobility needs, including wheelchair dependence.

Children and young people will be enabled to spend time on their own in their bedroom, but emphasis is placed on social and recreational activity and learning, so use of communal space will always be encouraged.

Five communal rooms are available for play and individual or group activities. One room provides a safe environment for indoor physical activity using a soft play area.

There are enclosed, exciting outdoor activity areas, incorporating a range of play equipment and two adapted trikes.

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

A choice of food will be provided, and children and young people encouraged to express their own preferences. Children take part in sessions around healthy eating and nutrition.

Wasdale has its own adapted vehicle.

Additional information on the services provided at Wasdale is available in brochure form, designed specifically for parents/carers and other interested parties. Two further brochures have been created for children and young people. One being in purely pictorial. These are given to new families as part of the introduction process and copies are also available on request from Wasdale.

Each child or young person will be allocated a key worker. The key worker will be the main link between Home and the home, and co-ordinate the development of the short break plan, based on the use of the new Quality Standards for Children's Homes. The key worker will be supported and advised by one of the Assistant Managers.

In consideration and recognition of the special needs of the children and young people attending the home; needs which may include lack of awareness of danger, need for personal safety and aspects of challenging behaviour, Wasdale provides an environment which takes account of these factors. The paramount intention is to ensure a child's safety.

Wasdale is regularly inspected by a representative from the Fire Service and Health and Safety Unit and the building meets fire regulation standards. Staff receives training in fire safety/evacuation procedures from the Fire Prevention Officer/ENGIE. A risk assessment is completed by Wakefield Council's Health and Safety Unit and a Fire Safety Policy is completed by the manager.

The fire alarm system is tested weekly and fire extinguishers are located throughout the building and are regularly tested and maintained. Regular fire drills to evacuate the building are held, to include all children and young people present at the time of the drill. These drills are run often to ensure all children and young people take part.

The centre has CCTV installed to cover the car park to the rear of the building.

4. Location of the Home

Wasdale is situated in Wakefield about 2 miles from the City Centre.

The building is designed to blend into the locality and not appear institutional. Therefore, apart from being quite large and with sizable outdoor play areas, Wasdale looks similar to the other houses in the area. We are on a bus route from the City Centre.

5. Meeting Religious, Cultural and Linguistic Needs

Children and young people will be supported in continuing their own religious observances. This includes attending religious services, the provision of an appropriate diet if required, and the wearing of suitable clothing/dress. Training for staff in areas of religion and culture is provided.

Wasdale Children's Resource Centre adheres to WMDC Equality Objectives and a copy of these is located on our office wall.

6. Complaints Procedure

The Departments Complaints and Representations Procedures will be followed at all times. Copies of the information leaflet will be given to all young people, parents and their carers. Information in respect of organisations and individuals, who can independently help children and young people with any representation, is displayed in the Home.

Complaints regarding standards of care in the Home can also be made to Ofsted, who inspect the service. Their details are:

<https://www.gov.uk/government/organisations/ofsted>

General enquiries

Email: enquiries@ofsted.gov.uk

General enquiries: 0300 123 1231

Contact Ofsted about concerns

Email: CIE@ofsted.gov.uk

Contact Ofsted about concerns: 0300 123 4666

7. Safeguarding, Bullying and Missing Child Procedure

The Home is committed to providing safe care for all children and young people who are accommodated or visit for day care. 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 and District Safeguarding Children Board, and all staff receive training in respect of child protection. Any concerns regarding a child's safety will be acted upon immediately and will require staff to follow the Interagency Safeguarding procedures.

The homes Safeguarding procedures can be found at:

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

Along with Wasdale's additional information around how we manage behaviour within our home, the homes behaviour management policy can be found at:

<http://wakefieldchildcare.proceduresonline.com/chapters/contents.html#chil>

Additionally, the home has practice guidance to ensure that bullying does not occur in the Home, so that vulnerable children are not disadvantaged, or adversely affected by the behaviour and activities of other children. Children and young people also work through Bullying workbooks with staff. The children also make a list of their rules for the centre.

Emphasis is placed on providing a safe and secure environment (please refer to section of "Facilities Provided"). However, in the unlikely event of an unauthorised absence, Wasdale staff will follow Statutory Guidance, Departmental and the Home's procedures and inform the Police immediately. Family will be contacted and the allocated social work team and/or Social Care Direct informed.

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

Views, Wishes and Feelings

8. Consulting with Children and Young People

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

This will be achieved by appointing a key worker 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 children and young people's meetings and staff having regular contact with parents/family.

Consultation will extend, whenever possible, to children and young people being involved in the recruitment of staff. Children and young people also take part in Living Values sessions which encourage decision making through games and plays. This is particularly useful for young people who struggle in formal meetings.

Children and young people accommodated at Wasdale will either have a CiC review or a CIN meeting depending on status, in line with Departmental procedure, and statutory requirements.

The key worker at Wasdale will provide a written report on behalf of the home to all meetings, and normally will attend in person. There will always be representation from the home at every meeting. The key worker will assist the child or young person to participate in his/her meeting.

A suitable room is available at Wasdale as a venue for the meeting however CiC reviews and CIN meetings can take place at a venue more suitable for the child. Reviews can also be combined with education reviews; EHCP's, as this ensures all aspects of the child's needs and plans are adhered to and are consistent between services and professionals.

Wasdale staff will help a child or young person to achieve as great a degree of independence as possible. A young person's transition to adulthood is recognised as a very important period, and the keyworker will co-ordinate Wasdale's role in this process, with support from the transition team at Wasdale, to help ensure that appropriate and agreed plans are in place, so that the young person's needs are met during the next stage of his or her life. Keyworkers will meet with providers of adult care services to take part in early and full consultation and to ensure smooth transition.

9. Anti-Discriminatory Practice, Children and Young People'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. A commitment to treat children and young people fairly.
- ❑ 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 always ensuring their safety. To include a child or young person's need for privacy.
- ❑ Rights: A commitment to the rights and entitlement as set out in the United Nations Convention on 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 concerned.
- ❑ Development and Fulfilment: All encouragement will be given to children and young people to realise their full potential and help them achieve their hopes and ambitions, and to develop their abilities in daily life. A commitment to ensuring children and young people has a good start in life.
- ❑ Confidentiality: Ensuring that all personal information is treated in confidence.

Alongside these values, we believe that:

- ❑ Disabled children and young are children and young people first.
- ❑ All efforts should be made to minimise the effects of a child or young person's disability.
- ❑ We have a responsibility to ensure that disabled children and young people in our care are protected from any form of abuse.
- ❑ The care we give should provide children and young people with skilled support from committed staff, in a safe, caring and ordered environment.
- ❑ We should recruit staff through careful and rigorous selection procedures; then provide support and supervision, with opportunities to develop skills and care practice through training and learning experiences.

Education

10. Special Educational Needs

All children and young people attending Wasdale will have an Education and Health Care Plan and are almost certain to be in full-time education in either a mainstream school (with additional support) or a special school.

11. Dual Registration

Wasdale is not dual registered to provide education

12. Provision for Education

For children and young people attending for short-term breaks during the school term, Wasdale will make appropriate arrangements, in consultation with Education, to ensure appropriate transport is provided to and from school and Wasdale.

Links with school are very important and it is the responsibility of the key worker 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 reviewing process.

Enjoyment and achievement

13. Recreational Arrangements, Promoting, Enjoying, Achieving

We aim to:

- 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 and young people.
- 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 placement plans to meet the needs of each child or young person.
- Support and work with family members and significant others, in meeting each child or young person's needs.
- Assess and take acceptable risks in order to enable children and young people to develop to their full potential.

Whenever possible, children and young people will be encouraged to take part in activities to promote skills to enable them to be as independent as possible. These may include activities such as shopping and cooking, as well as personal care. Risk assessments will always be undertaken before an activity is agreed.

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. 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 taken fully into account in deciding on activities. It will be necessary to undertake risk assessment 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 attending Wasdale. In all cases written information is kept in a confidential record to include any necessary parental consent for emergency treatment.

Given the short-term nature of the accommodation at Wasdale, children and young people attending the home will normally access their health care from their own Home. Wasdale will contact the child's own GP in the first instance, however if out of hours and health advice is needed staff will make use of the local Walk In Centre. If there is an emergency then the local hospital will be used.

The Home works closely with parents to develop a full understanding of a child's health care needs, working together to ensure that those needs are met.

Within Wasdale, children and young people will be encouraged to develop and maintain a healthy lifestyle in terms of personal hygiene, dental care, diet etc. Wasdale has support from our Children's Occupational Therapy service and make referrals for advice and support in any areas of feeding, mobility and sensory assessments. The home has a designated OT who works on the home for 7.5 hours per week with support from a second OT. Their aim is to make sure all assessments and information which is held elsewhere, e.g., school, is shared to ensure consistency. The initial focus has been around transfers and risk and they are responsible for ensuring moving and handling plans are then kept up to date, involving physiotherapist and any other relevant health professional.

Wasdale offers individual sessions for young people around sexual health and relationships and these are facilitated by all members of the team.

Training for health-related procedures is facilitated by the Nurse Manager (Short Breaks), Occupational Therapist or by the child's own designated nurse.

If a child has an infectious illness the Home will expect that they do not attend in order to reduce further risk of spreading the infection to other children.

Positive Relationships

15. Contact Arrangements

The short-term nature of the accommodation at Wasdale has a bearing on contact arrangements. The usual pattern of care will be for children and young people to stay between one and four nights at the home. They will have come to the home from their own home and will return there at the end of the short break. In all but emergency situations, admissions will be planned in advance and be part of an ongoing pattern of attendance.

Families will be encouraged to maintain contact with the home and visit if desired. They will be kept informed about their child's progress regularly. Key workers are

responsible for establishing a positive relationship with family members, and for keeping family fully informed about their child.

As visits are less likely to occur in short-term accommodation, children and young people will be encouraged and assisted whenever possible to make and receive telephone calls from their family.

The centre has created a Bullying workbook and this is worked through with individual children and young people when there is an assessed need.

Protection of Children and Young People

16. Surveillance and Monitoring

The home accepts that there is a fine dividing line between ensuring safety and being unnecessarily restrictive, but the following are 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. Wasdale has an intimate care policy which gives clear guidance for staff when providing personal care for children and young people.
- Bedroom doors which can be opened from the inside by the young person who is occupying the room but restricts other young people entering during the night if the young person requests this. Members of staff hold keys to open from the outside, if necessary. This promotes choice and ensures privacy for the young person except for the periodic need to ensure safety. This will vary depending on the assessed needs of each child or young person.
- The use of listening devices in bedrooms, e.g., monitors, following assessment of individual need. Equipment including epilepsy, incontinence and motion sensor mats are used if assessed as needed.
- External doors and safety: We take the safety of the child and young person very importantly. We take particular care to ensure that dangerous objects and materials are locked away. We try and adopt normal domestic approaches to security, including, for example, the locking of all external doors at night. However, at times through daytime due to security issues and the safety of the children we care for these doors may also be locked.
- 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 and has parental approval. If a child or young person has a risk assessment for absconding then an individual Information sheet is created and is kept updated for use in the event of the child going missing. This can then be sent directly to the police.

17. Behaviour Support

The preferred method of behaviour management at Wasdale 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 always treated with dignity.

By developing a good understanding of a child or young person's behaviour, including any challenging behaviour, it will be possible to develop individual programmes to address the issue of inappropriate behaviour. If needed an Individual Crisis Support Plan (ICSP) will be created which details how best to support the child or young person through times of stress and crisis.

Nevertheless, on rare occasions it may be necessary to use physical intervention as a protection for the child or young person or for others. The published guidelines on the use of physical intervention will be followed in these instances, including full written recording. Each child or young person's ICSP will also outline if a physical restraint should not be used and the rationale behind this.

More likely is the use of "time-away" to intervene and address a situation where behaviour is giving cause for concern. Time-away will involve a member of staff giving individual attention to a child / young person, moving the child from the difficult situation and into a quiet, one to one environment, usually the child's bedroom. The member of staff will not leave the child or young person alone but remain with him/her until the situation is resolved.

All members of the staff team receive training in Therapeutic Crisis Intervention and managers have training in Post Crisis Response.

All incidents are recorded and reviewed at staff meetings and then at our quarterly Critical Incident Monitoring Group. This group identifies any issues arising and offers advice for managers, if needed.

- Any restrictions on the young people aged over 16 will always be considered through consultations, with the following principles being considered:
 - Always presume capacity.
 - All steps must be taken to support decision making.
 - A young person can make an unwise decision.
 - Any decision made on behalf of a young person must be in their best interests.
 - Any decision made on behalf of a young person must be the least restrictive option.

In line with Wakefield local offer, the young adults will receive a similar service to the children and young people, with the same standard of care and opportunities to have experiences in a safe environment, with their peers. While be supported to make decisions and encouraged to develop skills to support them in to adulthood.

Leadership and Management

18. Registered Provider, Responsible Individual and Registered Manager

The Registered Provider is:

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

The Responsible Individual is:

Cheryl Whitehouse
Head of Service for Children in Care and Corporate Parenting
County Hall

Bond Street
Wakefield
01924 304411
Email: cwhitehouse@wakefield.gov.uk

The Registered Manager is:

Tracey Shaw
Tel: 01924 303423
Email: traceyshaw@wakefield.gov.uk

19. Experience and Qualifications of Staff

The Management Team of the home comprises the Homes Manager and 3 Assistant Managers, recognised Management qualifications and Diploma in leadership in health and social care. The home manager has overall responsibility for the organisation and development of services, 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, booking in of young people's stays, fire safety, etc. All staff have access to training over a range of subject areas to enable them to undertake their work professionally and competently. Staff supervision and appraisal is given by the home manager and assistant managers.

All staff have undertaken either NVQ level 3 Children and Young People or Diploma Level 3 Children and Young People pathway. This qualification has recently changed to the Level 3 Diploma for Residential Childcare. All residential workers have completed at this level, as a requirement of their posts.

Staff rotas reflect the significant needs of the children. Consequently, a minimum of 3 care staff are on duty when children are present during daytime hours, and this is increased to a minimum of 4 care staff when the Home is fully occupied. Two care staff are on rota throughout the night (10.00 pm to 07.00 am) as waking nights.

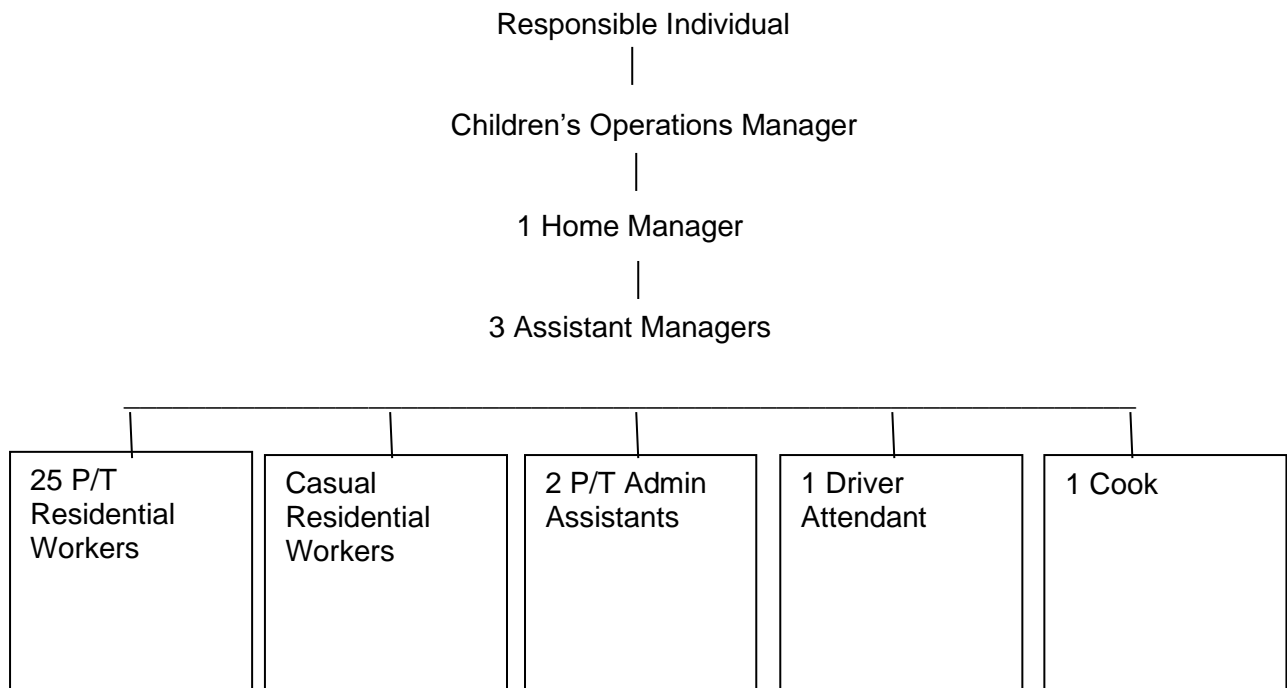
The Home employs 25 part time Residential Workers whose length of service and experience is up to 33 years. Most have gained experience and qualifications in other areas of child care prior to commencing work at the Home.

The Home also employs 2 admin support workers, a cook, domestic assistants and 2 driver attendants to support the work of the residential staff.

Additionally, the Home has available for its use a pool of Casual Residential Workers, who are employed as required to cover staff absence, to ensure appropriate staffing numbers are maintained. We employ a small number of staff to ensure continuity and consistency of care.

We also have a designated Occupational Therapist who works at the home one session a week. This is an extremely effective and successful service as she provides support in a holistic manner, liaising with school and home which further informs her assessment.

20. Management and Staffing Structure



Support Staff:

2 Cleaning Assistants: employed by Corporate Services.
1 Driver: employed by Transport Services.

21. Gender of Staff / training / supervision

Our team employs a mixed gender of staff

All staff have regular supervision and annual appraisals, which are reviewed after 6 months.

In addition to their Level 3 Diploma, Staff undertake mandatory training i.e. First Aid, Medication, Moving and Handling, Therapeutic Crisis Intervention, Food hygiene, and all aspects of Safeguarding in line with requirements.

Staff also attend training on complex care needs and interventions and any other training identified from the team to assist them in their roles. See separate Workforce Development Plan.

All staff complete individual workbooks on an annual basis as refreshers to their learning and development.

Care Planning

22. Admissions Criterion

The needs of all children and young people using the services of Wasdale will be fully assessed prior to commencement and all placements will be approved by the EHC Panel, except in emergency situations, which are defined as sudden unplanned

occurrences resulting in a carer of a disabled child being unable to provide care – e.g., because of illness/accident.

All children accessing short breaks will do so either under section 17(6) or under section 20(4) of the 1989 Children Act. This should be informed by the assessment of the child's needs and should take into account of parent's capacity and wider family and environmental factors, the wishes and feelings of the child and his/her parents and the nature of the service to be provided.

Under The Care Planning, Placement and Case Review (England) Regulations 2010, Regulation 48 indicates that short breaks are where no single placement lasts more than 17 days and the total of short breaks in one year does not exceed 75 days. Where a child receives short breaks in more than one setting, for example short breaks at a residential school or a hospice in addition to a foster Home or children's Home, regulation 48 cannot apply.

However, Wasdale have decided that in exceptional circumstances emergency accommodation could be offered to a child or young person who meet the criteria of requiring short break arrangements, but for only up to seventeen days until either they return home or an alternative suitable placement is found, this will be determined on a case-by-case basis.