



Statement of Purpose

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Quality and purpose of care

The home will operate following the key principles for Residential child care as follows-

- Children in residential child care should be loved, happy, healthy, safe from harm and able to develop, thrive and fulfil their potential.
- Residential child care should value and nurture each child as an individual with talents, strengths and capabilities that can develop over time.
- Residential child care should foster positive relationships, encouraging strong bonds between children and staff in the home on the basis of jointly undertaken activities, shared daily life, domestic and non-domestic routines and established boundaries of acceptable behaviour.
- Residential child care should be ambitious, nurturing children's school learning and out-of-school learning and their ambitions for their future.
- Residential child care should be attentive to children's need, supporting emotional, mental and physical health needs, including repairing earlier damage to self-esteem and encouraging friendships.
- Residential child care should be outward facing, working with the wider system of professionals for each child, and with children's families and communities of origin to sustain links and understand past problems.
- Residential child care should have high expectations of staff as committed members of a team, as decision makers and as activity leaders. In support of this, children's homes should ensure all staff and managers are engaged in on-going learning about their role and the children and families they work with.
- Residential child care should provide a safe and stimulating environment in high-quality buildings, with spaces that support nurture and allow privacy as well as common spaces and spaces to be active.

1. Meeting needs of the children:

To meet the needs of young people who live at The Home the staff team will:

- a) Involve young people in making decisions that affect their future;
- b) Appropriately involve parents and those with parental responsibility in day-to-day decisions about their child's / children's care and plans for the future;
- c) Encourage children to maintain their religious, cultural and linguistic identity;
- d) Meet any needs arising out of disability;
- e) Actively protect and promote the health of children;
- f) Assist children people to fulfil their educational potential and their employment prospects;
- g) Respect children's need for privacy and for information concerning them to be treated confidentially;
- h) ensure that children are able to develop and maintain self-respect, self-reliance and personal care skills, and enable them to make informed, age appropriate decisions concerning their present and future;

- i) provide children with a continuity of care experience whilst being looked after;
- j) Involve children in the day-to-day running of the home through consultation, keyworking and children's meetings;
- k) Ensure that information is made available to children and their parents, informing them of their rights and responsibilities and how representations can be made;
- l) Provide children with an opportunity to comment and give their views generally about the service provided;
- m) Communicate regularly with the child's social worker.

2. Ethos & Outcomes for children the home seeks to achieve and its approach to achieving these

The purpose of The Home is to provide a safe, stable and consistent living environment within which a young person may have the opportunity to develop to their full potential. Young people within the care system can often feel that they are isolated and different. We believe that we should actively challenge these barriers whenever the opportunity arises. Being in a residential home can and should be a positive experience for young people and we believe that The Home provides this.

The overall objectives of The Home are to:

- Offer a child centred approach, which recognises that young people are unique individuals with specific needs of their own.
- Provide high standards & quality care – i.e. a quality environment; genuine commitment towards the individual needs of young people; well-motivated, trained & supported staff; an emphasis upon improving outcomes for any young person in our care with specific emphasis on equality of opportunity and fulfilling their potential.
- Support young people within their educational placements. The care team currently offer full time school support within the Young Persons education placement.
- Offer specific Educational input where a school placement is sought at The Parks School (linked to Inspire Childrens Services) which is an Independent School registered with Ofsted. The Parks School is based off site and provides bespoke education packages tailored to meet the specific needs of the young people enrolled there.

The specific aims of The Home are to:

- Provide high quality care and support educational attainment, to encompass a wide range of provision to meet Children and Young People's needs. The Home has the capacity to support Children and Young People assessed as presenting with ESD and/or other complex needs and behaviours. The Home has the potential to support Children and Young People with a variety of assessed needs.
- Provide a safe and protective environment where the young people are appropriately looked after and safeguarded from harm. Inspire Childrens Services successfully operates a CULTURE OF AWARENESS which aims to permeate all practice and procedures providing a safe working and living environment for the young people and staff.
- Provide a stimulating and nurturing environment where the young people can reach and maximise their true potential.
- Assist and encourage the young people to attend school and maximise their educational attainment.
- Afford the Young People regular individual personalised sessions and support identified specific intervention if assessment dictates. The Young People are offered key work sessions which are delivered by an identified member of staff, and follow targets to achieve recognised objectives. In order to make sensitive and informed professional judgments and offer intervention to address the child's needs, the home works closely

with relevant agencies and if requested by the Local Authority promote in reach sessions from CAMHS..

- Ensure stability for the young people by providing a permanent, safe and secure environment.
- Ensure their health, emotional & developmental needs are properly met via a therapeutic and nurturing environment and professional partnership approach.
- Encourage and facilitate regular contact with birth parents, and sibling to promote the young person's attachment and identity.

Promote a negotiated PATHWAY PLAN based on multi agency negotiation and support to achieve independent living and successful transition into adulthood.

3. Placement facilities

(a) The Home provides comfortable accommodation and is decorated to a high standard. The building has no distinctive features that might identify it as anything more than a private dwelling, it has good local links to buses and trains and has a great deal of country walks.

(b) Age Range, number and sex of children in placement

The home can accommodate 2 young people; boys and girls aged 5 to 17 years who are unable to live in their own family setting. Careful matching will take account of any possible gender issues. Young people aged over 17 dependent on individual circumstances and in consultation with statutory agencies may on occasion remain at The Home for an agreed period of time if this supports the young person in their transition process. The age difference between the youngest and oldest child will be given very careful consideration when matching to ensure that the needs of both children can be met and there are no safeguarding concerns.

(c) Accommodation Details

The downstairs living space has a large lounge, WC, a large well equipped kitchen with a separate dining area. Upstairs consists of a family bathroom and four large bedrooms two of them being the staff bedroom/office. The two other bedrooms are for the Children/Young People and are large in size and are well furnished. The children/young people are encouraged and supported to personalise their rooms with things, such as choosing their own bedding, pictures/posters and photographs. Bedroom doors have locks on which enables the young people to keep personal possessions / information safe and further storage can be provided.

At the front of the house there is garden that goes around half of the house. There is a garage at the side of the house providing storage for garden and camping equipment, bikes and other sports/activity items. There is a driveway at the side of the house which provides off street parking for up to four vehicles

4. Location of Home

The Home is well situated for road and bus links into Wigan, Chorley, Standish, St Helens and is within walking distance of local amenities. There are numerous local groups that offer a variety of activities for children/young people of this age group, including youth clubs, scouts, guides and swimming etc. More importantly The Home is situated in a settled community providing a safer environment for the young people to thrive in.

5. Cultural, Linguistic & Religious Instruction / Observance

In line with Inspire Childrens Services policy and procedures relating to Equal Opportunities and Diversity, the home will ensure that children and young people are encouraged to explore, celebrate and take pride in their Religious/Cultural identity.

From referral the individual's religion, beliefs and culture are taken into consideration and every effort is made to ensure an appropriate staffing structure that takes into account, gender, culture and ethnicity, and this is promoted through our robust selection and recruitment process.

Staff positively promote and value difference. Children and young people will be provided with practical, educational and social activities that promote diversity, ethnicity and religious needs such as personal care items, food/dietary needs and play items. Children and young people will be supported to maintain religious, cultural and social activities both through practical and financial help but also through the valuing and promotion by staff of these activities. All staff will be trained in equal opportunities to ensure they have a basic understanding of the issues and value diversity.

6. Complaints and Representation

Each child/young person will have a copy of its own Local Authorities complaints procedure and this will be explained to him or her. On admission all children/young people will be given a copy of The Home 'Young Person's Guide', which contains guidance of how to raise a complaint and the procedure used in the establishment. Significant family members and placing Social Workers are also given these documents.

During each new child/young person's induction into The Home the complaints procedure is one of the issues, which is discussed. This is completed via the admissions meeting with parents and social workers and as part of induction with the child/young person and keyworker. The latter is regularly reviewed throughout the child/young person's period of accommodation. If a parent or child/young person feels there is reason for complaint, they may do so using the Local Authority's own procedures or those of Inspire Childrens Services.

7. Access to Child Protection (Safeguarding) Policy and Behaviour Management policy

These policies are held electronically in the home and can be available if required in hard copy. This can be requested from Head Office or the Designated Safeguarding Children Officer as required.

Head Office-01774 661201 or admin@inspirecs.org

DSCO-01744 661201 or daveshaw@inspirecs.org

Views, wishes and feelings

8. Consultation with Children

All children and young people within The Home will have a Person Centred Placement Plan established within 28 days of admission, which is a working document that clearly outlines their needs, areas of skills to be encouraged and developed, future goals and aspirations. The plan provides a clear structure that sets out to show how these needs and goals will be met, who will be responsible for supporting / actioning each area and an indicator of timescales involved. Children and young people are fully supported within the home to participate in the drawing up of these plans and how they are implemented and progressed. This process is achieved in an age appropriate manner, through innovative methods such as individual/direct work focusing on goals and aspirations, person centred planning involving families and a multi-agency approach and I.T. related questionnaires focussing around satisfaction of the care they are receiving.

The 'Person Centred Placement Plan' is supported by an up to date assessment of possible risks for each young person, but takes into account the rights of young people to take control of

their lives, ensuring that there is a clear balance between protecting/safeguarding the young person and giving them the opportunity to take calculated risks.

Children and young people review their plans regularly through discussions with their keyworker/management team, via planning meetings, where they are encouraged to attend or make a verbal or written contribution and through the reviewing process. All children and young people are encouraged to take an active role in their statutory review, from the initial decisions in respect to who should be invited; reviewing the recommendations from the last review, to setting the scene for the current review by completing specific consultation forms. Following the review the children and young people spend time with their keyworker to ensure that they understand the decisions that are made.

Children/Young People play an active part in the décor of the home. They are consulted about the choice of colours for communal rooms and are encouraged and supported to individualise their own rooms. Particular attention is paid to the individual needs of each child/young person in terms of their preferences/needs/disability. The home reflects domestic living arrangements which do not distinguish it from any other domestic dwelling in the locality. It is furnished and maintained to a high standard. To this end, the location of the home is important. It is accessible to a range of community services e.g. G.P. dentist, school, shops, leisure centre, green areas, local transport.

9. Homes policy and approach to-

(a) Anti-discriminatory practice

Inspire Childrens Services staff and the organisation is committed to treating all individuals equally in all aspects of its work and will endeavour to promote Equal Opportunities and Anti-Discriminatory Practice within the organisations and individuals with whom it works.

It is Inspire Childrens Services aim to ensure that all its employees celebrate and value the diversity of individuals and seeks to promote equality of opportunity for all, to eliminate discrimination particularly on the grounds of race, gender, sexual orientation, ethnic origin, age, disability, religion and socio-economic background fostering a culture of mutual respect and understanding for people from different racial, cultural and religious groups.

Inspire Childrens Services treats all young people, visitors and employees with respect and dignity, and seeks to provide a positive working and learning environment free from discrimination, harassment and promoting equality of opportunity for all, to assist people to fulfil their potential.

Inspire Childrens Services believes that children, young people, young adults and staff alike will benefit from the employment of a diverse and representative workforce, of both women and men at all levels of responsibility and across all areas of work thus providing positive role models for the young people and adults in our care.

We will constantly challenge individuals or groups who discriminate against any of our young people or staff in any way.

(b) Children's rights

Children's Rights are promoted and each child/young person has individual details of their own local authority 'Children's Rights Service' alongside contact numbers for advocacy and advice lines. The children/young people are given clear guidance and support to understand Inspire Childrens Services and Local Authority Complaints Procedures and this is reinforced on a three monthly basis through individual sessions with keyworkers.

Education

10. Support for children with Special Educational Needs

The adults will have high aspirations for all children who come to live at The Home. The home will work with all stakeholders to ensure that any child who is placed in the home can access an appropriate education provision that is congruent with the SEN Statement as follows:

- a) Staff will ensure that each child has a Personal Education Plan that reflects their SEN Statement.
- b) Staff will encourage young people to attend school and develop their skills and interests to their full potential. They, and especially a young person's key worker, will take an active interest in the young person's education, offer help, and liaise with the young person's designated teacher.
- c) If the young person is still at school he or she will go to their usual school wherever possible.
- d) If for some reason the young person cannot attend or is not on roll at a school,
- e) The manager / staff will liaise with the social worker and the Education Department to help get the young person an appropriate place at a school or other education provision. Until a place is arranged, staff will ensure that the young person is engaged in other appropriate activities.
- f) The home will provide a quiet place for the young person to do homework and study.
- g) The young person's key worker will attend school meetings, such as parents' evenings, together with the young person's family if possible.

11. Curriculum provided by the home.

The home is not registered as a school.

12. Arrangements for educational achievement

Inspire Childrens Services is committed to enabling children and young people in accessing education, which meets their assessed needs. We believe that this is an important area of a child/young person's life and often the only stable and consistent factor in the movement between residential care and family life. Inspire Childrens Services recognises that educational opportunities do not just take place within school and college settings. The residential staff demonstrates their effectiveness as role models for learning opportunities.

Each young person's personal education plan will be reflected within the residential placement plan. All young people are encouraged to become members of the local library and there is an internet linked computer in the home primarily for educational purposes. Equally trips out will often have opportunities for learning, e.g. developing social skills. Friendships are important for all young people and they are encouraged to make and sustain relationships.

Children and young people are supported in the progression of their individual educational plans with the support of the staff and their placing authority.

The staff group are fully expected to understand the needs of each child/young person they are caring for and utilise their skills and knowledge to ensure that they young people in their care are accessing education which meets their needs in respect of their ability, sexuality, gender, race and culture.

Enjoyment and Achievement.

13. Arrangements for activities that meet the needs of children

Inspire Childrens Services has a commitment to ensure that young people are actively encouraged and supported in taking part in leisure activities within the homes that they live in and within the community at large.

In order to facilitate the process of individual personal development, The Home also offers a variety of indoor and outdoor play. Children/Young People have their own private individual bedrooms where they can retire in private; to listen to music, read a book, play a game or simply get away from it all.

All children/young people are encouraged to develop and pursue hobbies, interests and outside activities, including sport, clubs, music etc. Young people are also encouraged to take part in extra-curricular school activities, to visit the homes of friends from school and to invite friends to their home. Where it is clear that a young person has a particular gift or talent we will actively encourage the continuation and development of this skill.

Staff actively shares with the young people the interests they have in various sports and hobbies to provide the young people with positive role models. The young people are encouraged to be involved in the planning of their holidays and short breaks.

Health

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

(a) Qualifications and supervision of staff delivering this:

The Health & Education professionals engaged by the home are provided by the host/placing authority. Inspire Childrens Services purchases clinical consultation to staff teams from Mike Searle. He has been Chartered Psychologist for 19 years and is an Educational psychologist for a number of LAs including specialist LAC psychologist (Telford & Wrekin), Corporate Parenting Manager (T&W), Education manager Educare, LA foster care 12 years. He receives clinical supervision in line with his practice requirements.

(b) The effectiveness of interventions and evidence:

This will be monitored through consultation with the relevant professionals involved in the care of individual children during the review process. Information and evidence of this and the child's progress will be found in the child's Health Plan and Booklet.

Inspire Childrens Services strongly promotes the healthy lifestyle of children and young people and is committed to delivering a quality led service based on the belief that children and young people should be able to lead a healthy lifestyle and take control of their lives and contribute to promoting their individual health needs that affect their day to day care.

Advice and guidance to staff and young people is available through the use of resources, workshops and training, in order to promote health and wellbeing and cover areas such as Health and Safety, Administration of Medication, First Aid, Food Hygiene and Promoting Equality and Valuing Diversity.

All children and young people within the home have their individual health needs assessed and identified at an early stage. Young people will be registered with local Doctors and Dentist (where possible) and the home also has access to the D Card systems if young people have problems registering with dentist. This is then recorded in a Placement Plan which includes a

detailed health plan, which is a working document that clearly outlines their health needs and health promotion including a detailed medical history, specific needs, all dental hearing and optical checks and on-going medical support required.

In addition to this systems are in place to effectively record all administered medication, medical appointments, accidents, illnesses and injury's within the home.

Particular health needs which may impact on future outcomes for the child/young person are identified at the earliest opportunity and staff actively seek out the services needed to address these e.g. involvement of specialist health workers, CAMHS etc.

The plan takes a clear structure that sets out to show how these needs will be met, who will be responsible for supporting / auctioning each area and an indicator of timescales involved. Children and young people are fully supported within the home to promote the development of these plans and how they are implemented and progressed.

Children and young people review their plans regularly through discussions with their keyworker/management team, via planning meetings, where they are encouraged to attend or make a verbal or written contribution and through the reviewing process. All children and young people are encouraged to take an active role in their statutory review, from the initial decisions in respect to who should be invited, reviewing the recommendations from the last review, to setting the scene for the current review by completing 'consultation/feedback forms'. Following the review the children and young people spend time with their keyworker to ensure that they understand and are happy with the decisions that are made.

There are aged appropriate booklets within the home to support the young people's understanding of the purpose of the unit, 'Young Persons Guide' and other resources that support the participation of the children/young people around health 'Health Care Booklets' and transitions / Independent living. In addition to the this the staff ensure that children and young people have access to, and information about health and social issues and support them in using such advice.

All children/young people will be encouraged to undergo a full appropriate medical on an annual basis, which will aim to establish that the physical health of the child/young person is satisfactory. This information will also be an important basis for the future placement of the child/young person in a family situation, so that there is a continuum of health care for each individual.

Health issues that relate to ethnicity; race; sexuality, faith, belief are fully assessed in respect of each child and young person and these issues are explicitly addressed in her or his plan with actions as to how these are to be addressed.

Medication

Inspire Childrens Services operates an effective medication policy, procedure and practice guidance which specifically addresses the use of non-prescribed and prescribed medication. Staff have been given copies of this policy to read and have signed to say they have read it. Staff show that they understand their role and responsibilities and have undertaken the required medication training with induction and this is updated annually and their competence to administer medication assessed. The Regulation 44 visits confirm that policy is put into practice.

The home undertakes a rigorous risk assessment process before children and young people are given responsibility for their own medication (at an appropriate age and understanding) and makes sure that safe storage for such medication is available when required. Accurate medication records are seen as key to the effective management of health care matters, staff are aware of the importance and necessity of them always being up to date and fully comprehensive.

The home has a sustained record of full compliance with the administration, safekeeping keeping and disposal of Controlled Drugs.

Meals & Dietary needs

At The Home we will provide a balanced menu, which promotes general development and the food provided for the children and young people shows that the staff have a very good understanding of what makes up a good balanced diet, have had training about nutrition and put this in to practice. Menu planning is adventurous, integrates culturally appropriate food and encourages children and young people to try new dishes.

Subsequently, young people will assist in the formulation of menus and will be encouraged to give thought to healthy eating. Under the supervision of staff, young people will be encouraged to be actively involved in the purchase of provisions for The Home as well as having the opportunity to prepare and cook some meals. Special diets will be catered for and we will also facilitate young people trying foods from different cultures. When young people become of an age where they are working toward independence they will be supported to cook and complete shopping with staff support.

Through training and development the staff has a sound knowledge about eating disorders and difficulties with eating and work very closely with any professional who is helping a child or young person with such difficulties.

The food provided for the children and young people shows that the staff have a very good understanding of what makes up a good balanced diet, have had training about nutrition and put this in to practice.

Sexual Health

It is generally accepted that young people will receive sex education and information in school as part of their PSE curriculum. At The Home we aim to create an open, mutually respectful environment, where sexual matters in the broader context of appropriate relationships can be discussed, so that young people feel free to ask questions either individually or in a group situation. We try to ensure that young people are able to develop a healthy and responsible attitude to sexual behaviour. Where appropriate we will engage the assistance of other health professionals.

Mental health and emotional well being

Children and young people who are looked after away from their family of origin have usually experienced loss and disruption in their lives; others have had to cope with trauma and abuse. Many of these young people show remarkable resilience given the experiences they have had, others go through periods when they may struggle with the challenges of home life, school, relationships with peers and developing their independence and sense of who they are. There is a high prevalence of mental health difficulties amongst this group of children and

young people and concerns about their access to appropriate, effective and timely support. At The Home we will work to promote the young people's mental health and emotional well-being; support those who experience emotional distress or develop mental health problems. We will ensure that where there is an identified need, young people who require the input of CAMHS or any other, mental health or therapeutic support services, referrals will be made in consultation with the placing social worker. Access to CAMHS, psychiatric services or any other specialist provision would be via the protocol of each individual service. Any specialist service required would be agreed with the placing authority as there might be an extra fee required by the agency concerned.

Smoking, Drug and Solvent misuse

Leaflets and posters will be available, but care is taken to ensure that these are not evident in the living areas of the home. Information about smoking and related illnesses and preventing drug or solvent misuse is available. Opportunities to discuss these issues with the young people are catered for within group meetings, taking a pro-active approach rather than waiting until there is a problem. The Home will promote positive links with agencies in the community and voluntary support networks.

If a child/young person is admitted to The Home with drug or alcohol related problems clear strategies will be discussed prior to the admission on how these needs will be met. Links will be made with the local authority as to what resources and support mechanisms are available to support this work. In addition, links with the host authority's drugs and alcohol teams will be established in order to fully support the young people placed in our care. Any risks will be appropriately assessed and identified with strategies deployed on how to manage those risks. The home will work closely with the police to educate and support any young person who is engaging in drug taking/substance misuse as well as reducing the possibility of criminalisation.

Positive relationships

15. Arrangements for contact are as follows-

Inspire Children's Services, where appropriate, encourages family, relatives and friends of the young people to visit the home (unless this is contrary to the individual placement plan and or places risk to any of the young people and staff from the home). The residential staff ensures that these visitors are made welcome and are at ease. The children and young people are encouraged to keep in contact with their family and friends in line with their Local Authority Care Plan and staff are available to give practical support to make this contact possible. Arrangements for maintaining contact between the child or young person and their family and friends are explicitly addressed in their placement plan.

Protection of children

16. Electronic monitoring and surveillance

In accordance with Children's Homes Regulations 24 and where a risk is deemed as necessary, Inspire Children's Services may install and utilise an alarm system to monitor young people during the night to safeguard young people. This is to ensure the whereabouts of the young people at all times. Young people, who are deemed at a particular risk, to themselves or others, will be monitored in line with their risk assessment or placement plan. There may concerns that these risks are jeopardising the safety of the placement a meeting may be convened to discuss how the risks can be better managed. Alarms are set once the young people are settled to bed in the evening, and will be turned off at 07:00 week days and 07.30 weekends when staff commence morning routines.

This surveillance comprises only of door alarms or motion sensors which are placed on a young person bedroom door or the landing. Should they leave their bedroom during the night then staff would be alerted by the alarm. The home will obtain consent from social worker/parent where applicable. If staff need to enter a young person's room to check on their safety, this will be done with consideration to the young person's privacy and recorded. It will also be part of a young person's placement plan and risk assessment if appropriate and needed. The need for this action will be clearly explained to the young person on admission or if added at a later date.

17. Behaviour management

The Home creates an ethos where structure and routines are promoted to enable and empower young people to manage their feelings and behaviours appropriately. The procedures that exist are in recognition of our respect for others, both individually and in terms of group living.

All children/young people are given a copy of the 'Young person's Guide', which is explained to them, taking into account their age and understanding. This outlines the quality of care and safeguarding that they will receive and what is expected of them in terms of appropriate and socially acceptable behaviour.

Children/Young people are supported to gain appropriate levels of self-control and take personal responsibility, and to observe social boundaries not only in terms of group living, but more importantly on an individual level, therefore enabling them to function in a multitude of settings, such as a family, school and local community. On some occasions some children/young people struggle in managing their behaviour appropriately. Staff will endeavour to encourage the young person to talk through the issues, however, where a child/young person is presenting physical behaviour which is deemed as dangerous to themselves or others or causing significant damage to the home or property it may necessitate a need to perform safe holds or in extreme cases restrain. All Inspire CS staff are trained in behaviour management. All control and restraints incidents are recorded in bound books and appropriate people / professionals are notified.

(a) use of restraint

The physical control and intervention of the young person will only be carried out in circumstances when these would otherwise place the safety of her and / or others at serious risk. Guidelines have been organised into a coherent policy which clearly sets out circumstances where any physical intervention is permissible. Inspire Childrens Services made the decisions that it would adopt the Team Teach Behaviour Management techniques as its approved method of behaviour support for the young people looked after.

The rationale behind Team Teach Behaviour Management is to emphasise positive behaviour support and person-centred planning rather physical interventions or restraint. All young people who live at The Home should have a detailed behaviour support plan which identifies the potential triggers and difficult behaviours that may be displayed and gives strategies for the effective management of these.

Team Teach Behaviour Management promotes minimal use of intervention and feels it is vital that when interventions are used, they must be thoroughly taught and revised, and a limited number of interventions used. This means that interventions are more likely to be remembered

and used correctly in times of crisis. The physical intervention must be effective within the normal staff ratio, must not cause pain or panic, must not put pressure on joints and must not inhibit breathing or circulation.

Escort holds assists an individual to be taken to a calmer setting and ensure good body alignment and safe handling practice for the staff as well as comfort and stress reduction for the individual. The staff are taught to avoid holding where ever possible, to protect themselves and others and to deflect blows.

On the occasions it may be necessary for a member of staff to restrain a child/young person who is presenting violent behaviour it is our policy to use the taught techniques provided by Team Teach Behaviour Management and only to restrain a child/young person to prevent that young person harming them self or others or from significant damage to property.

(b) training of staff in the use of restraint

All staff working within the home are trained on the two day basic Team Teach course as part of their Induction and Foundation training. If deemed appropriate or necessary a further one day Advanced Team Teach training course can be added. The two day basic Team Teach training courses are refreshed every two years and the Team Teach Advanced Courses is refreshed annually. The behaviour management incidents are evaluated by the Registered Manager and any issues that may arise are addressed via team meetings and supervision as and when required. The recording and outcome of any behaviour management incident is monitored by the Registered Manager (Regulation 45) and the Independent Monitoring Officer (Via Regulation 44 Inspections).

Safeguarding

Under the terms of the Children Act 2004 all children and young people have a right to be safeguarded from a wide range of potential risks than previously identified. This involves the need for staff to be vigilant about dangers outside the home e.g. hotspots of busy traffic, unlit areas in the community. Staff also need to be vigilant against bullying within the home and externally. This includes the use of IT.

Children/Young people at The Home have the right to a high level and standard of protection from harm. This includes the vetting of visitors to the home.

The selection and recruitment of staff is consistent with the quality Standards and the Safeguarding Vulnerable groups Act 2006. All staff receive Safeguarding training within their Induction period including “user friendly” quick guides to reporting abuse procedures and Child Sexual Exploitation signs and symptoms.

The handling of actual or suspected child abuse within any of Inspire Childrens Services establishments will be done so in accordance with the safeguarding procedures implemented by the Local Safeguarding Board. The Residential Operations Director for Inspire Childrens Services is the Designated Safeguarding Officer and he manages and monitors all safeguarding and children and young people’s complaints.

All staff involved with the provision of care for young people in residential settings and schools are trained to be alert to the possibility of abuse by other young people, visitors and staff. Inspire Childrens Services policies and managerial procedures recognise this possibility and endeavour to prevent circumstances arising, which could result in abuse.

The day to day monitoring of children/young people's actions and behaviour is part of the normal supervisory/managerial process. There is an expectation within Inspire Childrens Services that wherever there are concerns about a child/young person; the staff will record them accurately and in a detailed fashion.

Safeguarding issues can be addressed at an individual level through placement plans, risk assessments, behaviour support plans, and individual work through house meetings with the young people. All staff are trained to recognise bullying behaviours. The Home also has a support network for children/young people either if they are being bullied or if they are bullying. Young people are encouraged to be involved in resolving bullying incidents through the following:

- Being able to talk freely through any difficulties with both the person being bullied and the protagonist with the help if necessary of another person.
- Being able to talk freely with keyworker or other members of staff.
- Being able to talk to the person in charge of the home.
- Being able to talk to an independent person such as teacher, friend, relative or their Social Worker.
- Being given knowledge of their Children's Rights Service and how to contact this person.
- Being given knowledge and understanding of Independent Advocacy Services.
- This information is also outlined in the child/young person's induction which is explained to them during the admission process.

Child Sexual Exploitation

At Inspire Childrens Services we have long recognised the serious concerns in relation to Child Sexual exploitation (CSE) and its subsequent dangers for the young people we care for. CSE forms an integral part of our general safeguarding policy, procedure, protocol, and in particular induction and staff training. It is also evident in many of the initiatives we currently have in place aimed at insuring the on-going safety and welfare of the children and young people we care for at The Home.

As part of the "looked after" population the children we care for are more vulnerable and likely to be subject to CSE a fact supported by both research statistics and our own practice experiences. As young people in residential care they are over represented in research figures evidenced by the more recent incidents of CSE in Oldham, Oxford and Northern Ireland. However, the negative press attributed to poor care by social workers and residential staff does not reflect the commitment and care that we at Inspire CS demonstrate on a daily basis.

In combination with specific CSE staff training, direct work with our young people and the gathering of information and intelligence from professional partnership organisations including Police, social services Inspire has also appointed CSE "Champions" in all of its homes. The Manager is the designated CSE Champion at The Home. This evidences an understanding of the serious nature of the concerns that currently exist in respect of our young people's vulnerability to CSE and ensures that information is both gathered and disseminated to young people and staff in a structured and strategic way.

Countering Bullying

All staff at The Home are committed to creating an ethos which ensures that no individual is subjected to intimidation, discrimination, racial or sexual harassment or any form of bullying. It may cause fear, anxiety and depression. The home acknowledges that this is a very complex area and recognises its responsibilities in respect of both the alleged victim and alleged perpetrator.

Staff are expected to recognise and respond effectively to signs of anxiety or distress, both verbal and non-verbal. They will be trained to be able to distinguish between behaviours, which constitute abuse or bullying from normal childhood behaviours.

All incidents of alleged bullying will be recorded on an Incident Form and the Manager of the home will be informed who will liaise the child's Social Worker, their parents or carer (where appropriate) and any other professionals as agreed. Where required an environmental bullying risk assessment would/could be completed to highlight areas where bullying could take place within the home in order to be proactive in monitoring and ensuring this does not happen.

Unauthorised Absence / Missing from Care

Inspire Childrens Services recognises that running away is one of the most common methods that young people employ to cope with anxiety or demonstrate their confusion and distress. The staff will work with young people to ensure that they feel safe and find other means of expressing their distress. Every incident of a young person being absent without permission will be dealt with seriously as follows:

All children/young people who abscond will be reported to the police at the agreed time of their risk assessments. We will then ensure that the following persons are contacted as soon as possible:

- Social Worker (this may be via E.D.T during non-office hours).
- Appropriate parents.
- Other significant adults.

On return from an unauthorised absence the child/young person will be offered support in terms of their physical and emotional needs and be given the opportunity to contact family, friends or social worker immediately. The school to which the child/young person attends will also be contacted the following day, so that support and understanding for the child/young person can be offered at all venues.

The likelihood of a young person going missing from the home will be assessed and detailed in their individual residential placement plan. This will be reviewed and monitored on at least a monthly basis.

As recommended in the response to the 'Lost in Care' report, all children/young people will be offered a visit on their return by either their social worker or a representative of their local authority. In addition, close links are forged with the local Missing from Home co-ordinator from the Police in order to work in professional partnership with the goal of reducing / diluting the potential of missing from care episodes.

Significant Events

All significant events are reported to OFSTED without delay. This is done by the manager in the first instance but otherwise by a senior member of staff in the absence of the manager. Where there has been a telephone conversation to OFSTED this must be recorded and securely retained in the home. All relevant parties must also be notified. This includes social services and the parents of the child/young person unless to do so would present a risk to the child/young person.

Leadership and management

18 (a) Inspire Childrens Services

Ground Floor

121 Church St

St Helens

WA10 1AJ

(b) Paul Edward Keogh

Inspire Childrens Services

Ground Floor

121 Church St

St Helens

WA10 1AJ

(c) Manager

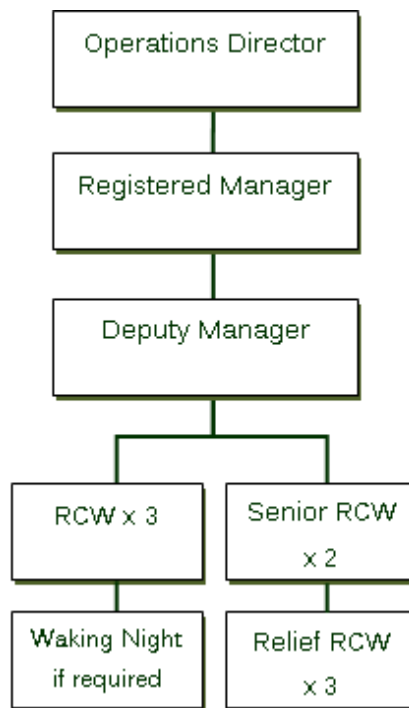
The Home

19. Experience and qualifications of staff

At The Home we celebrate and value the diversity of individuals, and believe that young people and staff alike will benefit from the employment of both women and men at all levels of responsibility, and across all areas of work, thus hoping to provide positive role models for the young people in our care. At The Home we treat all young people, visitors and employees with respect and dignity, and seek to provide a positive working and learning environment free from discrimination, harassment and promote equality of opportunity for all. Please see below for staffing levels.

Name	Title	Qualifications	Gender
	Registered Manager	The Manager will be suitably qualified and experienced in the field of residential childcare.	
	Deputy manager	NVQ 3 in Caring for Children & Young People or equivalent. Four years + experience in the field of residential childcare. Will complete Inspire's induction and foundation training.	
	Senior RCW	NVQ 3 in Caring for Children & Young People or equivalent. Two years + experience in the field of residential childcare. Will complete Inspire's induction and foundation training.	
	Senior RCW	NVQ 3 in Caring for Children & Young People or equivalent. Two years + experience in the field of residential childcare. Will complete Inspire's induction and foundation training.	
	RCW	Will complete Inspire's induction and foundation training and a level 3 in CYP.	
	RCW	Will complete Inspire's induction and foundation training and a level 3 in CYP	
	RCW	Will complete Inspire's induction and foundation training and a level 3 in CYP	
If Required	Waking Night Staff		

20. Staffing structure and arrangements for supervision



All staff receive a thorough and comprehensive induction to the work of Inspire Childrens Services using the Health Care Professionals Council (HCPC) / Children’s Workforce Development Council (CWDC), induction standards.

Inspire Childrens Services has a comprehensive staff development and supervision strategy which, together with the annual appraisal process, intended to be positive, continuous and systematic. It is individually designed, organisational and is intended to extend each employee’s knowledge, skills and experience for the benefit of the young people in our care. It also enables job satisfaction.

All staff are provided with formal, planned, professional, individual supervision on a regular basis in line with organisational policy and their identified needs. Training needs for individual staff will be assessed and identified through supervision and annual appraisal. Their individual needs will inform the detailed overall training strategy for the home, which forms part of the homes staff development plan. Training will be delivered both in-house and through external accredited training providers following Inspire Childrens Services organisational ‘training framework’. The programme for residential social care workers meets the criteria set by the CWDC (Childrens Workforce Development Council) and meets the HCPC standards and is designed to ensure that staff at all levels have the necessary skills and knowledge to undertake their roles confidently and competently for staff who do not already hold there NVQ 3 or above.

21. Gender balances: The aim is to create a balanced staff team taking into consideration such things as gender, age, experience and qualifications in order to create the maximum opportunities, for the support and guidance for the children/young people. The staff team consists of 2 females and 4 Males. Each shift is planned and there is a clear shift leader highlighted to run the shift smoothly.

Care Planning

23. Admission criteria:

The Home is registered to accommodate up to two young people of either gender, aged between 5 – 17 Years with EBD & learning disabilities.

Upon admission. Young people should not be placed in our care, even in emergency situations, without careful consideration of the alternatives. There must be a positive decision that the placement can best meet the identified needs of the young people and to ensure adequate preparation has been carried out.

The dynamics and identified needs of any other children/young person currently living in the home will always be a consideration in any admission/discharge situation.

The initial referral to The Home is usually made via the organisations Head Office. At this stage the person receiving the call will complete a referral form. From this process a decision is made as to whether to proceed with the referral, either immediately or after further consultation. The following criteria will be considered: -

- Do we have the physical room and resources to accommodate the child/young person appropriately?
- Is the child/young person's age appropriate for accommodation at The Home
- Has the young person referred been matched appropriately with any young person already residing at The Home and if so can the home meet both young person needs together?
- Is there an agreed and viable plan for the child/young person's medium to long-term placement?
- Can the child/young person's needs be met, either directly by The Home, or in conjunction with outside agencies and related professional networks? (If the latter applies, then we must be specific at this point, and not admit the child/young person in the hope that such arrangements will be made at a later stage).
- Is the physical layout and daily structure appropriate for the child/young person's abilities and level of understanding?
- The extent to which the wishes and views of the child/young person and their parent (or those with parental responsibility), have been obtained and acted upon, i.e. if the child/young person or parents are unsure or unhappy about the proposed placement, have alternatives been actively sought?
- Has a provision been agreed for education?
- Has funding for the placement and where appropriate, for education, been agreed?
- Admissions will normally be planned and involve a minimum of two or three introductory/pre-placement visits.

Admission Process

If, after the previous criteria and factors have been considered, it is agreed that The Home may be a suitable placement for a child/young person, an induction and admission plan will be drawn up. This plan will usually consist of the following stages: -

- Social Worker to discuss the referral they have made with the child/young person.
- Social Worker to discuss the referral with the child/young person's parents or anyone else, with sufficient interests in the child/young person.

A meeting at The Home between the Social Worker and the Manager will then be held within 72 hours where possible and in line with Care Planning, Placement and Case Review Regulations 2010. This meeting is designed, both to assess the suitability of the placement and ensure the transfer of all relevant information, namely:

- Detailed background information with particular emphasis on behaviours
- Risk management plans completed, agreed and signed by the relevant parties
- Written Local Authority chronology of the child/young person which identifies significant events and moves
- A copy of the Care Order or Accommodation Contract
- Consent to medical treatment and a full medical history
- Previous assessments of the child/young person's needs, educational, social, or emotional.
- A copy of any statement of special educational need.
- A copy of the referring Authority's complaints procedure.
- A copy of the referring Authority's Safeguarding Procedure.
- All appropriate L.A.C documents.

Where possible staff will endeavour to visit a child/young person in his/her current placement and then invite and encourage the child/young person to visit The Home.

Initial visits to The Home by the child/young person are designed in order that they may view The Home during its working day. This will include, time with the current resident, care-staff and management. We request that the child/young person be accompanied by their Social Worker, a close member of their family or a significant adult. To complete this process and before a child/young person 'moves in' they will be invited for at least two visits where possible, unaccompanied by Social Worker/family.

Inspire Children's Services fully accepts and understands that any move for a child/young person is a traumatic experience, and that every effort must be made to welcome and reassure the young people on their arrival. As such we will try to ensure the following:

- That the child/young person's keyworker is there to welcome them wherever possible?
- That the child/young person is introduced and welcomed by the Manager or Deputy Manager
- That the other child/young person is around where possible to welcome the child/young person
- That the child/young person's bedroom has been prepared for their arrival, although they will subsequently be able to choose their own decoration
- That their immediate physical needs will be met
- That they are shown around the building
- That time is taken to explain to the child/young person what will happen next
- That the child/young person has received a copy of the Young Person Guide
- That the child/young person has received a copy of the complaints' procedure of their own Local Authority as well as that of Inspire Children's Services, and understands their rights.

Care is taken that this process is both informal and child-centred. It is designed to reassure the child/young person, not to confuse or pressurise them.

The formal admission/statutory meeting will usually take place within one week after the child/young person arrives.

Both parties can assess the suitability of the placement in more detail, prior to the formal admission. During this period, the child/young person will be encouraged to maintain contact with their family and their Social Worker, and to discuss their needs and concerns with their keyworker.

The admissions meeting will be attended by the child/young person, their parents, members of the family, the child/young person's keyworker, the Manager of The Home, the child/young person's Social Worker, a senior representative of the placing authority, a representative from education and any other significant party.

The aim of the meeting will be to establish a placement plan, and to outline clear objectives, expectations and responsibilities for the placement at The Home. To ensure that all parties, understand their part within this plan and agree both on the objectives and implementation. The meeting should be chaired by a senior representative of the placing authority

Fast track Admissions

The Home will always endeavour to admit a child/young person in a planned way however this is not always attainable. Children will only be taken in emergency situations in the following circumstances:

- No other alternative appropriate placement can be found

- The present placement is deteriorating to such an extent that it is detrimental to the child/young person's needs.

In these circumstances, the following procedure will apply:

- Contact is normally made by phone. At this stage as much information as possible regarding the child/young person is required. Although, the staff on duty at the time are very capable of making an emergency referral decision, they would normally confirm this with the Manager or Senior Worker.
- If it is possible to offer an appropriate service the child/young person will be brought to The Home to visit if they have not already done so and a meeting held to agree the short-term aims.

A formal admission meeting will be held within one week where the criteria will be the same as for a planned admission but will also include the formulating of the person centred plan.