

# **Statement Of Purpose**

**JTA RESIDENTIAL CARE**  
**Howards House**  
**URN 2744844**

**79 Howards Road**  
**E13 8AZ**  
**Newham**  
**London**

**Responsible Individual:**  
**Billy Adedayo**

**Manager:**  
**Joan Henry**

**Tel: 020 8637 2413**  
**Email: office@jtaresidentialcare.co.uk**

**This Statement of purpose outlines the key areas as stated by the Children's Homes Regulations. Regulation 16 (Schedule 1) to inform all parties about the residential home.**

**Regulation 16  
Matters to be included in the Statement of Purpose**

**Quality and Purpose of Care**

1. A statement of the range of needs of the children for whom it is intended that the Children's Home is to provide care and accommodation.

Howards House is a residential home located in 79 Howards Road, E13 8AS in London borough of Newham

The residential home is for Children and Young People (CYP) with emotional and behavioural difficulties (EBD) aged 8-17 years.

We work together with professionals in the field to train our staff and management team, this enables our staff to understand and meet the needs of the CYP in our care on a daily basis, building positive relationships and overcoming any barriers they may be faced with.

CYP placed with us will be able to continue to develop into adult life and progress to either foster care, semi-independence or return to family. Our aim is to help children to achieve outcomes equivalent to their peers who are not looked after children. We are committed to creating environments where children and young people can have their care, emotional, educational and health needs met by experienced and informed staff.

Upon receiving referrals, the residential home will match the CYP to any existing CYP in placement while also considering the suitability of the location (informed by the Location Risk Assessment) and staff skills and experience, in order to provide the CYP with a positive experience while at The residential home where they can achieve their individual goals and outcomes, "**taking it one step at a time**".

**2. Details of the home's ethos, the outcomes that the home seeks to achieve and its approach to achieving them.**

By empowering and enabling effective staff working practice through ongoing training, open communication channels, personal development planning and collegiate support, we aim to:

- Achieve positive outcomes for all young people by encouraging a positive sense of "**self**". This is evidenced by responding to young people's individuality and treating them with dignity and respect regardless of their race, culture, gender, sexuality, language or religion.
- Value and encourage the free expression of every young person's wishes and feelings. In order to achieve this, we support and engage with young people on a regular basis through key working sessions to provide them with an opportunity to express their views.
- Encourage all young people to be fully involved and have an advocate to express their voice in their care planning, LAC review meetings, EHC meetings etc.
- Fully support and encourage young people to access their independent advocate.
- By each child and young person having a bespoke support package focusing on issues identified in their individual portfolio of needs, we work in a multiagency manner, enabling all parties involved to access and review areas of development, set new targets and measure progress.
- We will facilitate educational support from an external provider when a young person is not in full time education. We also work in close partnership with placing authorities and other external agencies to ensure the educational and social needs of the young person are being met.
- In instances where suitable education provision is available, we offer support in all areas (emotionally, socially etc.) within the education provision. This is facilitated by working alongside other professionals to allow the child and young person to reach their maximum academic potential. The Home will liaise with the education authority upon each child and young person's admission to ensure a suitable education provision is provided and individually supported.
- Monitor and review all activity schedules and produces this information in pictorial format to ensure that we are able to monitor a young person's ability to engage, enjoy and achieve. All activities are reviewed regularly to prevent boredom and to develop new hobbies, skills and interests.
- Encourage, support and reward positive behaviour, this is achieved by increasing young people's social awareness skills in encouraging positive stable peer relationships.
- We are committed to keeping young people safe and protected from all forms of abuse and harm by ensuring a thorough risk assessment of each young person remains current and reflective of their needs and behaviours. Ensuring all new recruits undertake a robust safer recruitment process and are adequately trained to meet the needs of the young people.

- Through meeting and supporting the emotional needs, physical needs and mental health needs of a child or young person daily through every day working practices. A full varied diet will be available to all children and young people and they will be supported and encouraged in accessing leisure facilities that promote a healthier lifestyle. Each child and young person will be involved in the weekly menus; all children/young people will be registered at a doctors, dentists, and opticians within 7 days of admission.
- Provide a warm, safe, stable, and nurturing environment, where each child or young person can develop and have their individual needs addressed, be they cultural, emotional, spiritual, educational, and social – in a positive and progressive manner. Through the implementation of a clearly defined placement plan, underpinned with a realistic 24hr curriculum supported by comprehensive Behaviour Management Programmes and Risk Assessments, which all staff are robustly trained to implement.
- The leadership and management team are qualified and experienced in maintaining a stable, professional, fully trained workforce. The close monitoring and regular supervision of all staff achieve this. Monthly staff meetings ensure that all staff is fully informed of revisions to policies, procedures and young people's care plans. All staff receives a full induction programme and training and their development plan is reviewed at each supervision.

**3. A description of the accommodation offered by the home, including –**

- (A) How accommodation has been adapted to the needs of the children**
- (B) The age range, number and sex of children for whom it is intended that accommodation is to be provided; and**
- (C) The type of accommodation, including sleeping accommodation.**

The residential home is a large family type home where Children and Young People, aged between 8-17 years are able to live in a spacious yet cosy and warm environment.

(There is no limitation on sex of the CYP, unless specified on referrals which would be highlighted during the admission risk assessment and matching of the CYP)

The home is purpose built to provide residential accommodation for LAC.

The layout of the home was carefully considered during the planning procedure to ensure that it is suitable for the Children and Young People who may reside here.

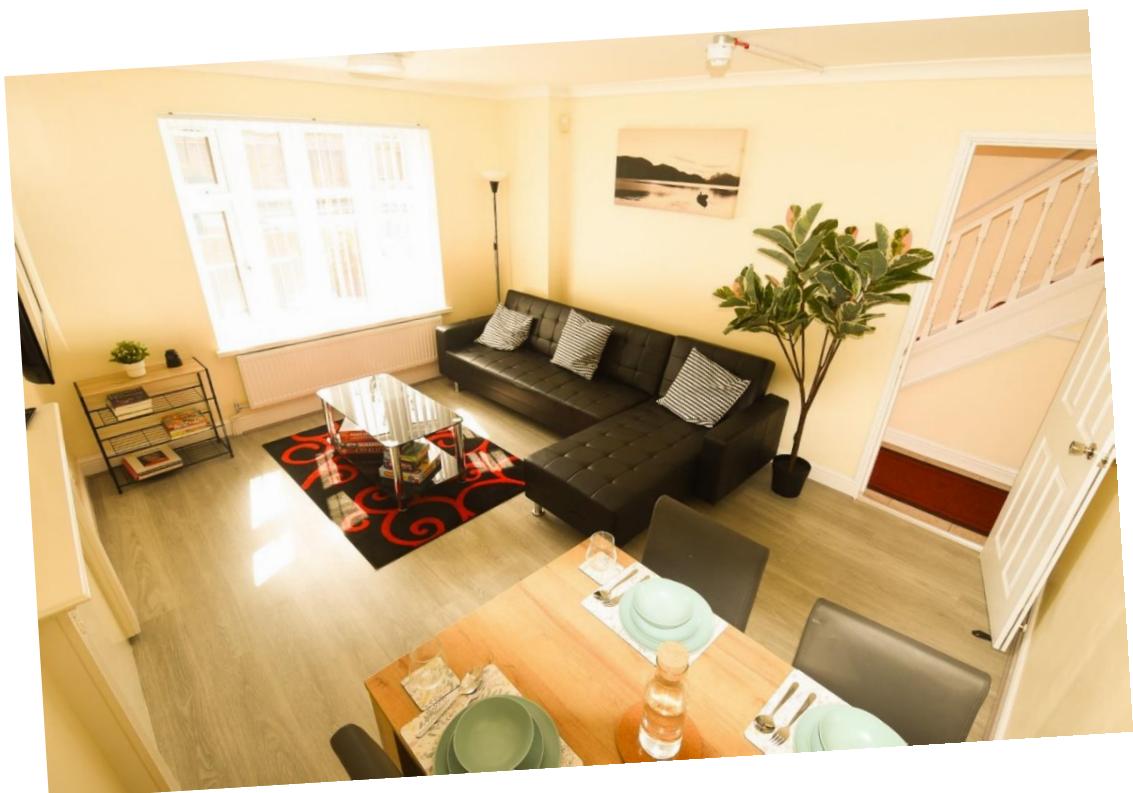
## **The residential home**



## **Lounge**

The lounge is a cosy space finished with modern features.

There is a large sofa, bean bag for the children and young people to relax on, alongside plenty of books and games to encourage group time together in the home.





## **Kitchen**

The residential home has a large kitchen which has all the required necessities to enable children or young people (and staff) to prepare nutritious meals and learn how to cook with staff and independently.



### **Children and Young People's Bedrooms**

There are identical double bedrooms within the home, all of which have a cosy double bed, wardrobe, chest of drawers, desk, bedside table, lamp and a TV. All bedrooms have a natural décor, Children and Young People are encouraged to personalise them, which will help them make them into spaces where children or young people can feel safe and at home.

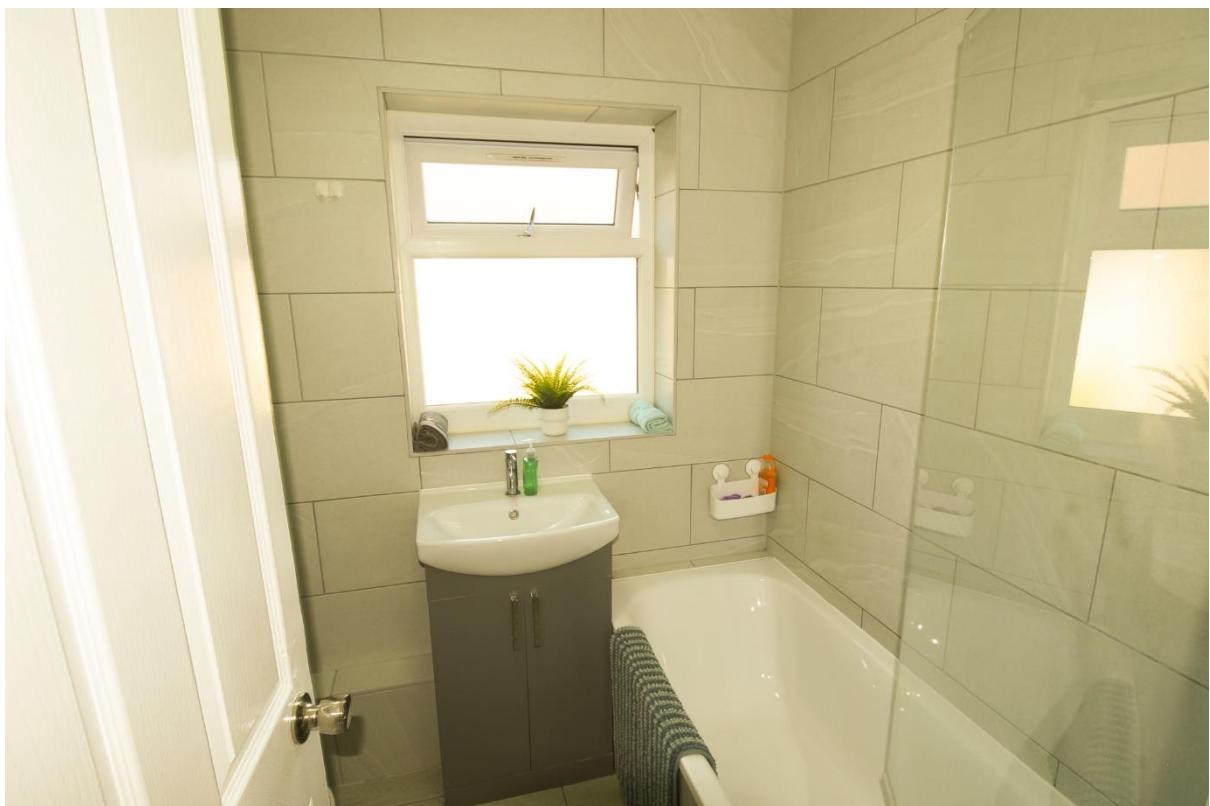






### **Bathrooms**

The home has two bathrooms. On the ground floor there is a toilet and there is another bathroom located on the first floor which has a toilet, bath with a shower overhead and a handwash basin.



### **Garden Area**

The residential home has a pleasant garden which is accessible from the kitchen, children and young people may choose garden resources to have in the garden to encourage them to spend time outdoors. This includes the CYP planting flowers and/or vegetables alongside staff. Let's see what recipes we can make from our own produce!





Relevant security and health and safety measures are in place including window restrictors, smoke alarms and thumb locks on all doors to allow access out of rooms/building when required.

### **Communal Areas**

The lounge is equipped with a television and lovely quality seating. There is also an area in the lounge which the homes manager hopes to create as a “gaming zone” with involvement of the CYP placed at the residential home. This will include an accessible laptop for the CYP.

#### **4. A description of the location of the Children's Home**

Howards House is situated in 79 Howards Road, E13 8AS in London borough of Newham. 79 Howards Road is predominantly a residential area with 51 total addresses, 35 of it, residential and 16 businesses. It is close to about 7 transport links for easier mobility. HOWARDS HOUSE is close to several Rail Stations including West Ham Rail Station (0.7 miles with walking time of 14.1 minutes), Wanstead Park Rail Station (1.73 miles with walking time of 34.6 minutes), etc., all which offers its residents, varieties of great transport system. The closest bus stop is Sewell Street and its only 0.1 miles away from 79 Howards Road. There is also Balaam Park Health Centre, which offers medical services to the local residents.

## 5. The arrangements for supporting the cultural, linguistic, and religious needs of the children

HOWARDS HOUSE recognises that religion may be a key element of a young person's cultural identity. All staff will ensure that each young person is encouraged and fully assisted to attend to their chosen religious practices, receive instruction and to observe requirements (including dress, diet or other) of the religious persuasion to which he/she belongs. If a young person makes the decision not to practice their religion, this choice will also be honoured.

The residential home staff is a representative of the local community and include members from a variety of faith and cultural groups. As far as possible, young people will be matched with staff members who are able to positively promote their cultural and religious needs. For safeguarding reasons however, staff is not permitted to engage with any children or young people in any language other than English. CYP will be supported in their religious observance needs by the purchasing of specialist equipment (i.e. prayer mats), or with liaison with places of worship to facilitate religious observance.

This aims at ensuring that:

- The young person has the opportunity as far as is practicable to retain and develop the linguistic language of their birth according to his/her wishes; as above, within the remit of safeguarding.
- The young person has the opportunity to practice their religion in a safe receptive environment
- Staff have a considerable amount of knowledge of the cultural, linguistic and cultural background of the young people in their care.
- Young people will also be encouraged to contribute to the home's menu and supported to purchase, cook and consume foods from their cultural background.
- Throughout the course of the year, religious festivals will be acknowledged and promoted so that all cultural and religious needs are promoted.
- Where religious observation/commitments are identified during the assessment/admission process or at subsequent reviews, the home aims to gather as much information about the young person's religious practices in order to facilitate the continued support of their religious commitments.
- The staff will actively seek to promote that young person's religion by using resources within the vicinity of the placement and the community as a whole.

There are places of worship locally including churches, temples, synagogues and mosques (see Location Risk Area Assessment for nearest religious centres)

## 6. Details of who to contact if a person has a complaint about the home and how that person can access the homes complaint policy.

Complaints should be dealt with at the earliest opportunity and by the most appropriate person.

HOWARDS HOUSE has a Policy, which fully acknowledges the principles of the Children Act, the Representations Procedure (Children) Regulations 1991, and the requirements of the Children's Homes Regulations 2015. This is made known to children, their parents, placing authorities and staff. In all cases any Child Protection Procedures will always take precedence.

The Registered Manager will ensure that all complaints and representations will be recorded in writing along with any action taken and the outcome of the investigation. It is our aim for any complaint to be resolved as safely, and as soon as possible as near to the point at which it arose whilst maintaining a level of independence, dependent on the nature and level of the complaint.

All complaints will be addressed and responded to by the manager within 48 hours, up to a maximum of 14 days. If the complainant isn't satisfied, they can take the complaint to the RI who will respond in 14 days, up to a maximum of 28 days in accordance with the seriousness and nature of complaints. All children are issued with this information upon placement.

Young people are also encouraged to become more assertive (in a positive manner) and value themselves more highly by encouraging their participation during the weekly house meetings and to share their views and opinions in regard to the development of the service we provide by means of consultation, feedback forms etc.

Each child will have access to an independent person to ensure that their ability to complain is not compromised by any personal difficulties they may have.

The residential home has developed various ways in which children and young people can make formal and informal complaints, comments or observations. These are made accessible in the Children's Guide, also full advice on how to make a complaint and where to find support in doing so. (Please refer to HOWARDS HOUSE complaints policy).

Within this context young people are made aware of their right to complain when they feel they have been treated unfairly or disrespectfully. (Please refer to HOWARDS HOUSE Complaints Policy)

Complaints can be made to:

Joan Henry - Manager  
Responsible Individual – Billy Adedayo

You can also request a copy of the Home's Complaints Policy and Behaviour Management Policy from the above.

Young people are regularly spoken to and consulted with regarding the service and standard of care they receive by the young person's social worker, Reviewing

officer, Ofsted Inspectors, Regulation 44 independent visitors during monthly monitoring visits.

Complaints can also be referred to:

Ofsted  
National Business Unit  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

TEL: 0300 1231 231/0300 123 4666

Children/young people will have access to other services such as child line on: 0800 1111, or visit <http://www.childrenscommissioner.gov.uk/>

Alternatively contact:

Children's Commissioner for England on Free Phone: 0800 528 0731

Or by post at: -

The Office of the Children's Commissioner  
Sanctuary Buildings  
20 Great Smith Street  
London  
SW1P 3BT  
Tel: 020 7783 8330  
Email: [info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk)

All children/young people will also have access to their Local Authority complaints procedure.

- 7. Details of how a person, body or organisation involved in the care or protection of a child or young person can access the homes child protection policies or the behaviour management policy.**

HOWARDS HOUSE has a Safeguarding and Behaviour Management Policy and Procedure in place which is regularly reviewed. These policies are available in the staff office within the Home as well as being held manually on the Mentor system, and can be accessed by a person, body, or organisation upon request. As part of staff induction process, staff is expected to read and understand these policies and the procedures within them via the Mentor System, which will require them to sign each document upon completion to evidence that they have a good understanding of them and that they agree to adhere to them.

## Views, Wishes and Feelings

### 8. A description of the Home's Policy and approach to consulting children and young people about the quality of their care.

#### **Consulting Children and Young People:**

Young people are encouraged to contribute to the day-to-day routine and planning of their daily schedule as much as possible. This will include activities, meetings, i.e. family contact, medical appointments or social work visits. In addition, young people are offered choices around their chosen activities.

Key working sessions with young people provide the opportunity for daily living skills to be developed which enhances independence and brings about confidence. Young people will be encouraged to communicate their wishes and feelings in a group setting or on a one-to-one basis. Young people will also be asked to give their evaluation on the quality of the home, its staff and the activities undertaken. The consultation information received from the young people is used to evaluate the facilities and existing services offered and support the future development of the provision, their environment and the activities undertaken.

Consultations examples include:

- LAC Review Reports / consultation papers.
- Key working sessions.
- Children/ young people's weekly meetings (or how often it is agreed that these are required to be effective)
- Multi-agency working i.e. Community Support Officers.
- Clothing / toiletry purchasing.
- Meal planning.
- Obtaining wish lists for Christmas / birthdays.
- Working with families.
- Day-to-day conversations with the children/young people.
- Regulation 44 visits.
- Regulation 45 reports
- OFSTED inspections.
- Internal Care Programs.
- Risk Assessments.
- Health assessments.
- Serious incident reports.

Children or young people's meetings are held as often as they feel they need them in the Home. To ensure that these take place and are effective, there is a designated Shift Leader, who will be responsible for ensuring that they take place, giving the children or young people the opportunity to produce an agenda of issues/topics they wish to discuss, set agenda items each week ensures topics such as holidays, activities, and ideas for the Home are covered.

The meeting will be written up and then signed by all those that are in attendance both (staff and children/young people). The Registered Manager will provide feedback on any actions or tasks/requests made. During the next meeting the children or young people are given feedback on the previous issues raised, ensuring they are addressed and dealt with accordingly.

Key working sessions are held regularly and these are opportunities for the children and young people to discuss any issues of concern, and for staff to address any concerns they may have that are affecting the Home. These sessions can then be readdressed if necessary.

Staff will build successful, strong, and stable relationships with children and young people, the staff team will be consulting with them on a day to day basis through their consistent nurturing working practices.

All children and young people will be reminded that they are listened to, and that their views, issues, or concerns are important, and where possible will be positively acted on.

#### 9. A description of the children's Homes policy and approach in relation to-

- (a) Anti-discriminatory practice in respect of children/young people and their families.
- (b) Children's rights

HOWARDS HOUSE is committed to working within anti-discriminatory and anti-oppressive values and do not tolerate discrimination. We consider all human beings to be equals regardless of their race, culture, religion, beliefs, physical or mental capabilities, political persuasion and sexual orientation and as such it is our intention to educate, challenge and inform on any negative view that may be held in these areas.

Equal opportunity means that everyone should have the same opportunity to access services. HOWARDS HOUSE aims through education, discussion and example to instil in young people a sense of equality and fairness and a degree of understanding, tolerance and acceptance of others.

HOWARDS HOUSE makes a positive commitment to try to address the needs and preferences of young people. We aim to assist them in understanding that difference does not mean inferior. To achieve this, we accept referrals from all ethnic and religious groups and practice in an anti-discriminatory way.

**Rights:** The basic human right of every child and young person to be acknowledged, appreciated and respected, without distinction of any kind and the service provided by our staff should not judge a young person's circumstances, backgrounds and lifestyles.

**Equality:** The provision does not discriminate on the grounds of race, culture, language, religious beliefs, gender, sexuality, disability, political or other opinion, national or social origin, property, birth or other status. Staff at the residential home is committed to treating young people equally and fairly.

**Dignity and Respect:** Recognising the individuality and unique qualities of young people, to accept them as they are and appreciate their value and worth, treating them with dignity and respect at all times.

**Expression of Feelings:** To recognise that young people need to express their needs and feelings and those expressions should not be condemned even if they appear negative, but to help them express themselves in a positive way which is not a threat to anyone but brings about self-gratification and fulfilment.

**Non-judgmental attitude:** It is recognised that assessments will be made about a child concerning their care which may include attitudes, beliefs and actions. But those assessments should not include blame, guilt or any judgment about the child themselves. If any judgment needs to be expressed it should focus on the behaviour of the child and the support needed.

**Empowerment:** A commitment to provide opportunities for young people to think and act independently; by helping them do things for themselves wherever possible whilst ensuring their safety at all times.

**Confidentiality:** Ensuring that all personal information is treated in confidence and to include young people's need for privacy.

HOWARDS HOUSE has a policy and approach in relation to—

- (a) Anti-discriminatory practice in respect of children and their families (b) children's rights.

This works within the Equality Act 2010.

This act protects people in the workplace and in the wider society from discrimination.

Discrimination can manifest in any of the following forms:

- Direct discrimination- treating someone with a protected characteristic less favourably than others
- Indirect discrimination- putting rules or arrangements in place that apply to everyone, but put some with a protected characteristic at an unfair disadvantage
- Harassment- unwanted behaviour linked to a protected characteristic that violates some one's dignity or creates an offensive environment for them.
- Victimisation- treating someone unfairly because they've complained about discrimination or harassment.

What are the protected characteristics?

- Being or becoming a transsexual person
- Being married or in a civil partnership
- Being pregnant or having a child
- Disability

- Race including colour, nationality, ethnic or national origin
- Religion, belief or lack of religion/belief
- Sexual orientation
- Age

At The residential home we have a policy on anti-discriminatory practice that everyone working in the home must adhere to. No child, group of children or their families will be discriminated against. Staff will not judge or treat any children or their family unfairly or unequally (For further details please see full policy and procedure).

## Education

### 10. Details of provision to support children or young people with special educational needs

Any children or young people with special educational needs will be supported on an individual basis dependent on their requirements. We will work in partnership with education providers, SENCO, Virtual school and any named person(s) involved in supporting them to meet their academic potential.

Any resources required will be sought and adaptions to routines will be made to support any child or young person to get the most of their education and support learning.

### 11 & 12: The curriculum provided by the children's Home and the management and structure of the arrangements to promote children's educational achievements.

The residential home is not a registered school. However, all children/young people will be supported fully with their education.

HOWARDS HOUSE recognises the central importance of educational development in the lives of children aged 8 -17, and aims to enable the children in our care to achieve good educational attainment on a par with their mainstream peers.

Where children placed with us are in either mainstream education or attend an alternative provision unit full time, our staff will work to help them achieve high attendance rates, to support them with their school work and to help with any conflicts that arise in the young person as regards their total experience of schooling.

### Through our service we aim to meet the following five educational outcomes:

- Improvement in how our children engage with education / regular attendance
- De-escalation of inappropriate behaviours/ increase in positive behaviours
- Increase in independence
- Improvement in learning/educational achievement

- Successful return to school where identified as an individual outcome

We acknowledge that each individual young person's educational needs will be different and, in some cases, complex. Although the residential home does not have an education provision we do work with and support the young person in their educational goals. The residential home staff works closely with all young people's educational providers to ensure that we maintain and support the learning outcomes highlighted in the young person's EHCP or care plan.

Residential placements will be supported and encouraged to attend school daily and to undertake homework tasks as required. Staff will assist with any homework for young people. We are able to further support young people to attend their educational provision by implementing practical support such as transportation to and from school.

Education is viewed as being the way forward for young people. Each young person, if appropriate, will have an Education Health Care plan (EHCP), which is devised by their Social Worker in conjunction with school/college, the young person and the home. Part of the ethos of the home is that young people living at the residential home will actively take part in some form of education or vocational training in order to prepare them for independent living.

The home will provide semi-independent training to young people who we have identified as ready, or partially ready for the experience.

Educational visits provide an opportunity for a young person to view and experience areas of interest outside the confines of the home or district in a different environment. The visits are designed to stimulate self-assessment, raise self-confidence, and enhance communication skills and to broaden their outlook on life.

Where young people are not participating in education because they have been excluded or for some other reason, the residential home staff will work closely with the placing authority so that the young person is supported and enabled to resume full time education as soon as possible. In the interim the residential home staff will support off -site educational facilities and engage the young person in structured activities to support their learning and regain confidence in their educational path.

Where a young person is placed from a different placing authority, the virtual school head of the placing local authority will be contacted to ensure the continuation of the young person's educational achievement.

Each young person will be encouraged to engage in semi-independent life skills.

## Enjoyment and achievement

**13. The arrangements for enabling children and young people to take part in and benefit from a variety of activities that meet their needs and develop and reflect their creative, intellectual, physical and social interests and skills.**

- The residential home staff encourages all its young people to pursue appropriate leisure activities and events in the local community and further afield. To this end, staff maintains contact with local youth services and facilities, sports centres/gyms, and other community resources including the cinema, theatre, dance clubs, etc. Staff will also give additional support to young people, participating with them when appropriate, to help them take advantage of these opportunities.
- An allowance will be made available to young people for recreational pursuits.
- Young people also have the opportunity to become involved in activities which reflect their religious, racial and cultural identity.
- Within the home we aim to create a 'family atmosphere', young people are encouraged to eat together and to participate in the home's events and activities. The home has a wide range of play activities, including art, games, and puzzles.
- In addition to this the young people are expected to contribute to their home by helping each other and staff to keep the home clean and tidy and looking nice. They are asked to take ownership of the home contributing to decoration ideas both in their bedrooms and social spaces.
- Each child's placement plan will include the permissions that the placing authority has delegated to the registered person. This delegated authority will clarify our ability to give permissions for the young person for school trips, sleep overs and the child's involvement in sporting and leisure activities, as to promote activities like their peers. All agreements will need to be confirmed in writing by the social worker.
- The Registered Manager, (working in conjunction with the parents and social worker) will strive to identify suitable pursuits and make arrangements for support to be put in place for the young people to access them.
- The residential home staff will provide opportunities for young people that will empower them to make choices that enhance confidence and promote independent living skills.
- The residential home staff will encourage young people to develop their own interest and hobbies and make a positive contribution to the home and the wider community.
- The residential home staff will acknowledge and celebrate every young person's achievements.
- The residential home staff will arrange various activities, expose young people to different social environments, and build their interaction skills and confidence that they otherwise may not have acquired.

**The residential home** aims to ensure that;

- All young people are supported to take part in school trips, out of school and other clubs, volunteering and leisure activities.

- We assess activities to ensure they are safe, achievable and reasonable for each young person and ensure appropriate opportunities are available for each young person to have fun, form friendships and enjoy life relative to their stage of development and individual needs. In addition, staff will always support and encourage young people to try activities that are new for them.

All arrangements are subject to regular reviews so that the individualised package can consider any change in circumstances. The purpose of the review is to look at the young person's progress in all relevant areas of their placement i.e., contact with family, changes since last review and make decisions/agreements about future plans.

We believe it is vital that young people, including those with additional needs to have adequate space and time for recreation and play as this is the essence to their physical and emotional development. All activities are designed to promote and develop social understanding, creativity, boundaries and communication skills.

All activities are designed and developed to provide a programme that is beneficial, varied and pleasurable. These activities are kept under constant review and are changed to avoid repetition, staleness and boredom.

We also try to incorporate as many interests and hobbies into our activities to ensure there is something for everyone. Young people also have the opportunity to structure recreational, community and cultural activities. These venues offer various sporting and recreational activities, which can be both stimulating and motivational for all young people.

#### Promoting Health and Well-Being

##### 14. Details of any healthcare or therapy provided, including-

- (A) Details of the qualification and professional supervision of the staff involved in providing any healthcare or therapy; and
- (B) Information about how the effectiveness of any healthcare or therapy provided is measured, the evidence demonstrating its effectiveness and details of how the information or the evidence can be assessed.

The residential home staff will ensure that each young person placed who is not currently registered with a service within the area, will be registered with the local GP Surgery, Dental and Opticians, and appointments will be made for them within three weeks from the start of the placement. There will of course be an element of choice therein with young people being in a position to maintain their original General practitioners (if practicable).

Medication and other treatments will NOT be given without the consent of the parent or other person who has parental responsibility. It is our aim at the residential home to promote good health and as such young people are encouraged where possible to take a responsible attitude towards medication. All young people must be registered with their own family GP if they are on a limited period of time accommodation; this information will be recorded on each young person's care plan.

Only properly packaged and clearly marked, in-date prescribed medication will be administered to the young person. Any other presentation of medication will be refused and returned. A health passport is kept on each young person and every effort will be made to obtain a medical history on each young person, which will include, health needs, development, illnesses, operations, immunisations, allergies, medications administered dates and appointments with GP's and other specialists. A Young person (where appropriate) may be provided with a 'Health Passport' to work through with their Key Workers to help them identify and target every aspect of their healthcare needs, i.e. weight, diet, exercise. Each young person's file will contain a "health section" which will detail any medical conditions, emotional wellbeing and any illnesses suffered and other medical history.

All medication will be kept in a lockable cabinet with the date, time and name of person to whom they are given. Only fully trained staff are permitted to undertake medication administration which uses a two-signature system for increased safeguarding.

A fully comprehensive First Aid box is easily accessible to staff. Homely remedies may be offered if agreed by the GP, social worker and parents where applicable. Homely remedies consent forms will be held in the young person's health passport.

All young people at The residential home are encouraged in healthy eating habits and are educated about the health benefits of eating a well-balanced diet in accordance with guidelines set out by 'Change for Life'.

Meal times are an opportunity for young people to make decisions on choice, and get involved in snack preparation, discussing breakfast, lunch and dinner menus, food preparation and food hygiene, health and safety in the kitchen, shopping for food items, health in terms of choices, identifying nutritional options etc. To encourage choice and variety, young people are also encouraged to bring their favourite foods from home to prepare or cook on the premises.

### Positive Relationships

#### 15. The arrangements for promoting contact between children and their families and friends.

The residential home staff will advocate for the young person to maintain contact with their family and friends as agreed with the placing authority.

Arrangements for contact and contact details are provided in the placement plan and updated regularly. In order to ensure that the young people are safeguarded, there may be circumstances where contact may be restricted. This would always be agreed on with the placing authority.

The residential home staff promotes and accepts various forms of contact where appropriate, this includes visits and supervised contact as agreed with the placing authority.

### Protection of Children

**16. A description of the home's approach to monitoring and surveillance of children.**

**17. Details of the home's approach to behavioural support, including information about –**

**(A) The home's approach to restraint in relation to children; and**

**(B) How persons working in the home are trained in restraint and how their competence is assessed**

## **SAFEGUARDING**

HOWARDS HOUSE employs staff who is skilled and experienced and then train them to deliver our high level of care. We only employ staff who is flexible, responsive and innovative in meeting the needs of children who can be challenging and need a systemic and multi-agency approach to their care. The multi-disciplinary approach to caring is also essential in ensuring all aspects of the young person's needs are being addressed.

Staff at The residential home is committed to working in partnership with all young people and professionals from health, education, social services and others from the voluntary sector to ensure the care is consistent and follows planned procedures.

The Registered Manager, is the designated Safeguarding Officer at The residential home. A comprehensive Safeguarding Policy is in operation. It is fully recognised that children and young people who are looked after and particularly those with higher needs as those catered for at The residential home are vulnerable and our responsibility as a caring organisation is to provide a safe and caring environment from which young people grow, develop and thrive. Therefore, our policy is that the young person should always be believed in cases where an allegation of abuse is made.

Our first priority in cases like this is to protect the child or young person from the alleged perpetrator. It is of paramount importance that the child or young person making the allegation is reassured by the team at the home and supported at all times. Child Protection investigations are conducted within the remit of working together within a multi-disciplinary approach. This therefore will include investigations that are either or a combination of internal, criminal and/or external, in nature. A comprehensive Safeguarding Policy supports this process.

HOWARDS HOUSE has a written Anti-bullying Policy that is provided to staff as part of their Induction, and they are trained to ensure that incidences of bullying are responded to accordingly. We have policies in place for Radicalisation, Cyber Bullying and Prevention and Prevention of Bullying (Please refer to full policy and procedures for details).

Children will be provided with all the relevant information at admission, through the Children's Guide. Ongoing training and development for staff will contribute to keeping children safe throughout their time with us. E-safety /Internet usage will be monitored in house (Please refer to policy and procedure for full details).

Bedroom door alarms will be used if/when there is a requirement for them in order to safeguard children/young people and will be agreed between the residential home and the local authority and will be dependent of the needs of the individual child or young person and risks presented. This will be in accordance with the child or young person's individual placement plan. Children and young people will be supervised by staff at all times unless they have agreed free time where robust risk assessment will be in place and agreed with the local authority.

### **THE ARRANGEMENTS MADE FOR CHILD PROTECTION AND TO COUNTER BULLYING**

All staff must undergo an enhanced DBS check prior to appointment, and be made aware of the HOWARDS HOUSE Safeguarding policy as part of the Induction. We will endeavour to foster a warm, home-from-home caring atmosphere that embraces and respects the basic values of choice, privacy, dignity, diversity, independence, rights and personal fulfilment.

Bullying is totally unacceptable in the home. It is widely accepted that bullying is a pervasive and intensely damaging experience. Staff will undergo training to identify the early signs of bullying and will be guided by the home's anti-bullying policy. Each case of bullying will be dealt with on its individual circumstances. Our anti-bullying policy will be followed in each incident of bullying.

In addition to the above, the residential home staff takes seriously the inherent dangers in the growth of internet usage for all young people, and the harm that they could inadvertently expose themselves to. To ensure their protection, HOWARDS HOUSE has an E safety policy for staff which covers the use of electronic devices and also for the safe internet use for our young people.

Within the residential setting all internet usage is restricted to that which is allowable via parental controls which are managed by the Director remotely. These restrictions cannot be tampered with as they are modem based, and needs knowledge of the providers account details and a password to access to amend.

To further safeguard the Children and Young People in our care we will be using a system called Circle with Disney. Circle pairs with the homes Wi-Fi and lets you manage every device on your network, both wireless and wired, without ever needing to download software on to the devices. It allows you to Set Time Limits, Filter Content, set a Bed Time, Pause the Internet and get Insight Reports.

Safeguarding concerns and procedures to follow are discussed in supervisions, team meetings and management meetings. Any safeguarding issues are given the highest priority and advice is sought from relevant professionals such as Newham Safeguarding Children Partnership Board. All staff will receive ongoing training in safeguarding as part of their induction programme and have regular refresher training. The home's designated safeguarding officer (DSO) is the registered manager. The DSO should be contacted in the first instance for any safeguarding concern.

### **THE PROCEDURE FOR DEALING WITH YOUNG PEOPLE GOING MISSING**

Emphasis is placed on providing a safe and secure environment. All young people will have a support worker allocated to them to oversee their care. In the event of a young person going missing whilst at 'The residential home' staff will follow company procedures and inform the

relevant authorities immediately. All staff will have a copy of the 'Missing Person's' Policy in their Handbook. Before a young person leaves the home, they are signed out by staff on shift, giving an indication of where they are going, mode of transport and the approximate duration of time that will be spent away from the home. Should a young person leave the home without permission, or go missing from their support worker whilst out in the community, they will be reported missing/absent. When the young person returns to the placement he/she is engaged in a discussion with the staff on the dangers of going missing in the form of a post missing interview with a member of the management team, where the information received during this process will be shared with the Local Authority and OFSTED via the completion of the formal notification procedure.

**Missing from Care** - We follow strict and comprehensive CSE and CCE procedures and we have established a strong positive relationship with the police which has enabled them to deliver onsite training to our staff on these topics and how best to report and deal with the issues together.

Missing person coordinator details Missing Persons team

Email: [missingpersonsteam@newham.pnn.police.uk](mailto:missingpersonsteam@newham.pnn.police.uk)

### **FIRE PRECAUTIONS AND EMERGENCY PROCEDURES**

It is our policy to ensure as far as reasonably practicable that all young people in our care, staff and visitors are protected from the outbreak of fire. In the event of a fire all staff are fully conversant with our fire evacuation procedures. Fire drills will be held monthly during the day and when required in the evening/night and recorded in the fire log. The manager and the shift leader will have prior knowledge of a fire drill. All young people's risk assessments include the homes fire safety evacuation plan. All staff will receive training in the homes fire evacuation plan. All our equipment is regularly serviced under contract i.e. alarms & extinguishers. The home carries out weekly checks on the fire equipment including the fire panel, fire extinguishers, smoke/fire detectors and call points to ensure they are working sufficiently, this is recorded on the health and safety checks and any defects are then reported to the Health and Safety Officer and are to be acted on immediately.

### **Behaviour Management**

HOWARDS HOUSE recognises that situations can arise when a young person presents a danger to themselves and others through physical violence. In these situations, a staff member may decide after assessing the risks that physical intervention may be necessary but this is only due to the risk of significant harm to the young person, self, others or property.

HOWARDS HOUSE Statement of Purpose - It is our belief that through building trusting and secure relationships and assisting young people in developing communication and negotiating skills, most "acting out" behaviour can be minimised.

HOWARDS HOUSE does not promote physical intervention. However, should any child or young person require physical intervention this will be recorded under the incident report (Please refer to JTA Residential Care Ltd Behaviour Management policy).

At The residential home, all staff have received training in Safer Handling. Safer handling is a licensed centre of the National Federation of Personal Safety. Where physical intervention or even just holding someone whilst they regain control is necessary, Safer Handling provides staff with the necessary knowledge and skills to manage this in the safest way possible.

**The only time a situation would warrant physical intervention is:**

- A child or young person was placing themselves or others at an unacceptably high level of risk or danger
- Another person was being injured.
- They were causing damage to the property
- Attempting suicide or placing themselves in grave danger

Staff are aware of the psychological effect restraint may have upon a child/young person and their care in terms of historical events. Any instances, where restraint is deemed necessary, the management team should be informed immediately, a full investigation undertaken and all those involved being offered a 'debrief' or/and key working session.

All staff members are trained to use De-escalation /Breaking away techniques, methods which provide them with knowledge of safe handling techniques and prevention. All staff will benefit from the same quality training. Restraint is monitored by the monthly Regulation 44 visits and the responsible individual as well as through monthly monitoring forms/audits.

In all circumstance's restraint will always be recorded and documented under a separate restraint form. The following methods are NEVER to be practised at the home as a form of discipline or punishment:

- "Pin down" i.e. the forceful holding down of a young person.
- Withholding of food and/or drink.
- Removal of a young person's clothing / footwear
- Locking young people in their bedrooms or any other part of the house
- Physical chastisement i.e. hitting / smacking
- Deprivation of sleep
- Refusal or cancellation of family contact sessions

Each young person's behaviour is assessed and a global risk assessment is produced and maintained to reflect his or her needs and challenges. A "RAG" system (Red, Amber, and Green) is produced to illustrate signs of when a young person may be going into distress and the distraction techniques that may be used to help to reduce their levels of anxiety.

HOWARDS HOUSE has robust child protection and behaviour management policies and procedures in place; this information is easily accessible to all staff through training sessions, group and (1:1) supervisions.

The residential home team believe in using restorative justice to assist a young person to focus on the effect their behaviour has had on both themselves, and others around them. We intend to utilise this approach in order to help and support the young people to accept responsibility for their actions.

HOWARDS HOUSE follows the strict guidelines set by the Children Act 1989, Care Standards Act 2000 and Children's Homes Regulations 2015, and Quality Standards 2015. All professional

bodies working in partnership with HOWARDS HOUSE are able to access our child protection policies and behaviour management policies on request.

### **RECORDING AND REPORTING**

All incidents of negative behaviours including physical intervention, are recorded comprehensively, cross referenced and then sent to the retrospective parties, this is then placed on that child/young person's file. All recordings are monitored by the manager, RI, Regulation 44 inspector and recorded in the regulation 45 report.

#### **Leadership and Management**

**18. The name and the work address of –**

- (A) The registered provider;
- (B) The responsible individual (if one is nominated); and
- (C) The registered manager (if one is appointed)

**19. Details of the experience and qualifications of staff, including any staff commissioned to provide education or health care.**

**20. Details of the management and staffing structure of the home, including arrangements for the professional supervision of staff, including staff that provide education and health care.**

**21. If all the staff are all of one sex, or mainly of one sex, a description of how the home promotes appropriate role models of both sexes.**

The Registered Provider:

**JTA RESIDENTIAL CARE**

**79 Howards Road, Howards House**

Newham

E13 8AZ

London

**The Responsible Individual: Billy Adedayo**

79 Howards Road,

Newham

London

E13 8AZ

**Manager:** Joan Henry

79 Howards Road,  
Newham  
London  
E13 8AS

The board meets monthly and will be briefed by the RI and Reg 44 inspectors on the findings of their audits and discuss any patterns or areas of concern.

The residential home has a staff team of various ages and both genders to provide positive role models, and staff of different levels of experience and backgrounds and cultures, to recognise and promote diversity.

The numbers of staff on shift at any one time will be dependent on the numbers of children and young people placed within the home and their levels of needs. Excluding the Registered Manager, there will be a minimum of 6 core staff members to make up the team.

The home uses the staffing ratio in accordance with the needs of the home and what is requested on each CYP referrals from the Local Authority. All Support Workers will oversee the direct care and supervision of the children/young people placed. They will conduct their role in line with good practice, organisational policies and procedures and the individual care plans for each young person.

They will be allocated key-workers roles with individual children/young people and delegated organisational responsibilities for the home as part of their personal development. There is always a senior member of staff on shift.

There is always out of hours support to assist and oversee the running of the home out of hours, weekends and holidays. The Manager and Responsible Individual will be on call. If the Manager is on annual leave/sick, the Team Leader will support the on-call rota alongside the RI.

### **Staffing Structure**

The management team recognises that staff supervision is an essential tool of good quality service. All staff will receive supervision in accordance with The Children's Homes Regulations April 2015. Staff is provided with individual, direct 1:1 supervision which incorporates reflective practice with the home manager and their senior. During internal induction new staff will have supervision every two weeks.

### **WORKING PATTERNS**

Staff shift patterns always operate over a 24hr period. Whilst young people are out at school or other educational activities, staff shift rotas reflect a variation to this pattern. Shift working patterns are provided to all members of staff electronically and a paper base copy placed on staff notice boards.

A Shift Leader will be available on every shift to support young people and staff. Management will also operate a nightly duty on-call rota in cases of emergency. Should there be a

requirement for waking night staff to be added to the rota, then management will re-evaluate the rota and requirement for additional staffing.

### **STAFFING ARRANGEMENT**

The residential home provides a team of 24hr support staff who are fully trained to work with young people with additional needs and are recognised as the important resource that they are. It is they who administer to a young person's needs on a 24hour basis through the capacity, skill, and commitment and care they demonstrate to transform a young person's life and experiences.

All young people are supported by Workers (RCW). The ratio of support will depend on the needs of the individual. The Team Leader, and the Registered Manager provide on hand support to the RCW's to ensure the highest level of care is provided at all times.

The Registered Manager (RM) provides support to all, and will supervise the smooth running of all day-to-day activities and involvement with the young people and their access to universal services. The Registered Manager works closely with all external agencies to ensure we maintain close partnership working in the best interest of our young people. The Registered Manager will also be responsible for and operate within the expectations of their regulatory role and responsibilities.

Our staffing team is the single most important resource to young people looked after at the residential home on behalf of local authorities. Staff are fully supported to ensure that they do not underestimate the complexity and the challenges they will face of the caring task for these young people, of many of the children for whom they will care and the memories our young people will carry away of the residential home in which they have lived.

### **RECRUITMENT OF STAFF**

HOWARDS HOUSE has a comprehensive recruitment policy in regards to the safe recruitment of staff. This is to ensure that all staff are treated in an equal manner and a clear process in place that will enable all prospective staff to follow and understand.

There is a rigorous recruitment process to ensure that all prospective staff have all the checks required to ensure the protection of children. All members of staff must have checkable work history and be able to provide three checkable references, including current employer. Reference verification checks are also undertaken.

All applicants have enhanced DBS checks in place that are renewed regularly, or are registered with the DBS update service.

### **STAFF DEVELOPMENT AND TRAINING PROFESSIONAL SUPERVISION**

HOWARDS HOUSE believes the key to good working practice is good effective supervision. Supervision will be regular and structured, documented in a recordable format where targets will be agreed and progress and professional development will be reviewed and monitored.

This process will provide the opportunity to share and self-reflect and for the worker to be open about the areas that can be developed further so management can be most effective in their support to:

- Build effective professional relationships

- Develop good practice in the performance of their work
- Exercise judgement and make good decisions
- Improve the quality of work

## **APPRAISAL AND PROFESSIONAL DEVELOPMENT MONITORING**

Probation period for new staff will be for a 3-month period.

Appraisals will be annually and will monitor the following areas:

**Young Person Focus:**

Show patience – take time to listen and understand person's needs; Empathise with person's difficulties and see things from their perspective; Believe that what The residential home staff are doing is worthwhile and identify with the vision; Give good advice; are approachable and polite; have the LA and Young person's carers best interest at heart; strive to always deliver excellent service; take ownership for the solving of problems using the strengths model approach; explain forward actions; what you will do and/or what they need to do; work jointly with other staff to meet current and future needs; monitor or measure the effectiveness of service.

### **Achievement Motivation**

Take ownership of the situation and the solution; show initiative – to improve the way things are done; volunteer for challenges enthusiastically; learn from mistakes; anticipate potential problems and act to avoid them; relish a challenge – rise to the occasion; set stretching objectives and consider contingencies, define and communicate clear quality standards.

### **Confidence**

Assess accurately the worker's own strengths and limitations; accept constructive criticism without being defensive; have the courage of your convictions to say things which may be unpopular; Show resilience; admit when you are wrong; are prepared to ask for help; make timely consistent decisions; argue your case authoritatively; maintain a sense of perspective.

### **Personal Organisation**

Check work for errors; accuracy; set priorities; meet deadlines, punctuality; remain calm and in control; focus attention on the task in hand – are not easily distracted; juggle tasks effectively – can do more than one thing at a time; manage your own time effectively; show respect for others' time and commitments; plan ahead for yourself; monitor performance against plan and re-prioritise if necessary; develop contingency plans; organise resources to meet plans and contingencies; build a degree of flexibility into plans.

### **Adaptability**

Are open to change; covers other jobs when required; fits in with colleagues easily; develop an appreciation of new systems and processes; take on additional or different responsibilities when required; divert resources to meet immediate and planned circumstances; find alternative solutions for customers; encourage others to accept and adapt to change; explain the rationale for change. Communication & Influence Explain things clearly and concisely;

listen carefully to what others are saying; show that you have understood what has been communicated; use positive body language; can speak confidently to people at all levels; are tactful and diplomatic; sounds interested in what others are saying; convince people to take and agreed course of action; gain their buy-in; write clear, concise correspondence; provide timely and accurate communications – ensure that others have information when they need it; have the required knowledge and key facts at your disposal to speak confidently; provide the right level of communication; use the most appropriate and tactful way to communicate sensitive issues; adapt your style to your audience and the subject matter/situation; sell the benefits of what you want to do.

### **Team Player**

Do your fair share; are friendly and approachable towards colleagues, share praise with colleagues; ask colleagues for advice and opinions; encourage and motivate colleagues; provide advice and share ideas and knowledge; thank colleagues for their help; share information and plans with colleagues; understands what other service providers do; co-operate with other service providers; see others point of view; consider the wider impact of what you do.

### **Vision**

Create and communicate a realistic vision, which is aligned to the objectives of the residential home, identify practical steps to achieve the vision, visualise what things will look like, consider the context of situations, create improved ways of doing things; envisage the longer term and wider consequences; apply your own knowledge and experience to new areas and develop new approaches. External Awareness Understands how counterparts work; keep up to date with what is happening in the environment in which The residential home operates; knows what is and what is not possible vis-à-vis Legislation, DOH, L.A.'s, OFSTED, and HOWARDS HOUSE Policies and Procedures; recognise when to compromise.

### **Leadership (Managerial Employees Only)**

Make yourself available to staff; understand and appreciate the work of your staff; motivate staff to consistently deliver high standards; are fair and even handed; lead by example: practice what you preach; agree clear expectations with staff; get your hands dirty when required; are approachable to staff; defend your staff in public: deal with issues in private; find new ways of keeping staff motivated; set clear objectives for staff, communicate the broader and longer term picture to staff; deliver on the commitments you make to staff; celebrate team success and promote a positive atmosphere; deal constructively with disruptive elements; keep up to date with what is happening on the 'shop-floor'; recognise excellent performance.

### **Developing Others (Managerial Employees Only)**

Know what makes individuals tick; give others time to review work and give advice; Play to individuals strengths and experience; help others to identify their strengths and weaknesses; delegate responsibility to help people to develop, whilst remaining accountable; help others learn from their mistakes; offer constructive criticism; build individuals confidence, show that you have faith in them, attempt to match people to job profiles. Staff development and training is seen as part of an on-going process that includes group training, and (1:1) supervision, as well as the team meetings. Staff will be given extra responsibilities and duties as they become more skilled and competent within the team.

Staff training consists of:

- In-house Induction Programme and Training
- Core Training subjects from Accredited Training Provider (Repeatable either annually or every two years depending on the subject)
- Personal Development Training multiple-choice tests
- Monthly E-Learning training from Accredited Training Providers
- Level 3/4 Diploma in Residential Childcare
- Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services

All staff contribute to their own development as part of their personal development plan (PDP) via our supervision and appraisal system.

All staff are encouraged to keep up with developments in practice. The Registered Manager will be constantly supervising, observing training and monitoring the work of the staff team. Staff will receive an Induction completion appraisal at the end of their 6-month induction programme and an annual appraisal thereafter.

### **Staffing & Qualifications**

<b>Name</b>	<b>Position</b>	<b>Qualifications</b>
Billy Adedayo	Responsible Individual	
Joan Henry	Manager	Level 5
Amel Morsli	Team Leader	Level 3
Moronfolu Ounsiakan (Fred)	Senior RCW	
Melisha C Bell	Senior RCW	
Toluope Oke (Joseph)	Senior RCW	
Jamie Ponde	Senior RCW	Level 3
Olabisi Oladunmoye (Ola)	RCW	
Oluwatobiloba Oke (Tobi)	RCW	
Ramsey Ezenagu	RCW	

### Care Planning

#### 22. Any criteria used for the admission of children to the home, including any policies and procedures for emergency admission

An Impact and Admissions Assessment will be carried out on every individual before admission. This is in accordance with Children's Home Regulations and Quality Standards 2015. 11.4

The registered person should only accept placements for children where they are satisfied that the home can respond effectively to the child's needs as recorded in the child's relevant plans and where they have fully considered the impact the placement will have on the existing group of young people.

The Impact and Admissions Assessment will capture whether:

1. The young person being referred meets the admission Criteria outlined in the home's Statement of Purpose and Function?
2. The Home's staff team sufficient in number and experience to meet the requirements of the child's needs care plan and continue to satisfactorily meet the needs of the existing group of young people?
3. The young person being referred presents any risks to the existing young people accommodated or are already placed in the residential home present a risk under the following areas?

### **Admissions Procedure**

All referrals of children and young people are considered and planned moves are carried out in line with availability of rooms. As much information as possible is always requested to enable the manager and staff to evaluate and match the placement to the needs of the child/young person and those already in placement

The manager will also consider the skill set of the staff team, to ensure they are experienced to deal with the potential issues, and specific training will be sought to equip the staff team if necessary. To ensure effective matching is in place, all relevant documentation will be requested at time of the referral under pre-placement information pack. (Identified needs, risks, targets and support required is identified and agreed with the placing authority prior to admission and confirmed in more detail within the placement planning meeting.)

From the initial referral to the placement planning meeting, regular liaison will take place between the manager, the staff and the referring authority to ensure that all needs are identified and staff are able to manage the risks if any.

The final decision for the child to come into the home is always the home's manager. Once the first stage of the referral was discussed, the second step would be that the new referral is introduced to staff and the matching Criteria and Impact Risk Assessment is completed using the pre-placement information pack.

The final decision is made as a full team once an initial action plan is clear. (Risk assessments, behavioural support/management plan, health plan and placement plan will be devised in conjunction with the Local authority's statutory Care plan and placing social worker).

The residential home will only accept emergency admissions where a referral form and risk assessment are provided prior to placement of the home. Placements teams should anticipate placement at the residential home for a minimum period of 6 months in order for us to be able to follow our framework, treatment and support plan to benefit the child.

### **Summary:**

Our minimum requirements of accepting a placement are as follows:

- Pre-placement information/referral form to contain essential information
- Impact Risk assessment
- The placing authority referral form completed in full

- Up to date placing authority's risk assessment
- Consideration given to the needs of the children/young person already in placement
- A matching management meeting would take place prior to offering a placement.

## **ASSESSMENT FRAMEWORK STAGES**

A Plan of support as part of the Assessment Framework at The residential home will be put in place and explored in more depth during the Placement Planning Meeting for each individual child as below:

STAGE 1 - Pre -Admission Meeting (panel meeting in the residential home /senior management/staff). This meeting is to determine whether it is in the best interests of the child to be placed in the residential home. Impact Risk Assessment analysed and final decision to be made in regards the allocation of the placement.

STAGE 2 - Placement meeting - when the child is admitted. Initial Care plan discussed and agreed.

STAGE 3 - Post Admission Meeting (P.A.M.) This meeting is held within three working days of the young person being admitted to the residential home. The meeting will discuss what needs to be done in the best interests of the young person.

STAGE 4- Placement Review Approximately one month after being admitted to the residential home every young person will have a Placement Review. The main focus for this review is to consider if the young person is benefitting from the care plan, discussing the framework including treatment and support. The meeting will take place regularly; also look at the progress of the young person.

STAGE 5 - Looked After Children Review (L.A.C.) These meetings are held after four weeks, at the three months point and then every six months during the young person's stay. The review should look at the young person's care plan, their progress, any areas of concern and an agreed action plan.

## **TERMINATION OF THE PLACEMENT**

Although every effort will be made to contain and work through all presenting behaviours, in exceptional circumstances serious consideration will be given to seeking the necessary removal of a child/young person in the event of the following:

- Serious sexual/violent incident resulting in a child protection strategy discussion recommending the removal of that child/young person to protect themselves or others.
- Persistent violence resulting in serious injury to other children/young people or members of staff.
- Persistently running away or going missing from care resulting in the child/young person endangering themselves or others and it is deemed necessary to safeguard them that placement can no longer continue
- On the recommendation of medical advice where a child/young person is at risk of serious self-harm or suicide.

This decision will only be taken by the Registered Manager in consultation with the Responsible individual and staff team. In these instances, in consultation with the Local Authority, a request will be made for the child/young person to be discharged and alternative accommodation sought.

Regulation 41 will follow with immediate effect. Referrals are accepted from Local Authorities who have children/young people in their care or who are supporting families living in the community where there is a need for a residential provision. In order to minimise the trauma experienced by young people moving away from home or other residential settings, it is our aim for all our admissions to be planned as much as possible.

This will include a series of information-sharing meetings with the allocated Social Worker, the young person and their parents or those with parental responsibility. A follow up meeting to undertake the placement assessment /care plan and risk assessment is then arranged in the young person's home.

The Placement Assessment /Care Plan will encompass areas such as:

- Contact with family / others i.e. frequency, location, and other appointments.
- Areas of responsibility between Staff at The residential home, the young person, Local Authority and Parents
- Initial review date
- Health needs
- Dietary needs
- Risk Assessment
- Interests and hobbies
- Religious /Cultural needs

This process has been designed to ensure the child or young person is involved as much as possible in their stay at the residential home.

## **CARE PLANNING**

At the time of residential admission an impact assessment is undertaken to ensure that any new placement is suitably matched with existing young people, the residential home staff aim to ensure that a placement-planning meeting is undertaken with the referring authority within 72 hours of their admission. The provision will work with associated professionals to ensure that statutory meetings are undertaken within the required timescales. Once a residential placement has been agreed, the provision will then notify the home's local authority of the new placement in the borough. The Placement Plan should be discussed and if needed modified. Future plans should be made clear to all present at the review meeting with the needs and wishes of the young person being considered.

Date when reviewed and updated	Reviewed and updated by
22.10.2023	Karolina Slaska – Registered Manager
17.03.2024	Andrew Payne – Business Consultant
11.06.2024	Andrew Payne – Business Consultant
24.08.2024	Joan Henry – Interim Manager