



STATEMENT OF PURPOSE

2020

**143 Whitchurch Road
Withington
Manchester
M20 1FY**

Contents

Section 1. Quality and Purpose of Care

- Who Do we Look After
- How Do We Work
- Accommodation Provided
- Where we are
- How We Support Young People's Cultural, Linguistic and Religious Needs
- What Services do we provide
- How We Deal With Complaints

Section 2. Views, Wishes and Feelings

- How We Consult Young People
- Our Approach to Anti-Discriminatory Practice
- Our Approach to Children's Rights

Section 3. Education

- How We Support Young People's Education and meet their Aspirations

Section 4. Enjoyment and Achievement

Section 5. Health

Section 6. Positive Relationships

Section 7. Protection of Children

- How We Safeguard Young People
- Self-harm
- Monitoring and Surveillance
- Going Out
- How We Manage Risk
- Bullying
- Health and Safety
- How We Support Young People With their Behaviour
- Incentives
- Sanctions
- Holding and Restraint

Section 8. Leadership and Management

- Contact Details
- Staffing Matters
- Staffing Structure

Section 9. Care Planning

- Referrals and Admissions
- On Admission
- Planned Admissions
- Urgent Admissions
- What Happens When A Young Person Is Ready To Leave

Section 10. Photos of the home

1. Quality and Purpose of Care

Who Do We Look After?

The home can look after up to two young people who are looked after by the local authority and can't live with their family. The young people can be any age between 11 and 18 years old and can either be a boy or a girl.

As our property is a three-bedroom home and so we can accommodate up to two young people with high levels of need who require a minimum of one to one staffing due to their high level of risk, vulnerability and need. Placements can be of any length according to the care plan and young person's needs.

In accordance with our staff team within the home who are experienced in delivering bespoke interventions to break risk taking and challenging behaviours and addressing and decreasing vulnerabilities within young people the home accepts young people who have a variety of high level needs, vulnerabilities or volatilities and who's behaviour prevents as challenging in previous large settings where they have had low intervention and staffing.

We can take young people who:

- Have had a breakdown in previous placements including home or foster care
- Are in care and need to prepare for independent living
- Need support with emotional or behavioural problems
- Need a place of safety and continuity to lower their current high risk
- Require therapeutic and imaginative intervention to break their current chaotic and risky lifestyle

How Do We Work

Our aim is to provide young people with a safe, welcoming and secure environment where staff are focused on meeting their needs. We aim to promote positive attitudes based on self-respect, respect for others and equality of opportunity. We welcome feedback from the young people whether positive or negative and use this in order to improve our service. Young people's feedback can be received through key work reflections, incident reflections, young people's house meetings, young people's suggestion boxes, young person's complaints procedures or through informal engagement with the young person at any time they choose to come to staff and offer feedback. We listen to what young people tell us about the home and act on changes to reflect their views. Working in partnership with professional agencies, parents and relatives also enables us to meet high standards and in turn provide the best care for young people.

Concentrating on the needs of the young people is at the focus of the home even when they are presenting problems by their actions, we understand that the young people who are placed with us have had a range of traumatic experiences which can affect their coping mechanisms and in turn surface as challenging behaviour.

We place a strong emphasis on providing fair and reasonable boundaries due to expectations and daily routines that are sometimes missing from young people's lives.

Key to everything we do is providing good role models for the young people and ensuring that good relationships from consistent care givers are able to be formed with the young people. We challenge young people's behaviour but do so in a way which enables them to take charge of their own lives. Young people are also given the opportunity to talk with the homes manager about any concerns they have about their working relationships with staff.

Each young person will have an individual placement plan provided by their local authority social worker with the input of the home and the young person which will be signed by the young person to show they are in agreement. The plan will be based on the young person's individual needs and will detail outcomes, aims and rules whilst the young person is staying at the home. Once the outcomes and areas the young people need work on are identified in the placement plan the home work alongside the placement plan to work on these areas and record their progress throughout their stay. This will be in the form of daily engagement sessions, weekly key work sessions, set independence sessions, house meetings and working through the independence skills for life booklet. The areas in which the young person will work on will vary according to their current need but the areas which we will typically work through and with the young people are:

- Education, Training and Employment
- Finance Management
- Physical Health and Wellbeing
- Emotional Health and Wellbeing
- Keeping Safe
- Maintaining Tenancy and Premises
- Interests and Hobbies

All young people who live at the home will have a social worker and independent reviewing officer who is there to make sure that the young person's interests are protected and supported by the home. We encourage all young people to engage with their independent reviewing officer and for them to attend their looked after child reviews to enable them to contribute to their plans. We also attend all professional reviews to enable us to participate in multi-agency working to achieve the best outcomes for the young person.

Accommodation Provided

The home comprises of three bedrooms, one for each of the young person and one for staff to sleep in.

The young person's bedroom has a lockable door to enable their privacy and within the bedroom furniture consists of a desk for the young person to be able to complete any studying, homework or reading, television, wardrobe, single bed, chest of draws,

lamp, mirror, maiden, laundry basket, curtains/blinds and bedding, towels and toiletries. The young person's room is decorated neutrally, and young people are encouraged to personalise their room with their own posters, pictures, photographs and personal possessions. Their bedroom has internet access through the Wi-Fi if they wish to use their own laptop or computer.

The young people have access to one bathroom between them which has both a shower and a bath and a separate toilet; both which are upstairs on the same floor as their bedrooms.

The staff have access to a wet room and toilet downstairs separate to the young people's washing facilities.

The young person also has access to the living room which has a PC for the young person to use for studying or social use.

Through the living room is a separate multipurpose communal space for the young people which is used as both a dining area and a quiet, reading or art area with the relevant resources provided within the space.

There is a separate staff office which is lockable, and young people have access to staff 24 hours a day. This area can also be used for meetings if the young people is not participated so as not to obstruct them from accessing communal areas.

Outside in the back there is a garden for young people to have exercise and fresh air and there is also space for them to sit down and study or eat on the garden furniture in the decking area, the young people are encouraged to be involved in the designing and maintaining of the back garden for example choosing and maintaining plants and decorations such as garden lighting.

The front of the house is gated and provides a large pathing area with plants around the ages; the young people are encouraged to be involved in the planning and maintaining of the plant area at the front of the house.

Where We Are

The home is situated on a road which is central to popular areas in Manchester such as Chorlton, Didsbury, Withington and Fallowfield. The road is quiet and well established with a mix of social and private housing with a both a long-standing local community and a high level of student influx to Manchester University Campus. Tram and bus routes are within 5 minutes walking distance of the property making access to Manchester City Centre, Manchester Airport and surrounding areas easily accessible. There is a 5-minute walk to the local shops and a 10minute walk takes you to Withington Village, a thriving cosmopolitan area hosting supermarkets, local stores, post office and takeaways. The local library is in the village which houses several community groups and projects. Withington Community Hospital is a ten-minute walk away and the local doctor's surgery and dentist are situated on the same road. There are several local churches nearby, 2 Islamic Centres, local food bank and a community centre. There is a local gym which is a 3-minute walk and a short bus route takes you to the Hulme and Moss Side areas which have several

local projects and LA gym and swim for young people. Within easy walking distance there are 2 primary schools and high schools are just a short bus journey away. Hough End Playing Fields and Chorlton Water Park are within walking distance and used for outdoor activities such as cycling, football and various outdoor activities. The security of the home is well established. There is CCTV to monitor access into the grounds. The boundary of the grounds is fenced and there is adequate night-time lighting around the building and grounds to deter unwanted visitors. The building is locked and secured each night, as in a family home, to help ensure the safety of the young people in our care. We have good community relations with our neighbours and as a result, we receive very few complaints. Coupled with this, we engage with other agencies to ensure the safeguarding of our young people. We have regular liaison meetings with our local Police and communication with Manchester's lead Missing Person Officer. This is a two-way process so there is information sharing regarding any concerns. A thorough assessment of the home's location has been completed and is reviewed quarterly. Information was collected from many sources including Manchester Safeguarding Board and Manchester Police. The location of the home was judged to be suitable for purpose. As part of the assessment the Home's Manager also completed an action plan to ensure that the children positively benefit from living in the local area and are kept safe from harm.

How We Support Young People's Cultural, Linguistic and Religious Needs

We encourage and support all young people to follow their religious beliefs. Religious and cultural needs are discussed at the referral stage and at preadmission meetings to make sure that the young person's needs are considered, and actions taken to meet recognised needs. We identify any dietary needs and ensure that we buy appropriate food and know how to prepare it. We encourage the young person to attend their place of worship and observe any religious festivals, and we help them to identify friends and community groups which will help them to maintain ethnic and cultural links and strengthen their sense of identity.

What Services Do We Provide?

As a standard our home provides the following:

- Outings, trips and therapeutic activities including making use of the links we have with Holy Trinity Farm, drumming, duke of Edinbrough etc
- Visits to teachers, schools, open days and evenings
- Support in school
- One to one key worker sessions
- Support with homework
- Access to a computer and internet
- Provided space and supervision for family contact
- Preparation and support to attend statutory reviews and planning meetings
- Attendance at Child Protection and Child Sexual Exploitation (CSE) strategy meetings
- Young people's meetings

- Liaison and joint work with Police, Youth Offending Service, Health, Education and other professionals
- Providing weekly updates to the social worker in order for them to update the young person's placement plan and for us at the home to work with the plan to meet the young person's needs and outcomes within the placement.
- Transport to school/ education provision
- Educational activities if a young person does not have a school placement
- Intense but interactive supervision and support to manage assessed risks
- Action to ensure the safety of a child who goes missing
- Attendance at PACE interviews
- Support to attend court
- ASDAN TRAINING
- Independence training through working through the independence skills for life booklet

If commissioned by the local authority as an additional service our home can also provide the following:

- Academic Tutoring
- Counselling
- Cognitive Behavioural Therapy
- Additional staff supervision i.e. 2,1, 3-1

As our home provides intense support with a minimum of 1:1 staffing for the young people, each week along with the input of the young person a bespoke timetable is created to fulfil the young person's needs. As a base this includes coverage of all of our listed areas of independence according to the young person's needs through different engagement sessions, activities, workshops, outside groups.

Below is an example of a typical week for a 15-year-old young person who is placed with us on a 1-1 or 2-1 basis and is not yet enrolled in a school.

	8am-9am	9am-12noon	12-1pm	1pm-5pm	5pm-6.30pm	6.30pm-7.30pm	7.30pm-9pm
Monday	Breakfast Shower and Dress	Formal Education-Virtual Schools Tutoring	Lunch	Informal Education-Food Shopping Session including planning	Cooking Session	House Meeting	Free time (reading, watching television, drawing, playing games etc.)
Tuesday		↓	↓	Informal Education-Garden Project (planning and drawing stage)	↓	Fitness Session-Circuit Training in the garden	↓
Wednesday		↓	↓	Key Work Session-Therapeutic Farm Session	↓	Quiz Night- Around the World	↓
Thursday		↓	↓	Independence Skills for life booklet session- Emotional Health and Wellbeing Task 103	↓	Arts and crafts Paper Mache Statue Making	↓
Friday		↓	↓	Informal Education-Garden Project (sourcing and planting stage)	Takeaway night	Movie Night	↓
Saturday		Chester Zoo	↓	Chester Zoo	Cooking session	Free Time/Games with staff	↓
Sunday		Room Check, Clean and Laundry	↓	Family Contact at the home- Canvas Painting	↓	Baking Skills- Two Tier Sponge Cake	↓

How We Deal With Complaints

We recognise the rights of young people and their families and value their compliments, comments and complaints. Many complaints are of a relatively trivial or routine nature and can be sorted out quickly by the team on duty. Responding to a complaint of this nature simply means listening to what the service user has to say, deciding what, if anything, needs to be done and feeding that back.

Some complaints are more serious and need to be discussed with other people before they can be resolved. They will be clearly recorded in the electronic Record of Complaints and will be dealt with by the senior person on duty.

Our Complaints procedure is listed below, and the young person has a copy of this in their welcome pack which they will receive pre administration if the move is planned or on their arrival if it is an emergency placement. There is also a copy onsite and electronically and if any family members or professionals wish to have a copy this can be provided at their request.

The Complaints Procedure

1. The informal or problem-solving stage

If possible, you should discuss the complaint with one of the staff team or the homes manager. You may ask for an adult to speak on your behalf.

The Staff member or homes manager will record the complaint, making a note of the following:

- Date
- Name of the complainant
- Nature of the complaint
- Action take to resolve the complaint
- Name of the person taking action
- Was the complainant satisfied with the resolution? Yes / No
- Next stage

Both the homes manager and the complainant should sign the record sheet, which will be treated confidentially.

2. The formal or registration stage

If the complaint is not resolved at the first stage, the complaint should be made in writing or telephone or face to face meet, to your social worker or to an advocacy service listed below in the advice and support section. You may have to attend a meeting for the complaint to be resolved, your social worker will be present as well as anyone else involved.

The complaint will receive a response within 28 days.

Advice and Support

If you feel that you are not fully supported with your complaint by the home or you wish to seek advice from outside agencies you are encouraged to contact your social worker or leaving care worker for advice and assistance or outside organisations. Some useful organisations and their contact details are listed below:

Coram Voices: 020 7833 5792

UNCRC: 0207 375 6059

NSPCC: [0800 1111](tel:08001111)

National Youth Advocacy service: 0808 808 1001

2. Views, Wishes and Feelings

How we consult young people

We understand that the young person's input into the home and how it is run is crucial to them feeling comfortable and in turn enabling the placement to be sustainable for them. We take every opportunity we can in having the young people involved in the home and the running of it and this includes but is not limited to:

- **Weekly Young Peoples House Meetings-** Held once a week where the food menu is planned, engagement and activities are planned, young people's achievements are discussed, young people are given room to discuss how their previous week has been and if we could change anything to improve this week, how they are feeling within the home, any issues within the home staff has to discuss with them and also any new staff recruitment is discussed with the young people.
- **Young Peoples Suggestion Box-** Young Peoples suggestion boxes are situated in the communal areas to encourage young people to make suggestions- this is a way in which suggestions can be made anonymously and will be emptied and discussed in staff team meetings every two weeks and the feedback from the suggestions will be fed back to the young people in their house meetings.
- **Young Peoples Engagement Feedback Forms-** Young people are encouraged to fill in their feedback engagement forms after an activity or engagement session has taken place; this is a chance for them to reflect on their experience and tell staff how they feel the session or activity could have been better.
- **Young Peoples Monthly Feedback Questionnaires-** These questionnaires are given to the young people on a monthly basis where they have a chance to offer their suggestions and feedback on how their month has gone and how they feel with within the home and what they think can be changed to make things better. The questionnaires are given to the homes manager and

are reviewed with the home's manager and responsible person so any changes suggested can be discussed and implemented.

- **Young Peoples Exit Questionnaires-** The purpose of this questionnaire is for young people to give their views of their experiences of living in the home to enable staff to make improvements of their delivery of service. These will be given to all young people who are leaving the home to go to a different placement and will be reviewed by the homes manager and responsible person to make any necessary improvements to the service we provide young people.

As well as the listed feedback methods we also try and be creative with gaining feedback as we understand young people don't always want to answer a set of questions sitting down in a discussion so staff at the home can gain the feedback through group activities or individual activities bringing in the same types of questions without the formality.

Our Approach to Anti-Discriminatory Practice

The home is committed to promoting equal opportunities, valuing diversity and tackling social exclusion. We take positive action to prevent any discrimination or disadvantage a young person may suffer because of their race, religion, culture, gender, sexual orientation or disability. We have a strong anti-bullying policy and work with both the victim and the perpetrator to ensure that any unacceptable behaviour or treatment of a young person is tackled early and not allowed to continue. Either in pre administration meetings or upon arrival if the placement is an emergency then we will ask about a young person's religious, cultural, gender or sexual orientation needs so that we can ensure they are met within the home; for example if a young person needs to practice their religious faith at certain times we will ensure there is adequate space in their timetable and they have the resources they need to enable them to complete this.

Our Approach to Children's Rights

The home works closely with the Children's Society who provide the missing from home return interviews for Manchester City Council and can also provide advocacy support. The home also works closely with the national youth advocacy service and coram voices who can provide advocacy service to our young people. Young people are encouraged to contact the advocacy service if they feel they want support from someone independent. The young people in our home are also made aware of Manchester's Children in Care Council called 'the group' who are also part of Manchester's Youth Council; the young person is informed of who they are, what they do, when they meet and are asked if they would like to be referred to participate in the council and if so staff will make the referral and encourage them to attend the meetings.

3. Education

How We Support Young People's Education and meet their Aspirations

We believe education is the key to future success and achievement. Staff at the home believe that education, training or employment should be seen as a positive experience and education is always central to every young person's care plan. We expect all young people to be in education, training or employment and will take active steps to achieve and maintain full attendance.

Our home holds the view that the staff within it play an important role in encouraging and supporting young people to fulfil their educational potential. Young people will be encouraged to read a wide range of material for both pleasure and learning.

The home provides a room where the young person can do their homework, study or read quietly. We work closely with schools and other education staff to make sure there is appropriate education provision for all young people in our care. We work with schools and colleges to deal with any problems as quickly as possible.

Whenever appropriate we keep parents involved in the education of their child and tell them about any developments. The home also enables that staff are able to attend as many education events associated with the young person as possible whether this be parents' evenings, open days, sports days or assemblies and award nights.

If a young person is excluded from their educational placement, we will work with others to support the young person's return to education as soon as possible. The home ensures that all schools follow the correct exclusion process. We will collect study materials so that education continues while they are excluded if this is the case.

When a young person is placed at our home, we will conduct an education, training and employment assessment which will determine the next steps which need to be taken to ensure the young person can enrol in a provision or undertake employment.

Alongside this the home has access to ASDAN training courses which covers a wide range of courses ranging from English to animal care; the young person will be encouraged and supported to undertake courses as part of their timetable.

If commissioned by the local authority the home can also provide academic tutoring where this is needed.

The home also works alongside virtual schools and provides updates of the current residents and can access resources and support from them alongside the young person's EHC plan.

The home can also commit to supporting the young person at their education provision if this is needed.

The home also works alongside alternative provisions for any young people who are aged 16+ such as the Princes trust, Armani centre, juniper training and skills for you and are updated of the new courses and places if this is more suited to the young person rather than a mainstream college.

Education, Training and Employment is also one of the areas of focus within the home and there is a dedicated section on this within the independence skills for life booklet which sets out to ensure the young person is in education, training and employment and provides different tasks and target materials for them to achieve this.

4. Enjoyment and Achievement

Within the home it is encouraged for young people to follow their own interests and hobbies and they are helped to achieve this through different avenues:

House meetings: Each week young people are encouraged to plan their evening and weekend activities for the week. The young person's achievements are also discussed in these meetings each week so that the young people are encouraged to keep up their good work and continue enjoying and achieving.

Independence skills for life booklet: Through completing the interest and hobbies section young people are encouraged to find out what they are interested in and assisted to source the resources to help them achieve they interest and hobbies goal.

- Key Work Sessions
- Engagement Reflection Forms and Young Peoples monthly Questionnaires:
- Professional and Parental Inputs

If the young person has an interest to them before they start or would like to pursue an interest such as horse riding, boxing, football etc staff are aware or will source the local resources and provide transport to enable them to continue with this.

During evenings and weekends, we organise outings and activities such as going to the park, swimming or the cinema, visits to local attractions, museums and cultural sites. Staff try to vary the activities as much as possible and include any new suggestions from the young people with the team meetings but if the young people do not want to offer their own input the activities will still be planned off observations and feedback from the young people in other sessions and the young people will still be encouraged to participate. An example of what activities would be provided in the evenings and at weekends is shown below:

Day	Evening Activity (Day or evening if weekend)
Monday	Young Peoples House Meeting
Tuesday	Fitness Session- In House Circuit Workout
Wednesday	Quiz night-Countries of the World Quiz
Thursday	Arts and Crafts Workshop- Paper Mache statue making
Friday	Movie Night- popcorn and pizza provided

Saturday	Blackpool Zoo
Sunday	Baking Skills- Two tier sponge cake

The home also provides at least one holiday a year which all young people are encouraged to join in.

The home also works closely with local activity and residential groups such as the princes trust and NCS.

5. Health

At the home we understand that young people in care may have had a chaotic life style and as a result their health needs may have been overlooked. The home is supported by the named local authority looked after children's nurse who is updated with new residents either at the pre administration stage or upon arrival dependent on whether the placement is planned or an emergency. The LAC nurse will come and visit the young person at the home or in the health care setting which they are based and complete an initial health assessment where actions for health can be determined including checking whether the young person's immunisations are up to date. The LAC nurse will also complete regular

The home makes sure that the health and development needs of all young people get a high profile and upon arrival with the first 72 hours the young person will be registered with the local general practitioner, dentist and opticians. Young people are supported by staff within the home to all medical appointments and medication will be monitored by staff where it is deemed necessary.

Health and development issues are raised regularly with young people through their key work sessions and also on a day to day basis through observation and verbal interaction.

The home has good links with Child and Adolescent Mental Health Services (CAMHS) and also other Manchester young people's mental health services such as 42nd street where they offer group sessions as well as one to one session.

Within the independence skills for life work booklet is also a section on emotional health and wellbeing which is also delivered to the young people in their one to one key work sessions or as a group activity planned in their house meetings for the week. This section goes through various tasks, targets and outcomes to ensure their emotional health and wellbeing needs are met.

At the home the young people are educated around the dangers of substance misuse through their key work and independence sessions and also through the various tasks, goal setting and outcomes within the independence for life skills booklet section of 'physical health and wellbeing'. As well as educating young people even if the young person does not have any substance misuse in their life, then if staff observe a substance misuse concern or increase with a young person they will confront the problem as it arises and establish, through group meetings and individual sessions, an education package which makes clear the homes anti-drugs stance and the dangers associated with misusing substances along with developing

a plan for them to be able to stop. The home has good links with the local young people's substance misuse service early break and is able to make a referral if there are concerns or have them come to the home and conduct an awareness session.

As well as the seriousness of the issue of substance misuse the home also makes sure that Staff will also make sure that the young people know about the dangers of smoking tobacco products; neither staff nor young people are allowed to smoke in the home and the LAC nurse will be contacted if any of the young people require smoking cessation advice and support.

Young people at the home are also supported to be educated in the area of sexual health and this is done through the use of their key work sessions and group activities. The home also works closely with the Northern Sexual Health Service and they will regularly come out to provide education sessions or home testing where required as well as providing staff training.

Young people are also educated through their individual timetables around the importance of having a balanced diet and taking care of their personal hygiene; the young people are made aware and are educated on the Eatwell Plate, complete cooking sessions, supervised shopping sessions, room checks and cleans and complete different tasks within the independence skills for life work booklet on how to upkeep personal hygiene.

6. Positive Relationships

Subject to any restrictions which may be in the Placement Plan we encourage and support the young person to maintain contact with their family. Where there are no restrictions on the family visiting a young person at the home, arrangements should be made with the staff. This is to make sure that the young person will be in at the time of the visit. Large numbers of family visitors can be difficult to accommodate so, when making arrangements, these should be discussed with staff.

Staff aim to keep parents and families as involved as is practically possible in the care of young people.

We encourage parents to visit the home, their school and, whenever possible, to accompany young people to medical appointments and on shopping trips. We consult parents and other significant adults about all major decisions concerning a young person. A phone is provided for young people to use. A young person can invite a friend over, providing it is out of school hours and that they have arranged it with staff beforehand. Friends are welcome to have a meal, so long as it has been agreed with staff beforehand. A young person may visit friends providing it is appropriate and safe. We always check arrangements for visiting family and friends and keep in touch with both them and the young person to make sure they are safe.

Young people within the home are also allocated a key worker to promote and build positive relationships within the home.

7. Protection of Children

How we Safeguard Young People

The home has a Child Protection Policy, which is available upon request and all staff have access to this when on shift at all times. Staff have an important role in protecting young people living at the home. This role includes:

Enabling young people to disclose abuse
Protecting them from further abuse
Reporting abuse appropriately

Working with the young person, their family and other agencies to keep them safe

Within the staff team there is a safeguarding lead and a named CSE champion.

Self-harm

The Home's Manager will personally monitor all incidents of self-harm and threats of suicide, notify senior line managers as appropriate and engage the assistance of other agencies as necessary.

Risk management plans are created for each young person to manage any risks which the young people may pose including risks to themselves; staff will implement strategies and interventions to reduce the risk of self-harm and suicide if this is a risk for the young person.

Young people are educated on coping mechanisms through their independence and key work sessions and through therapeutic sessions.

Monitoring and Surveillance

Staff will engage with and monitor young people as any good parent would do dependent on age and ability. If required by their placement or protection plan, staff will support young people to stay safe and manage risk by more active supervision both within and away from the home. All young people at the home are on a minimum of one to one staffing and if commissioned by the local authority there will be an increased level of supervision from the one to one.

The home does not have any equipment for the surveillance of young people but has CCTV to monitor access into the grounds as a security measure and to safeguard vulnerable young people from anyone wishing to harm them. We have a CCTV policy where the placing authority is made aware of and asked to sign their consent before the child is placed within the home.

Going Out

If a young person wants to go out, it is reasonable for them to let a member of staff know where they are going, what they will be doing, who they will be with and what time they will be back. When a young person goes missing, staff will do everything

they can to make sure they are safe and get them back safely. Where there are sufficient concerns they will be reported to the police as a missing person. The home has a missing from home policy which is accessible to staff at all times when they are on shift.

Young people who are reported missing are seen by a person independent of the home shortly after their return which is commissioned by social services and is usually a children's rights worker or a member of the children's society depending on the placing authority. The young person is also asked to engaged in the homes missing from home return interview with staff so any concerns or issues can be dealt with efficiently; within the homes return interview the young person is also asked if they would like the opportunity of seeing a further independent person; if they do then staff will contact corum voices, the children's society or the national youth advocacy service.

How we Manage Risk

The home has a named Safeguarding and CSE Champion and all staff within the home are alert to the dangers young people face and work closely with Social Workers, Police and other agencies to ensure any risks they face are carefully managed. We support young people to enjoy themselves but to make sensible decisions and take responsibility for their own safety.

Risk management plans are created for each young person to manage any risks which the young people may pose including risks to themselves; staff will implement strategies and interventions to reduce any risks they have.

Young people are also educated on how to keep themselves safe through the 'keeping safe' section in the independence skills for life work booklet and also when the needs arises through key work sessions and other group and one to one session.

The home works closely with the neighbourhood policing team and police safeguarding team in updating and obtaining any safeguarding information. Staff will attend any relevant meetings which are required and also has regular visits from the police for the young people and staff to be educated on current issues and concerns.

Bullying

We do not tolerate bullying and if bullying does occur, we work with the bully and the victim to make sure it stops. We operate an anti-bullying policy and the young people are provided a copy of this in their young person's guide.

Health and Safety

The home gives a high priority to Health and Safety issues. There is a health and safety file which includes fire risk assessments, health and safety risk assessments, first aid checks and maintenance checks of all health and safety and fire related equipment; this includes daily, weekly, monthly and six-monthly checks and practice

evacuations. Staff receive regular fire training and all firefighting equipment is regularly maintained.

The home has a designated Health and Safety Officer who carries out Health and Safety checks every month and ensures all staff are complying with the contents within the health and safety file.

All staff receive first aid training and the home has named fire wardens who have undergone fire warden training.

All staff within the home hold a level 2 food hygiene certificate.

How We Support Young People With Their Behaviour

Staff at the home are trained to understand young people's emotional and developmental needs and provide good, positive care and control.

We believe that a settled environment is best achieved by building and maintaining good, caring relationships with young people. Staff are trained to intervene proactively to divert young people from negative behaviours and promote positive behaviours. They work in a flexible way, making sure that young people are able to express anger and frustration without feeling rejected and without impinging on the rights of other residents and staff. The young people are educated on different coping mechanisms and how they can manage their emotions in a positive way through their sessions in their bespoke weekly timetables.

We work with young people to identify how their behaviour needs to change and our incentive scheme enables them to earn rewards for achieving their goals.

Incentives

We prefer to reward positive behaviour than to impose sanctions for negative behaviour. Each young person will have an incentive scheme agreed with them according to their needs and age. Through this they will be able to earn extra rewards by achieving their agreed behavioural aims.

Sanctions

If a young person's behaviour is unacceptable, staff may impose a sanction. This enables residents to see a connection between their poor behaviour and loss of privileges. Staff explain all sanctions imposed to the young person and log them. All sanctions have to be approved by the homes manager before they are imposed. The responsible person will also monitor the sanctions as a subject point in the home's managers supervision.

Holding & Restraint

If a young person shows extreme behaviour, which could cause physical injury to themselves or others, or serious damage to property, staff may physically intervene

to stop the behaviour. We see controlled holding, or 'restraint', as a last resort, once a range of measures have been tried to defuse the situation. All physical intervention is fully recorded and monitored.

All our staff are trained to defuse aggressive situations and avoid the need for restraint. They also learn how to safely restrain when absolutely necessary. Staff and the young person are fully debriefed afterwards, and their comments recorded.

The home has a behaviour management, de-escalation and physical restraint policy which is accessible to all staff whilst they are on shift at all times and is accessible.

8. Leadership and Management

Registered Person

Paul Davidson

Address on request with authorisation

Registered Manager

Marva Davidson

Address on request with authorisation

Staffing Matters

All the staff working at the home have had an Enhanced Disclosure and Barring Service check to make sure that residents are not at risk.

Our staff value and respect the privacy, dignity and confidentiality of residents. They are committed to raising the self-esteem of young people by identifying and building on their strengths.

Our staff support each other in the very demanding task of providing first class care for young people. They also try to put right the problems that young people are experiencing in their daily lives whether this be with their health, education, emotional wellbeing, family relationships or behavioural needs.

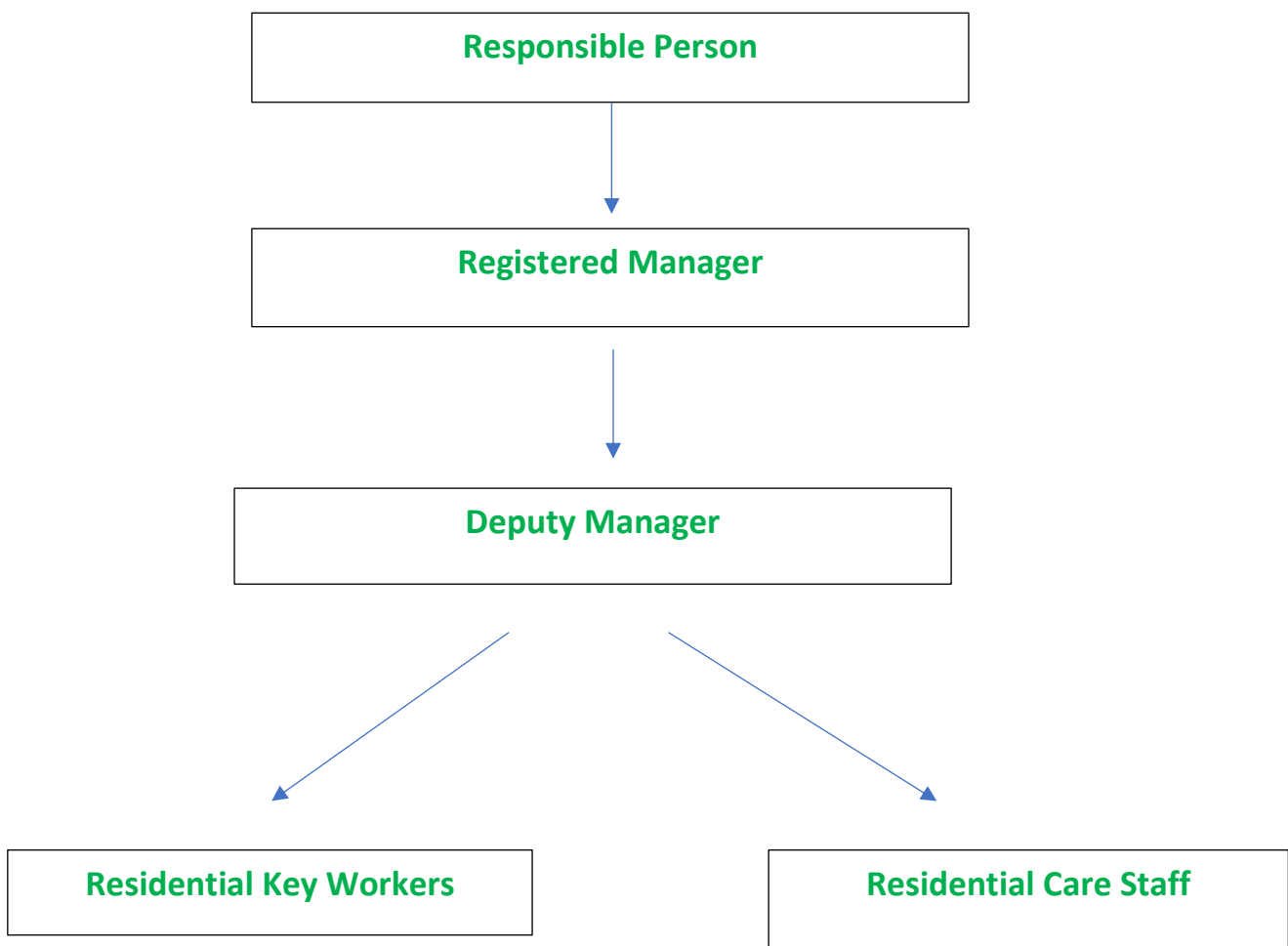
There are always at least two staff on duty in the day if there is one person in the home and one at night and at least two in the day if there are two young people residing at the home and two at night; there can be more if our risk assessment indicates they are needed to provide a safe placement and the local authority has commissioned this. A senior member of staff is always available for advice and support.

Staff at the home have monthly, planned and structured supervision as well as bi weekly staff meetings where the homes manager is present. Appraisals are also conducted annually so that they can discuss their achievements, problems and personal developmental needs.

The homes manager also has monthly planned and structured supervisions as well as annual appraisals conducted by the homes listed responsible person.

All staff have the opportunity to develop their skills and knowledge by attending relevant in-house training programmes, external short courses and relevant vocational courses. All our staff hold or are working towards the Level 3 Diploma in Residential Childcare or equivalent.

Staffing Structure



9. Care Planning

Referrals and Admissions

Referrals can be made through the placements north west portal, to the company's email address or through contacting the home for a referral form. Urgent referrals can also be made by telephone.

On Admission

The young person should be accompanied by their social worker or if the placement is an emergency a duty social worker is appropriate. All the necessary agreements and information needed to admit the young person should be provided on or before admission. The 72-hour placement planning meeting should be arranged when the young person is admitted if it is not able to be arranged before administration.

When arriving, the young person will be made to feel at ease and given useful information about the home and how it works. They will be given a young person's guide about the home and what it is like to live there.

At the placement planning meeting, the manager or staff from the home, parents and carers, teachers and social workers make plans with the young person. The young person is assigned a key worker who will assist in writing a placement plan with the young person along with all relevant professionals with them to make sure all their needs are met. Their key worker will talk to the young person regularly to check their progress and help them meet their goals.

The placement plan will include specific arrangements to meet any needs the young person may have, including dietary needs or religious observance.

Planned Admissions

The young person's social worker must provide the home's registered manager with all the information available about the young person for them to assess the risk of admitting them to the home before an offer of a placement can be made.

The manager of the home will then arrange a pre-admission visit by the young person and where appropriate their family, if possible, to have a look around and meet the staff to discuss the routines and rules. The visit also gives staff the opportunity to gather all the background information they need to provide good care and plan for the young person's arrival. If possible, the young person will also visit the home for a meal so that they can meet the other resident. An admission date is then set, and a member of staff is identified to welcome the young person.

Urgent Admissions

Occasionally, the home may have to admit a young person at short notice when there is only limited time for prior planning. Although we prefer to avoid admissions like this, the immediate needs of the young person come first.

Urgent placements are requested by the young person's Social Worker or by an out of hours social worker directly to the home.

As much information as possible must be made available before the young person is placed in the home.

When considering an urgent referral, the home will assess how it will meet the needs of the young person and how the other young person living in the home will be affected.

When the referral has been accepted the home will identify who will be bringing the young person to the home and what further information, consent, agreements and risk assessments are required.

The home will make arrangements with the social worker to welcome the young person to the home. They will want to know who is to be responsible for the young person's plan after their admission. Any urgent admission will be followed by a planning meeting to take place within 72 hours.

What Happens When a Young Person Is Ready To Leave?

Preparing to leave is an important part of the young person's placement plan and we aim to give them all the help and support they need to move on successfully.

Keyworkers will work with all young people through the 'independence skills for life' work booklet during their stay which is used to help young people to prepare for independent living as soon as they are admitted to the home irrespective of their age.

The tool helps teach young people life skills throughout their stay. Staff support young people to develop the skills they will need when they leave the home and move into their own accommodation, this includes supporting the child to develop emotional and mental resilience to cope without the home's support. The programme includes building self-esteem and confidence to equip the young person to cope with the challenges and setbacks they will encounter. This includes acquiring the skills to build and maintain relationships and networks which will support the young person as they make the transition to adulthood. We then teach the young person practical skills like food-shopping, cooking, doing the laundry, doing basic household jobs and safety in the home. We also teach about finding work and training, applying for benefits, managing money, paying bills, making appointments, and looking after their health.

10. Photos of the home

