

Statement of purpose and function:

Residential Children’s home, The Elms



This Statement of purpose is personalized to the Elms and adapted by the developments of the home

Reviewed and updated: April 2020 (staffing changes/structure, and responsible individual)

Ofsted URN: 1277453

Registration ; EBD ,Challenging behaviours with a diverse of underline causes

The Elms Children's Home is regulated by Ofsted (Office for Standards in Education) and if you wish to contact them, the address to write to is:

Address: Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Care Standards Act 2000, Children's Homes (England) Regulations 2015 and the 'Guide to the children's homes regulations including the quality standards'

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About our provision

The location of The Elms blends in well with the local community and is situated next to an outstanding primary school William Harding educating ages 3 to 10 years of age.

The home is situated in a location that supports its aims and objectives to provide access to external services, recreational activities and to support our residents to maintain and develop relationships with family and friends.

The home is in walking distance of an indoor swimming pool open throughout the year, a multi-screened cinema, theatre, and a number of sports fields/play areas, taking advantage of the amenities offered in nearby towns that include organised trips , roller-skating, ice skating, bowling or parkland trips.

The Elms provides accommodation for up to five young people between the ages of 8 and 18 years old. All young people are provided with individual single rooms allowing them to feel safe in their own personalised environment. The Elms promotes a family residential home living setting while nurturing young people ensuring their early life outcomes are achieved.

Each young person is actively encouraged to participate in community-based learning held locally which include sea cadets, football clubs, table tennis clubs, judo clubs, horse riding, St Johns Ambulance and many others.

Quality and Purpose of Care at The Elms Children's home

Residential Care Statement of Aims

“ENABLING ENHANCING ENRICHING”

The Elms Residential home aims to enhance the lives of children and young people by enabling them to make the most of learning opportunities such as independence, community engagement and the ability to make independent choices. We aim instill an appreciation that there are no limits to what young people can achieve and develop the attributes needed to successfully shape and respond to the future.

A clear moral framework will promote honesty, integrity, tolerance and respect as well as an appreciation of individual and collective responsibility.

In this way we will bring the very best in our young people.

Range of Needs supported within the Elm's

Our Children's Home is a medium to long term residential home registered for 5 young people with a social emotional and behavioural challenges of all genders between the ages of 8 and 18 years old. The Elm's recognises young people will have diverse underlying causes.

We work to prepare the young people for the next stage of their life, whether that is returning to their family home, moving on to foster care or independent living. (Please refer to Staying Close, Keeping in touch)

A high standard of both physical and emotional care is the foundation of the work undertaken by the home. Planned positive use of the day to day living experience, role modeling, high expectations and group work are undertaken within the home environment.

Our home recognises to look after a young person; we need an environment that can offer a child-centred approach to help them regain the balance in their lives. Giving those emotional experiences they may have missed in early childhood. Above all we aim to provide a nurturing environment in which the young people are able to take more control over their own lives. We believe that residential can support young people to achieve their potential with a specific function and clear goals.

With our approach we support young people with a diverse of range of behaviours and challenges, some of these include;

- ❖ Challenging behaviours
- ❖ ADHD , ODD
- ❖ Who have mild learning disabilities
- ❖ Those at risk of exploitation
- ❖ Who have a history of self-harm
- ❖ Who are able to live within a structured, nurturing environment and are willing to establish relationships with the adult group.
- ❖ Who are able to take advantage of the living environment and support offered and thus facilitate progressive, gradual change in their behaviour
- ❖ Participating within an education provision

Staying Close, Keeping in touch

Our home works towards a programme called 'Staying Close, Keeping in Touch'; one of the key concepts of Staying Close is that planning for young people will begin earlier than it currently does. From our discussions with young people, not knowing what the plans are for the future causes a great deal of anxiety and distress when moving on. We aim to start 'Staying Close' planning for young people from ages 16+, initially working on their independence abilities.

Helping young people to start thinking about their future to maximise their opportunities and making initial plans.

To support we will operate a '**basket of hours**' chosen by the young person. The basket of hours will be based on the young persons recognised needs and levels of anxiety or distress during the transition process. The young person will be able to choose members of the care team who have professionally helped the development of the young person while at the Elms. As part of Staying Close the young person will benefit from an out of hours support network provided by the Elms to allow support through times of difficulty.

Our services will ensure that the team

- Undertake short to long term, specific and targeted discussion based pieces of work identified within the placement plan to enable the young person to return home, live within the community or to prepare the young person for an alternative positive placement as a progressive move.
- Assist with the on-going assessment of young peoples' needs
- Provide young people with a safe environment to explore the many confusing and distressing experiences they have encountered.
- Work to the young person's personalised care plan to ensure that the cultural identity of the young person is maintained in accordance with the wishes of the young person and his/her family. This will take into account all aspects of diet, education, clothing, healthcare, religious needs, language, customs and celebrations and sexual health needs.
- Promote a positive self-image that will permeate throughout both their educational and social environments.
- Ensure that children and young people at The Elms are protected from significant harm, whether it is emotional, physical, neglect or bullying.
- Ensure that children and young people placed at the home gain life chances from educational opportunities, health care and social care.
- Actively involve families by building positive relationships, involving families of their child's successes.

- Ensure that children and young people have trusted people to whom they can speak, and who will speak on their behalf to local authorities and others.
- Care workers will professionally challenge other professionals if the performance and level of care is not met to the home's ethos.
- Encourage positive attitudes to gender equality, cultural diversity and special needs of all kinds.
- To broaden young person's interests in and out of the home that could form the basis of life-long pursuits and develop social skills
- We will support and encourage young people towards the next stage of their journey and will continue until leaving care

Statements of care from young people with team members through discussion 2019

"All the care workers listen to me and build trust"

"my last Children's homes didn't meet my needs"

"The home supports me giving me a voice and voices for me when I need it"

"My care worker is like a family member, My dad called him a diamond because he helps me when things become hard for me"

In house extended services

To ensure the quality service for children and young people at the Elm's. The home has initiated a CAMHS mental health practitioner who will conduct comprehensive Psychologist support for young people placed in the Elms. This will include assessments of mental health including screening for Post-Traumatic Stress Disorder, identifying risks, and contributing to risk management plans in partnership with residential care staff.

CAMHS Psychologist will contribute to the development and review of the young person's care plan, helping to identify a young person's needs and making recommendations that would focus on improving the emotional well-being and resilience of that young person at the Elm's.

The Psychologist will attend residential staff team meetings and offer reflective practice to enable residential care staff understand the Psychological and emotional needs of young people placed in their care.

CAMHS Psychologist will be expected to attend LAC reviews and team meetings contributing to the development of the CAMHS-LAC service.

We are proud to have this extended service bespoke within our residential care to provide actual support for young people at the Elm's.

Our Psychologist are experienced in working with young people when things are not going well – helping them get back on the right track. The service will benefit young people by providing the following;

- Changes in family life and relationships
- Obsessive compulsive disorder (OCD)
- Emotional issues following bereavement
- Eating disorders
- Adolescent or child behaviours, e.g. attention and over-activity difficulties
- Child mental health
- Post-trauma issues
- Self-harming
- Substance and alcohol abuse
- To make skilled evaluations, to support young people
- To contribute to the development and review of young people's care plans
- To provide consultation to residential care staff and provide input to the care planning of young people
- To offer advice and input on the placement matching of young people at the Elm's.

To ensure quality of care delivery, clinical supervision of the Psychologist Mental Health workers will be implemented by arrangements with CAMH Services. Supervision of health professionals has been shown to improve effectiveness of care and experience.

Equality diversity and Inclusivity

At The Elms we seek to treat each young person as an individual and support them in a way that makes them feel safe, supported and respected regardless of their age, gender (including gender reassignment), sexual orientation, race, religion or belief, disability or culture. These arrangements will be considered as part of the Care Plan and Individual Placement Plan.

Young people will be encouraged to participate in cultural activities from a variety of backgrounds in order to help them develop an understanding of the world around them.

We view the individual as the expert in this area and will seek to provide support as required and identified by the young person.

Contact

Maintaining and developing contact with families and / or carers is actively encouraged where appropriate keeping them up to date on progress and to consult on important decisions.

Contact agreements and communication will be discussed and agreed during the placement planning meeting and reviewed as required. Appropriate visitors such as friends are made welcome. Facilities include the use of a private room for visits.



Who to contact if you have a complaint or ideas

The Elms seeks to provide a safe and transparent service where young people feel safe and valued. We strive to ensure partner agencies as well as parents and carers feel that they receive a service that meets their expectations and positive outcomes for the young people in our care.

The Elms has a clearly stated complaints and ideas procedure, a copy of our complaints policy is available to social workers, professionals, young people and parents on request.

The home has an advocate who visits on a monthly basis and young people are able to access independent visitors and advocates through NYAS.

We strive to address all complaints informally and ask that in the first instance all concerns are raised with the management team or young person's link worker. If the complaint is about the Registered Manager this should be made to the Responsible Individual (RI).

If you feel that your complaint has not been heard or resolved you can also complain to:

Complaints and Information Team
Buckinghamshire County Council
Telephone: 01296 382727
Email: socialcarecomplaints@buckscc.gov.uk

The Local Authority Designated Officer (LADO) for The Elms can be contacted E-mail: MASH@BUCKSCC.GCSX.GOV.UK

The Office of the Children’s Commissioner

Ann Longfield
The Office of the Children’s Commissioner
Sanctuary Buildings
20 Great Smith Street
London
SW1P 3BT
Tel: 0800 528 0731 or

Ofsted Enquiries

National Business Unit
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231

Email: advice.team@childrenscommissioner.gsi.gov.uk

Website: www.ofsted.gov.uk

Website: www.rights4me.org



Views wishes and feelings



Young people are given the opportunity to express their views in an age appropriate way using their preferred method of communication. This will influence the shaping of services and the day-to-day running of the home. Young people in our care home are encouraged to participate in the development of services, both in general and in relation to themselves.

How we approach anti-discriminatory practice and children’s rights

The Elms seeks to deliver our services without discrimination. We welcome Children & Young People from all parts of our community. Our Equality Statement demonstrates on-going commitment to ensuring all people are treated with dignity and respect, promoting equality of opportunity and ensuring

discrimination is not present in either our service delivery or employment practices.

Young people have the right to:

- the right to life, survival and development
- the right to have their views respected and to have their best interests considered at all times
- the right to a name and nationality, freedom of expression and access to information about them
- the right to live in a family environment or alternative care and to have contact with both parents if possible
- health and welfare rights - including rights for children with disabilities - the right to health and health care and social security
- the right to education, leisure, culture and the arts
- special protection for refugee children, children in the juvenile justice system, children deprived of their liberty and children suffering economic, sexual or other forms of exploitation

The team will challenge any discriminatory attitudes, behaviour and practices in the home and community and seek to educate young people through discussion and role modeling.

Education

When at all possible all young people will continue their education in the schools they normally attend prior to admission. The home will promote entry and success in GCSE's and A' Levels, as well as further/higher education, training, and employment for those over 16.

Young people with special education needs (SEN) or those unable to continue in their school will be supported to access and attend an appropriate provision where the home will work with the local authority, virtual school and the education provision to ensure that young people are supported to achieve positive outcomes.

It is expected that all young people will attend school, as the home is unable to provide facilities for young people not in education. Monthly meetings are held with Virtual School to track progress and identify any concerns.

It is the intention of the department that all young people will have Personal Education Plans (P.E.P's). These are attended by young people and their link workers ensuring the young person's voice is heard.

Enjoyment and achievement

Recreational facilities are made available to all children and young people in our homes as is appropriate to their individual needs. Home Managers and care staff

will encourage the young people to experience and try a variety of hobbies. This may be through joining in school activities, youth clubs or sport centres.

The home has a community development plan which identifies community engagement allowing young people to experience positive social participation supported by the care team. The Elms will have regular engagement with foodbanks, nursing homes and Stoke Mandeville Hospital raising money or providing a face to face service.

Health

Young people will be encouraged to live in a healthy environment with support from staff to enable them to identify their physical, emotional and health needs. The team support young people to maintain their identified health plan ensuring good health practice is promoted at all times. Care staff will monitor young person eating habits ensuring the best possible diet has been applied as through we are fully aware poor diet impacts emotional behaviours and learning ability.

Young people are registered with local primary health care services and encouraged to attend regular health appointments and annual LAC medicals.

The home has good links with the following external agencies:

- Add-action
Support for alcohol and substance abuse
- Brookside clinic
Sexual health services
- Brook
Sexual health education and training
- CAMHs
Counseling and emotional support
- Healthy living center
Drop-in service for emotional support, sexual health services and smoking cessation
- RU Safe
Sexual health and stay safe education

Healthy eating

Young people are encouraged to follow healthy eating life-styles and a well-balanced diet is served. The menu is steered by young people within weekly residents meetings. Specific religious dietary requirements are catered for and young people have free access to drinks, snacks and fruit and encouraged to participate within kitchen activities.

All young people have access to the Looked after Children Nurse, who hold regular drop-in sessions within the home, and can also be accessed outside these sessions if the need arises for either young people or staff. The LAC nurse also completes annual health assessments and ensures the team is supporting young people effectively.

Smoking

Smoking is not permitted at The Elms and is certainly not encouraged as a habit for anyone to start. Young people are informed of its harmful effects and we encourage the young people to cut down and if possible stop.

Drug and alcohol misuse

Young people are educated through discussion with staff of the harmful effect drugs and alcohol can have. Young people with substance challenges are referred to Add-Action for assessment and support. Add-Action attends the home if required-to support young people and allow the team to know how to support the young people through difficulty.



6. Enjoy and achievement

Staff are dedicated enabling young people to achieve a positive and enjoyable experience at The Elms, we fulfil this expectation by following individualised care and support tailored to each child's own unique personality and recognised need. All young people are supported to achieve and thrive.

To have a positive and enjoyable stay at the home we encourage children and young people to participate in all local leisure activities as appropriate for their age, and they are encouraged to help with planning such activities by being involved in the choice of activity by discussion within the young people's meetings.

In-house activities range from using arts and crafts, toys and games, videos, music, television, garden area Xbox competitions. A creative response towards developing interesting activities is encouraged.



7. Protection of children

The Elms is required to work within an interagency procedure to safeguard and promote the welfare of children. This is (BSCB) Bucks Safeguarding Children Board. The safety of children is paramount through effective communication and monitoring.

In practice this requires staff to report any concerns for, or allegations about, young people. This may mean that at times we have to report our concerns directly to Children's Social Care, Police or (LADO) Local Authority Designated Officer, Multi Agency Safeguarding Hub (MASH).

Further investigations might take place if appropriate. The Elms has a responsibility to communicate with families during any such process unless it places a young person at risk of significant harm.

Should you at any time feel concerned that a young person may be, has been, or could be at risk of abuse -this could be either by noting unexplained bruises or injuries, behavioral changes or by suggestive comments- you must inform your line manager/ senior on duty and outline your concerns and observations.

For further reading;

Children's Home Regulations and Quality Standards 2015

Working Together to Safeguard Children 2018



Countering bullying

Bullying is not tolerated within our children's home. Bullying affects everyone, not just the bullies and the victims. It also affects those who witness such behaviours and less aggressive young people can be drawn in by group pressure.

Bullying is not an inevitable part of life in a Children's Home; it is not a necessary part of growing up and it doesn't usually "sort itself out". We will attempt to help all young people recognise and respond effectively to bullying in other areas of their lives by means of intensive link working sessions.

Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated or persistent – if it fulfils all other descriptions of bullying. This possibility should be considered, particularly in cases of sexual, sexist, racist or homophobic bullying and when children with disabilities are involved. If the victim is in danger then interventions are urgently required.

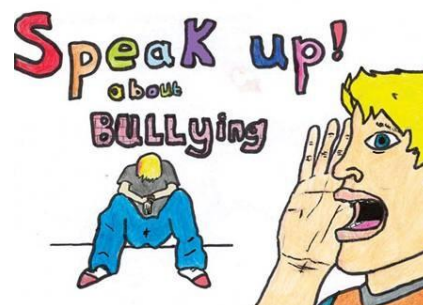
Our response to bullying

The reason for bullying will vary from case to case so it would not be appropriate to deal with all instances in the same way. However, all incidents will be taken seriously and responded to in the most suitable way.

Our aim will be for the perpetrator to recognise and stop the behaviour and for the victim to feel safe.

Possible responses may include one or a number of the following: -

- All parties interviewed.
- An Interaction chronology log opened and reviewed by the team and management daily
- Written statements obtained from the person being bullied and from the bully.
- Keep parents involved.
- Explanation of behaviour to the victim and possibly to the victim's parents.
- Victim will be helped to recognise and avoid threatening situations.
- Group discussion to clarify what is happening, why, and what can be done to change the situation.
- Support for the bully to address their behaviour
- Explore with the young person/staff the situations in which he/she is most likely to bully and help him/her to identify what feelings he/she experience before and after bullying.
- Explore strategies for dealing constructively with the negative feelings that prompt the bullying behaviour.
- Police may be informed where necessary.



Our approach to behavioral support

At The Elms we value and respect young people's rights to privacy, however in order to aid safeguarding we use the following electronic surveillance:

All young people have door alarms on their individual bedroom doors; these will only be activated at night time to ensure the safety of the young people; the night staff on duty will then be aware when young people are leaving their bedroom.

This is not intended as an invasion of privacy nor is its purpose to replace staff supervision; this measure is solely to safeguard young people during the night time.

The main exits from the home have door alarms. This activated in the office if a door is opened. The purpose of this is to alert staff to any uninvited visitors or young people leaving the home. This alarm is set at night once all the young people are settled in their bedrooms so that it can alert the staff of any potential intruders or a young person leaving the home without consent.

Principles of behaviour management

At The Elms we believe that all behaviour is a form of communication and young people often have complex and challenging emotional needs. It is our responsibility to seek to understand those needs and plan how best to meet them.

Planning is an on-going process, which needs to be reviewed regularly according to the progress of the young person. It must include consideration of a young person's individual needs related to age, disability, race, religion or belief, gender (including gender reassignment), sexual orientation, social skills and vulnerabilities.

Through the development of positive professional relationships, we hope to offer opportunities for emotions and feelings to be explored and expressed in a non-threatening atmosphere. The approach is based on the ABC model; it can be very stressful dealing with behaviour issues, but the ABC model is a handy way to understand what is happening, and responds instead of just reacting. It involves looking at the:

- **A**ntecedents (what happened before the behaviour?)
- **B**ehaviour (what is the actual behaviour?)
- **C**onsequences (what happens afterward?)

This is an effective technique for taking the emotions away from challenging behaviours, analysing these behaviours, then creating effective responses.

By learning to have regard for other peoples' feelings and respect for other peoples' opinions, we hope to encourage the young people within our home to

alter those behaviours that are inappropriate and harmful to themselves and others.

This can only be facilitated through the use of unconditional positive regard. Qualities such as trust, confidence, honesty and humour are vital ingredients to the success of any relationship.

Restorative sanctions and rewards

At The Elms we believe in focusing on and rewarding positive behaviours. Each young person will be set individual targets to work towards and will be rewarded for their achievements. These are reviewed monthly by the link workers.

Young people can earn the following rewards:

- Financial gain supporting additional clothing expenditure, supported savings
- Extra activities

Restorative methods are part of positive behaviour management. These are called “restorative sanctions,” as they are not intended as punishments or further hardships, but rather as ways for taking positive responsibility through opportunities for making amends, making personal changes. **Restorative methods can include;**

- Research Project
- Empathy-Building
- Fire Safety & Prevention
- Dangers of Tobacco & Healthy Living
- Community Support and Volunteering
- Apology Letter
- Victim Impact
- Chance to repair damages

Physical intervention

Staff at The Elms are trained to use physical intervention and our chosen method is called 'Team Teach'. Team-Teach is accredited by the Institute of Conflict Management (2015) and has been accredited by British Institute of Learning Disabilities (2006, 2009 and 2012).

All the team receives two day training in this area. Our training is updated every two years as a refresher. Staff must be assessed as competent by a qualified assessor in order to receive a certificate.

Every effort will be made to resolve conflicts positively and without harm to young people or staff, property, buildings or the environment. Individual positive handling plans and risk assessments will outline specific ways to prevent incidents with the individual young person as well as permitted holds.

De-escalation techniques will be used wherever possible and appropriate to defuse a situation and prevent an incident from occurring – a non-confrontational, calm but assertive approach is generally most effective.

Diverting the young person's attention and distracting them from the "trigger" or a third person intervening can also help to prevent incidents. These should all be used before resorting to restrictive physical interventions, unless safety is at risk.

Staff will use the minimum force necessary to prevent injury and maintain safety, consistent with the training that they have received.

The team will make clear recordings of any physical intervention and notify the social worker and parents where necessary by writing and inviting them to a 'Positive Handling Planning Meeting'.

Leadership and management

Name and address of responsible individual: NB	15 years of experience of working within the care system, in both open and secure settings in the UK. He was previously the home Manager within the private sector achieving 3 OUTSTANDING grades during Ofsted inspections.
Name and address of Registered Manager: AP	A has 12 years' experience working with EBD, Challenging behaviors with a diverse of underline causes both in residential settings and secure settings. A has vast experience within private residential

	provisions and 10 years management experience.
	A has a QCF level 5 diploma in Management

Ofsted quotes

“A strong leadership team has carefully and successfully steered this new home through its first year of operation. Leaders and Managers have met the aims outlined in the home’s statement of purpose well. Their leadership has resulted in children receiving well- considered and appropriate care and has established a resilient, committed and diverse staff team that works together effectively”

Staffing Qualifications

The qualifications and prior experience relevant to residential childcare of the staff are listed below: *For more information please refer to the home Workforce Development Plan*

Mandatory Qualifications

In line with “The Guide and Children’s Home Regulations 2015” staff members are supported by their line managers to undertake QCF Level 3 qualification Children and Young People in Residential care. New employees who arrive with an equivalent Level 3 Diploma the registered home manager will identify the similarities between the Mandatory QCF. The home manager will assess the employee’s qualification units covered situated on the original certificate. If the manager feels further training is required to achieve the criteria he will ensure the appropriate qualification take place.

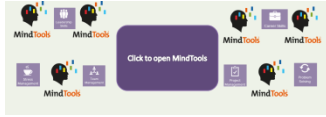
As of 1st April 2015, all Registered Home Managers must complete there QCF 5 Leadership for Health and Social Care; Children and Young People Services prior to applying for registration for the proposition.

Continuous Development (CPD)

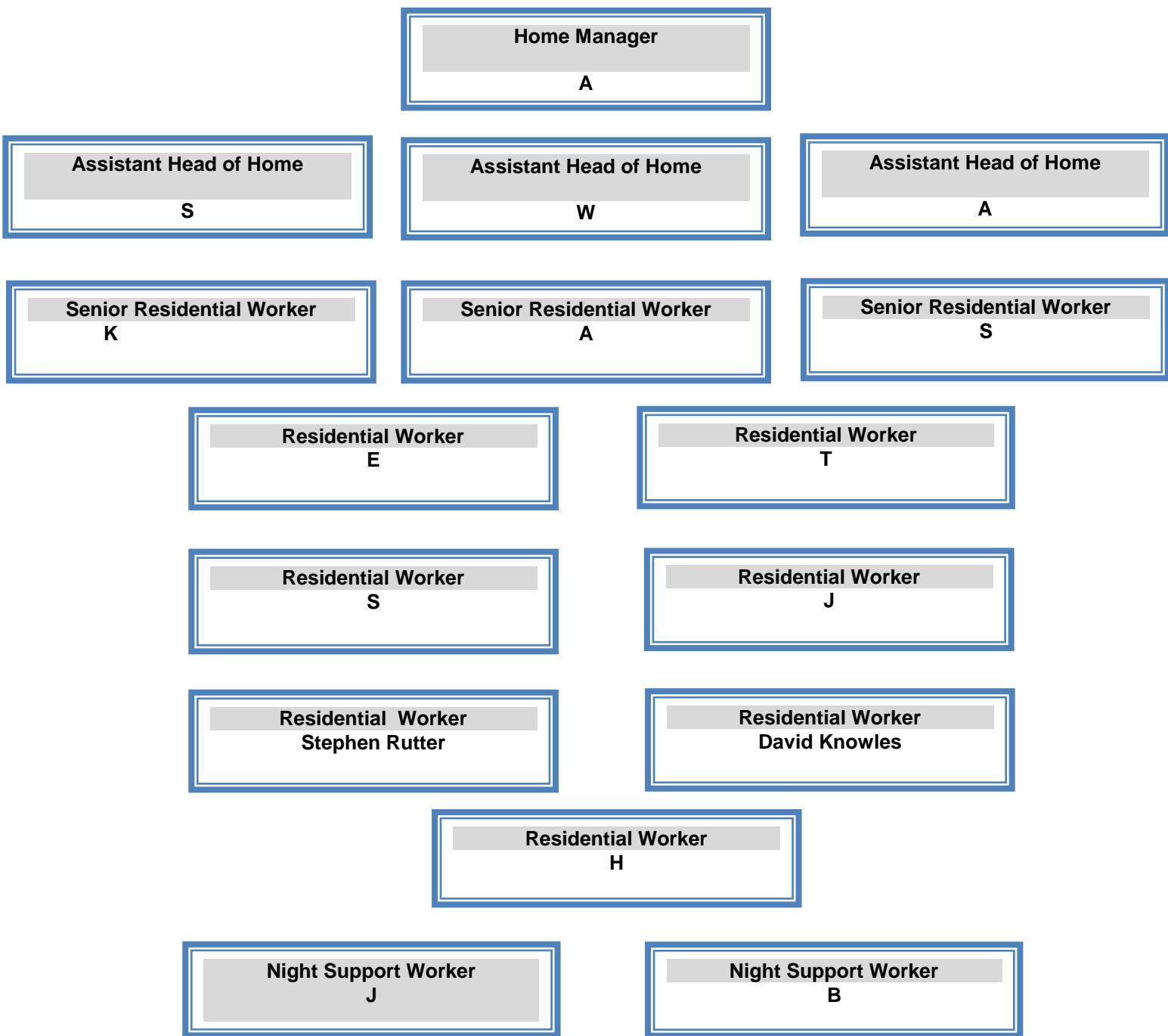
The Elms is committed to the continuous development of team members and will ensure they have the opportunity to attend the required training and complete the qualifications relevant to their current or future roles. Each member of staff is part of an overall development plan ensuring continuous learning and mandatory training takes place.

At The Elms we have found empowering team members to find alternative approaches working with young people allowing positive communication at all levels. The care team’s development will be implemented according to the initial view of the young person’s referral. This is to identify specific training need relating to the young’s person ‘risks and emotional needs. Training will be identified prior to the young person’s attendance but no later than 2 weeks within placement.

Training will be provided on a regular basis to ensure all staff members are kept up to date with professional, legal and practice developments and complete any refresher training relevant to their roles.



The Elms Residential Children's home Structure



Care planning

Referrals to The Elms are via CYP Placements Access to Resources Children's Services Joint Commissioning Unit and strategically recognised through the Buckinghamshire County Council weekly Resource panel with a multi-disciplinary Senior Management Team

We consider information from other professionals working with the child or young person and make a detailed evaluation which will become part of their home care plan. Young people will have an individual behaviour and risk plan, parents/carers and home staff, will also include the views of other professionals involved

When receiving the young person's referral and relevant documentation will trigger the '*Young Person's Placement Evaluation*' upon completion includes any challenges or concerns around safety, risk and medical history, including relevant protocols and consent forms. This also includes detailed information about the child or young person's likes and dislikes and their preferred options for engagement and independence.

Once the referral has been accepted, there will be an opportunity for family members and the child or young person to view the home, meet the team and ask any questions. A placement planning meeting will be held and the care plan will be in place and signed before visits or stays will begin. We invite the young person for mealtime's visits and day visits as a stepped approach to accessing the home. The Home accepts that some young people find the initial visit and introductions a stressful and anxious time, there for the home have made a Virtual Tour video for these young people so they can familiarise themselves with the homes layout and see a few faces prior to the first visit to the home. This is with the aim of supporting the young people with misconceptions about residential units.

The young person will be looked after by Buckinghamshire County Council, their placement review will be every six months. However, placement plans and any relevant documentation will be reviewed as the need arises and more frequent reviews will be completed if necessary. Care plans are agreed with, and will be accessed by, the young person and their parents/carers. Children and young people are encouraged to attend their personal review as arranged by the child social worker. The views of the children and young people are sought and

included at every stage of the review and throughout their time at the home called Wishes, Ideas and feelings.

Monitoring of the home

The regulation 44 visitor is commissioned through NYAS and visits on a monthly basis announced or un-announced. Our service provider for Reg44 May be required to conduct over phone contact following any national outbreaks such as viruses to minimise the risk of infection. All documents will be sent securely to help provide an overview of the homes effectiveness.

The home managers have the responsibility to develop and maintain a home development plan in line with current inspections, a six monthly Regulation 45 report is provided by the home manager. Management performance is monitored on a monthly basis regarding incidents, accidents and actions relating to the home identifying 'Key Performance indicators' (KPI). These are reviewed on a monthly basis at the home managers meeting /touch down meetings with the (RI) Responsible Individual.

The Elms Children's home has a Responsible individual (RI) to provide effective leadership and management of residential services for children and young people. To ensure a high standard of consistent care and service in accordance with legislation, central government guidance, regulations and standards, and the policies and procedures of Buckinghamshire County Council.

The RI will ensure compliance against the (Children's Homes Regulations 2015) and '(The Children's home guide), including the monitoring of (Regulation 13) and (Regulation 44 independent visitor), providing analysis of the homes performance.

The home manager has responsibility for the day-to-day running of the home focusing on front-line leadership role alongside other senior management support mechanisms such as the Responsible Individual and the Head of Care. The manager is responsible for all aspects of the day-to-day operations, including recruiting and managing staff teams, managing budgets and ensuring that the quality of the services provided meets the quality care standards, Childrens homes regulations 2015, Working Together to Safeguard Children 2018, Safer Recruitment Bucks CC Policy

Records / notifications of significant events

Each young person has a case file which contains all relevant information about the young person. These are held securely in the home at all times, In line with the Data Protection Act and the Freedom of Information Act. The young person may request to see their file through their allocated Qualified Social Worker.

When an incident or accident occurs at The Elms, Children's home our staff will notify the manager and Ofsted (as outlined in *regulation 40*) The child or young

person's parents/carers and their lead professional are informed within a reasonable time frame and no longer than 24 hours, dependant on the situation.

There may be a need for other professionals to be involved such as the police, the child or young person's school and the safeguarding team. These will be based on the incident or accident that has occurred.

Consultation

At The Elms we view participation and consultation as a vital part of care planning and the running of the home. We have an allocated staff member whose role is to oversee this area to ensure that young peoples' voices are heard and recognised as a key contribution to the running of the home.

The home holds weekly resident's meetings, whereby young people are actively encouraged to share their views, wishes and feelings, discuss debate and make decisions regarding the running of the home. Young people are encouraged to take ownership of this meeting by preparing the agenda, chairing the meeting and taking minutes.

Young people are also actively encouraged to be part in their care planning through:

- Attending LAC reviews and other relevant meetings
- Completing LAC review consultation paper work
- Engaging with their social worker and IRO

The home has good links with the local authority participation team and 'We Do Care' group. This group of Children looked after aged 14 and over meet on a regular basis in Aylesbury to discuss matters relevant to children and young people in the care of Buckinghamshire Council. Staff actively challenges any barriers to participation, enabling young people to participate in county wide meetings regarding issues to do with being a Child Looked After.

Discussion and reviews

The Elms operates a 'Discussion' system designed to offer individual support for young people. The primary role of the care worker is to develop a trusting working relationship with the young person whom they have responsibility.

The care worker provides a young person with:

- A voice
- An organiser
- An administrator
- A mediator
- A planner
- An advisor
- An advocate
- A role model
- A coordinator

The 'Link Worker' system does not in any way exclude other members of staff from being involved in the care of every young person resident in the home as we recognise the young person may not interact effectively with all the team, this may include re-linking the young person with their recognised team member who they feel comfortable to work with.

At the Elms we approach creatively when engaging young people. We recognise a ream of paper in front of a young person does not improve engagement and may not suit their learning style. Young people have a fantastic resource using a 'Tablet' with application resources. These include online protection, NHSGO and NSPCC resources. Care workers will write up the discussion and effectiveness of the session.

The young person will be encouraged to attend their review and participate as fully as possible. Care workers will support young people to complete consultation paperwork prior to each review. If the young person feels unable to attend all or part of the meeting, alternative ways will be looked at to ensure their voice and views are heard.

Missing from home

The team at The Elms believe that a young person's safety and welfare is of paramount concern. It is therefore our priority to do everything possible to ensure the safe return of a young person.

Young people who go missing from the Elm's without informing care workers are reported to the police in accordance with Thames Valley Missing Children's Protocol. However the care team will ensure a search of the area is complete before reaching out to further resources. The Elm's initiates a 'Live Chronology' built on the level of communication and pro-active work conducted by the team members ensuring 'everybody' is involved attitude.

Each young person has an individual Missing Risk Plan based on their own circumstances, history and vulnerability. Absent without Plans will be used used to monitor and alert safeguarding concerns amongst the team.

If, in the opinion of staff, the absence of a young person is more than 'boundary testing' activity and they have made adequate steps to find the young person, they will make a report to the police using the information in the Missing risk Plan.

In all circumstances young people are deemed vulnerable, this information will be passed to the police with immediate effect. All appropriate people (e.g. family, social worker) are informed of the unauthorised absence.

On returning from a missing episode, a young person's safety is a paramount concern and staff will always check that the young person is safe and well. If any information is gathered during the course of enquiries which indicates a young person has placed him/her at risk then staff will inform the Police and Children's Social Care immediately, so that they may take appropriate action.

The Police will always give the child or young person the opportunity to raise any concerns about their placement or other factors that may be linked to the missing episode. RUSafe are the independent organisation that are commissioned to undertake return to home interviews within 72 hours of them being notified by the police that a young person had been MFH. The home will challenge appropriately if these are not being undertaken in the agreed timescales. However, RUSafe in Buckinghamshire have a higher percentage than the national average in completion of interviews within the time scales.

Use of door alarms

The Elms have door alarms on doors, which make an audible sound and send a notification to an alert panel when a door is opened from inside the home. Our young people have been consulted on the use of these, as well as the staff team, social

workers and where applicable parents. In line with the Children's Homes Regulation 2015- Regulation 24, these are only used for the purpose of safeguarding and promoting welfare. Examples of these are to alert staff at night that the doors have been opened and to ensure that staff are safeguard from anyone seeking to gain entry. These alarms will only be live on instruction from the Home Manager.

Team Supervision

All permanent staff will receive regular supervision every 4-6 weeks. Appraisals Delivering Successful Performance (DSP) is completed with supervisors with a mid-year assessment and annual assessment. Performance indicators are agreed with their line managers at the beginning of the DSP process.

Safer Recruitment

All new staff at The Elms takes part in a clear recruitment procedure with a two stage interview process and comprehensive checks. All interviews will be carried out under Safer Recruitment Interviewing Process. Managers within the home are qualified within safer recruitment.

Before a post is offered a number of checks will be made, which includes DBS, health and references from previous employers. Until all of these clearances are through and the interview panel / Registered Manager, young person's panel and the Department's Human Resource Team are satisfied the appointment cannot be made.

Fire procedures and Health and safety

S is the Elm's coordinator of health and safety. S is qualified in IOSH. The key area for S is to ensure young people become 'safety savvy' ensuring residents become involved within all elements of safety in their home.

Care staff, young people and all professionals who visit the home are required to comply with all Health and Safety requirements which include:

- Smoke or Heat detectors in each room (excluding bathrooms)
- Fire extinguishers and fire blankets
- Flame retardant bedding and furnishings
- Fire drills carried out monthly, which entail all occupants of the Home evacuating the building and waiting for the all clear before re-entering the building. The time taken is then logged in the Fire Log handbook.
- Emergency lighting throughout all communal areas
- Fire exits clearly marked.
- All toxic and harmful substances are kept secure.
- Comprehensive Risk Assessments are carried out and maintained.
- Fire Risk Assessments are carried out and maintained.
- All medication is kept locked and controlled.
- All staff trained in basic first aid.
- A record of all checks and tests are retained in the home.
- Comprehensive Risk and Fire Risk Assessments are monitored.
- Control of Substances Hazardous to Health (COSHH) documentation and data is also undertaken.



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