

Potton Homes

Statement of Purpose

Version: June 2018



River Lodge

URN: 1226757

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STATEMENT OF PURPOSE

Quality and purpose of care

1. Statement as to whom the provision is for –

Potton Homes, River Lodge is an independent Children's Home, offering residential and educational care where required, to 3 children, aged 8 years to 17 years on admission that have a diagnosed learning disability and or a diagnosis of a lifelong condition that affects their ability to learn. Each child referred would be assessed to ensure that they did not compromise the care needs of children placed, which would include taking into consideration the ages of children already in placement. The home would consider age gaps more than 4 years, however there would need to be further dialogue with the exiting children's placing authority and a comprehensive risk assessment in place prior to placement. Each young person will have to been identified as needing residential support as the most appropriate option at that time. Specialised and bespoke education is also onsite and will be included in the assessment process to meet the needs of the children that reside at River Lodge and all education needs are overseen by Ocean Lodge School.

2. Ethos, outcomes and approach in achieving them -

At River Lodge we adopt an individualised and holistic approach in residential care. This approach aims to explore and understand the interactions that take place between staff, young people and anybody else involved regularly with the home. It is through building safe, strong and secure relationships and creating a nurturing and structured environment that this can take place. It is the staffs aim to not react in situations, but to respond, after first understanding what the young person is trying to communicate. A culture of enquiry is promoted where all aspects of the care and environment can be explored and thought about together. This approach recognises it is the group working together that will achieve the best therapeutic environment for young people to grow, learn and develop; it is not the actions of any one person.

This is why young people are involved in the decision making as much as possible within the home.

The aims, objectives and desired outcomes of Potton Homes:

- To provide security and stability to children and young people requiring group residential care who need to be away from their family home, or are not able to live in foster care.
- To provide a professional service that is able to assist and make recommendations on a child's learning needs, emotional and behavioural needs and developmental needs within the context of a specific requirement from the referring agency.
- To risk assess all referred placements, assessing the risk for all children already in placement.
- To contain challenging behaviours, through the strength of the group, with regular input from specialist professionals via referrals depending on individual's needs.
- To enable the children to find a way of describing and defining their issues in a manner that helps carers, families and others by mobilising the appropriate resources for them to be taught both the life and independent living skills. We will develop a programme that is unique to them, incorporating achievable targets and breaking down the tasks to the child bearing in mind their level of understanding, so that their goals are achievable.
- To identify health and educational issues pertinent to the wellbeing of the child and to ensure they have access to all resources available within the period of their placement with our service
- For the child to feel they are protected and cared within a homely environment for the length of time they reside at Potton Homes.
- For children to have learnt life skills and independent living skills allowing a positive transition into adulthood
- Children to be able to develop trusting, safe and secure relationships.

- For children to be given the choice to participate in all aspects of planning for their care.
- That children achieve positive outcomes academically and vocationally within an environment that recognises all achievements for the child.
- That promotion of physical emotional health for each child ensures that their health is monitored and there is a plan to ensure that all the child's health needs are met.
- To be healthy, stay safe, enjoy and achieve, make positive contributions and achieve economic wellbeing.

We will ensure that each child has an identified Link worker who will be a point of contact and also provide individual support for the child, their family, social worker and other professionals.

Staff will ensure that the children know they are present and valued through the boundaries and routines set for their behaviour; also by the way staff persevere in trying to help them. As an organisation, we will raise staff awareness of the complex needs of children through training, supervision and appraisal. We will ensure that all children have a Care Plan and Placement Plan on file to enable staff to work in a positive and consistent way. We will also provide the allocated social worker with a thoroughly updated report in respect of the child at regular intervals.

Staff working at River Lodge believe that change is always possible and that individuals placed at the home can adopt positive behaviour through structured support and links with professionals both internally and externally with other relevant agencies.

Children and young people will be valued and engaged to make positive contribution to their environment and to the local community with the utmost of assurance and guidance that upholds their self-worth and dignity.

We value diversity and seek to enlighten those we work with to see and to embrace cultural difference in others, as well as encourage those that we

work with to respect and to create an environment conducive to the smooth running of the home. It is essential that the environment we create is a safe environment for change and that part of this is physical safety. Therefore, as part our plan to promote the well-being, safety and diversity of individuals and others.

The home is registered for 3 young people of both genders and aged between 8 – 17 years on admission.

3. Description of Accommodation –

All work undertaken by River Lodge embraces The Children's Homes (England) Regulations 2015 as well as being shaped and informed by local guidance and standards for residential care. We believe that children and young people will grow, flourish and benefit from good parenting and by being included in the daily decisions of their family group. To this end, it is our belief that River Lodge will be able to offer both quality individual time, and instilling tolerance and acceptance of others by living as part of a group. River Lodge can accommodate up to three young people.

Although every attempt is made to create a warm, homely environment, we remain committed to the belief that a young person's own natural family has its own unique qualities. Where contact is not determined by legal constraints, natural family ties will always be actively encouraged and supported.

We do this by:

- Empowering children to participate in the daily running of the home (regular house meetings and feedback during key-work sessions).
- Spending time playing and sharing fun activities.

- Seeking opportunities to show children we care and they matter by being affectionate in as many appropriate ways as possible.
- Being consistent in our behavior and our expectations.
- Providing comfort during difficult times.

- Encouraging relatives and friends to visit the home to promote the development of external relationships when appropriate.
- Endeavoring to create relationships with children's families (care plan permitting) so that we can facilitate, monitor, report and assess family contact.

River Lodge is a specialist children's home owned and managed by Potton Homes in one of three locations in Essex.

Founded by Managing Director, Sue Potton, in 2008, Potton Homes, which also include as well as River Lodge; Island Lodge, a Learning Disability home in Canvey Island, Essex, Ocean View an EBD home in Westcliff-on-Sea and Ocean Lodge Independent School also in Westcliff-on-Sea.

The Company provides a full national curriculum in its school and vocational training throughout its education services. Access to, and integration with, the wider community plays a pivotal role in the development of our students and residents.

Links with local businesses have enabled our young people to access a variety of experiences, including exhibiting artwork, working on environmental projects and even gaining employment with local retailers and construction companies.

Our Vision is to provide a holistic and nurturing approach to personalised education and care that rebuilds the foundations of success.

To build resilience in children by providing a high quality specialised support framework in which children are able to develop strong and positive relationships.

River Lodge is a residential home for children with diagnosed Learning Disabilities and autism.

The accommodation provides each child with their own bedroom, which they will be encouraged to personalize. There are shared bath and shower facilities available. Please see description of location for further details of accommodation provided.

All admissions are undertaken following the completion of assessments risk - matching process and documentation.

We expect Placing Authorities to work in true partnership with the home in providing all necessary information which is available to ensure we manage risk and develop appropriate development plans. However, of paramount importance, is the safeguarding of children and young people in our care and therefore we will not accept a child into placement who would pose unmanageable risk to self or others -

4. Description of location of home -

River Lodge is a 3 bedroom, semi - detached house. It is situated in a residential area within Linford, East Tilbury.

On the ground floor there is a large lounge, kitchen, toilet, staff office, quiet lounge and a school room detached from the house accessible only through the garden.

On the front door there is a key coded entry system, this is attached to the fire alarm systems so open should the fire alarm sound and also has an emergency exit button should the system fail, at the top of the door to the left

as you walk in – this is a green push button. The key coded entry system is to ensure the young people's safety at all times. The code is only to be given to staff that are permanent at River to avoid access from the public.

On the first floor is a bathroom equipped with bath, toilet and shower. This is the bathroom for the young people. There are three good sized bedrooms.

All areas of the home are suitably furnished and well equipped. The home has adequate storage space. The young people's bedrooms and communal areas are large allowing the young people to have privacy and space whilst they are also able to have individual time with staff and to meet as a group. The lounge has a dining table which is large enough for staff and young people to share meals together.

The design and decor of the home aims to create a homely environment which allows young people to flourish and gain ownership of their lives with the support of a dedicated team.

There are local shops within a five minute walk and a shopping complex is 10 minutes' drive from the home. The close - by town of Basildon has a wide variety of shopping, leisure facilities, parks and woods.

Basildon Hospital is close by, as well as local GP and Dentist.

River Lodge has a location risk assessment in place that is reviewed at least annually. This enables us to identify any risk the location of the home may pose to the children staying here and ensure appropriate control measures are in place to either eliminate or manage any risks identified.

The positioning of River Lodge means there are numerous amenities in the area including: swimming, bowling, fishing, go-karting and local recreation and shopping centre.

The attractions nearby are: Roller City, Adventure River, golf ranges, Laser Quest, ski slopes, Basildon and Lakeside shopping centers, and local facilities such as cinema, library, local parks and environmental areas, countryside and water-sports centers which are all aimed to encourage young people to try new things and experience new challenges. Whilst undertaking the latter, each young person is able to learn in a non-curricular way and broaden their own expectations and achievement e.g. climbing, water sports, orienteering and team exercises.

5. Supporting cultural, linguistic and religious needs of children –

The cultural, linguistic and religious needs of young people will hopefully be identified at the planning stage through the referral form. There are places of worship locally for all faiths and religions and the young people will be actively supported and encouraged to continue any religious or cultural belief system they may have. Any linguistic needs will be identified at the planning stage and the home will ensure that the skills, language and understanding of the staff will meet the needs of the young person. Information and advice on all cultures and religions will be accessible if required.

6 Making Representations and Complaints –

We appreciate that it can be very difficult for young people, parents and other professionals to say that they are unhappy about what is happening within the home.

There is clear guidance on the complaints policy and procedure which is also detailed in the young person's 'Welcome Handbook'. We have an 'open door' policy in which young people are given the opportunity to air grievances with management, in group discussions, during 1:1 key-time and through their social worker, advocates and child protection agencies. Young people also have access to a telephone at all times (independent advocates and helpline numbers are prominently displayed within the home).

Compliments and complaints can also be made to:

Susan Mary Potton

Potton Homes
1 Cresswell Park
Blackheath Village
London
SE3 9RD.

Ofsted

Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 03001234666

7. How to access the homes policies –

The home takes child protection seriously and has vigorous procedures in place to safeguard the young people accommodated, the home also follows strict guidelines in relation to behaviour management. The policies in relation to these can be accessed by contacting the Registered Manager.

The young person's social worker(s) can also be asked to look at specific areas of concern.

Children have rights in relation to every aspect of the care they receive at River Lodge. These rights are protected through various policies and procedures, for example, protection against abuse and bullying, and rights to be dealt with fairly through the behaviour management policy. Potton Homes has also developed an additional policy to protect privacy, dignity and confidentiality.

Potton Homes' policy statement states:

“Children and staff will respect a child's wish for privacy, confidentiality and the maintenance of dignity in a manner that is entirely consistent with good and reasonable parenting and the need to protect the child”.

The children's views, wishes and feelings.

8. Homes policy and approach to consulting children about the quality of their care -

We have a policy in place called the children's views, wishes and feelings.

Whilst working with the children, the staff will always, where possible, offer the children choices regarding their care and/or the running of the home.

Staff observe the children whilst they are working with them to find out what they like and what they don't. Daily records will include observations and feedback from the children. The daily records are then used by the Key Worker and manager to form an assessment when they review the care and placement management plan for the young people.

Young people are encouraged to meet regularly in the house meeting to discuss any relevant issues in the house. This time is for young people to raise any issues they wish and discuss the running of the home and have their input in relation to Food and Menus, Activities, Home Decor, Holidays, Routines, Structure, Times, Rules and expectations, Issues within the group and house etc. It is a safe and regular place that allows the young people regular and familiar surroundings in which they can participate in decisions about their home.

Young people also have regular 1-1 sessions that are recorded. These allow the young person individual time with staff to discuss more sensitive topics and issues and ensures that they have the opportunity to raise issues privately.

The young people are also provided with feedback forms every 6 months and this is used as part of the monitoring process undertaken by the manager.

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These are in various formats to ensure that all young people can access the information.

The young people are also encouraged to use advocacy services and information is readily available for them to use.

The young people will also be invited to meet with the Independent visitor on a regular basis.

9. Description of homes policy and approach to anti-discriminatory Practice in respect of children families and rights –

Staff will ensure assurance to all young people in our care and convey the home's utmost commitment to challenge and to remove any forms of individual institutional or structured discrimination for the promotion of equal opportunities and diversity. Staff awareness of anti-discriminatory issues will be raised through training and support. Set-out below are principles that we adopt and hope to communicate and implement in the home:

Principles:

- Within River Lodge young people should not be discriminated against for any reason.
- Racist behavior will not be tolerated and any such behavior will be challenged and dealt with.
- Sexist/Bullying attitudes will be challenged and discussed.
- No pornographic material will be allowed within the home, and no books or pictures deemed offensive to women or men will be displayed.
- No young person will be excluded from a home because they are disabled, unless the layout of the building precludes them from physical access.

- Staff will not discriminate in their treatment of young people on the grounds of their disability or any other reasons.
- Staff will promote an awareness and understanding of disability in young people in their care and therefore work towards ensuring the best positive outcomes for individuals and others.
- Stigmatisation of any young person and for any reason is totally unacceptable.

EDUCATION

10-12 Education.

The key focus is to maintain the educational experiences of the child or young person where it is assessed as appropriate. This can sometimes be difficult for the young person during certain emergency 'crisis' situations.

Great emphasis is placed on the opportunities of changing established patterns of behaviour by accessing the system of education and the alternative programmes. All adults work alongside each other to promote and stimulate interest and learning. The aim is to afford children the same life chance opportunities through their education, as are their peers in the community.

Young people with special educational needs will be supported to ensure that the needs identified in their statement are met through the educational provision they engage with. Educational arrangements should be discussed and agreed at the time of referral. An up to date PEP and Statement of special educational needs should be provided to help the home ensure that the young person is getting their educational needs met. The PEP and statement will be reviewed annually, all through Potton Homes School.

Educational progress and achievement should be monitored and evaluated through monthly reports and they should evaluate progress and recommend action for the following month. Regular staff meetings will explore educational engagement and plan on how to improve.

Monthly monitoring systems will monitor and report on the educational achievement, engagement and attainment of the young people in the home.

The home is not dually registered with a school but education can be provided in Potton Homes Independent School if agreed as part of the care plan. The school is independently registered and will only provide education for young people that are on roll there. Ocean Lodge Independent School provides bespoke and individualised packages of care for young people that have struggled in other educational provision.

Where children are over school leaving age an appropriate development programme will ensure that they are given advice, support and links with local colleges, ensuring that they have access to the same opportunities as their peers.

Enjoyment and achievement

13. Arrangements of enabling children to take part in and benefit from a variety of activities –

Where young people come into the home with particular hobbies or skills they are actively encouraged to keep these going wherever practical. Part of the role the home has is to review leisure time and to stimulate a broader range of interests that can be kept up when the young person moves on from River Lodge. This will be developed as part of the care plan and it is intended that there is planned and unstructured time. We aim for each young person to have at least three 'extra-curricular' activity which involves him or her outside the home. We use this to develop self-esteem.

There is a wide range of choice including horse riding, swimming, cycling, football clubs, tennis clubs, cricket clubs as well as more community-based activities such as guides, cadets and St John's Ambulance. There are also

opportunities for group excursions to places of interest and theme parks. Potton Homes also owns a caravan in Hastings which can be utilised by the home. Half term breaks take place throughout the year. Meetings are held between children and adults to encourage and promote participation in the recreational activities and establish an activity framework that benefits each child and is reflected in their individual care plan. Whatever the activity, children will be supervised by appropriately trained staff and a focused risk assessment undertaken that does not limit the children's chances of engaging in age appropriate activities.

Any particular cultural activity that is required or requested by a young person will be met and incorporated into their routine and planners. This will be discussed and agreed prior to placement if required.

Health

14. Details of Healthcare provided

Adults have a significant role in promoting an awareness of health issues and healthy lifestyle. At a basic level this includes providing good nutrition, ensuring adequate sleep and a proper and onerous regard for personal safety. The adults provide children with the opportunity for good health but also work towards preparing them for taking care of their own personal health.

Consent for medication and medical treatment is requested at the planning stage and must be present before any treatment can be given by staff.

All children are registered with the local GP during the first week of placement. Should medication or a course of treatment be prescribed, a structure is in place that ensures that this treatment is followed. Children will undertake an annual health assessment. Whilst the focus is on the child's emotional health, the child's physical well-being is no less important. Children have regular optician's

appointments. Children receive dental checks and children are supported through any required treatment.

All children are encouraged to pay attention to their personal hygiene with support if required. Personal needs monies are available for the purchase of toiletries and specialist hair and skin treatments. We recognise that children from different ethnic backgrounds and cultures may have specific needs, which relate to their heritage. We will endeavour to liaise with specialist agencies and communities to ensure that the Health and cultural needs are met.

A healthy lifestyle contributes to the positive outcome and attitude of children and we expect referring Authorities to provide all the necessary documentation required for children to meet their physical and health related needs.

Referrals will be made for individuals who may require additional professional support such as psychiatrists , psychologist etc The effectiveness of the approach and the assessment of the approach is undertaken through monthly progression reports, LAC review forums and the monthly monitoring of the home completed by the registered manager and the independent visitor.

Progress and development is measured through these systems and is based on progress being achieved in the area that the identified need was originally assessed as requiring therapeutic intervention for. Where progress is not evident, there will be a record in the care plan of the reason why the it continued or was stopped.

All medication is stored and monitored under the directions for the specific medication, staff are trained to administer all medications and monthly audits take place. Boots supply all medication on a monthly basis, they also conduct pharmacy auditing of the home to check on the various areas of storage and administration.

Positive relationships

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15. Contact Arrangements for Children/Young People with Parents, Relatives and Friends.

Staff at River Lodge promote positive contact and recognise the need for residents to remain in contact with key individuals in their life. Support will be given to all young people placed at the home, to family, sibling contacts, and that they will be encouraged and supervised (if required) when friends or relatives visit them in the home. For safeguarding reasons, staff will ensure checks are carried out on the identity of people coming into the home. Contact with parent/guardians or Careers etc., will be undertaken as directed in the respective care plans of individual residents to ensure their general safety and well-being.

Positive contact with friends is promoted and encouraged. Friends cannot stay over at the home but young people can stay at their friends if agreement is given. The home will need to speak with an adult, have an address and a telephone number before any agreement is given. Decisions and agreement for friends to see people will always be decided and agreed based on the individual needs of the young person at the time.

Protection of children

16. Monitoring and Surveillance of children.

The young people will be monitored by the staff 24hrs day in the home. Each young person will have the level of supervision agreed at time of placement or following any specific event that requires that young person to have an increase or decrease in agreed levels of monitoring. Staffing ratios are agreed in advance whenever possible.

River Lodge uses normal residential security, with the exception of a security camera on the front outside of the home for security purposes and a key coded entry system. The home also has alarms on the bedroom doors of all the bedrooms, these are only used where there maybe concerns around

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children leaving their rooms or the building and only in agreement with all social workers. The door alarms alert the waking night staff and allow staff to follow any procedure to safeguard the young people.

Some young people may require additional monitoring such as listening monitors/seizure blankets etc., if at risk from seizures, self-harm etc. again this will be with agreement of their social worker and incorporated into their individual risk assessment.

Closed Circuit TV (CCTV).

There is CCTV around the outside of the building. This is to ensure that intruders are not able to enter the building without staff knowing. This is never used to monitor the children.

Child Protection

River Lodge operates in line with the Essex, Southend and Thurrock Local Safeguarding Boards multi-agency child protection policy and procedures.

Any concerns in relation to Child Protection issues i.e. physical, sexual or emotional abuse, exploitation or neglect, should be immediately reported to the Home Manager or 'on call' manager who will co-ordinate the role of staff via the guidance of the Child's Social Worker or Team Manager at the Area Office.

Staff have a duty to communicate any concerns immediately to the Shift Leader. The Shift Leader will take on the responsibility for ensuring the child's immediate safety and informing the Homes Manager/on-call Manager. Any action to be taken will be confirmed by the Homes Manager/on call manager after consultation with the child's Social Worker/Team Leader. The Responsible person will be kept informed of the process.

If there are any allegations concerning staff they should be immediately reported to the Home Manager or manager on call.

If the allegation is about the Homes Manager then the Senior Manager should be informed. They will then take on the responsibility of contacting the LADO, the child's social worker or social worker from the Emergency Duty Service Team outside of office hours.

17. Homes approach to behavioural support

We value the unique role residential staff can have in understanding a child's needs and recognise the benefits for children in developing significant relationships within our Home.

We aim to offer the highest standards in childcare practices and our accommodation, provision, quality of staff, and structured programmes reflecting the expectations of the organisation.

We employ staff that understand various methods behaviour intervention, professional and reparative parenting and who are committed to the needs and welfare of the children in our care. Our work with children will be marked by their inclusion and involvement in completing the requirements of care plans set out at review meetings.

Our approach provides staff with insight into the origins and nature of the child /young person's experiences and behaviours. It ensures the team understands that punitive interventions are shown to exacerbate the young person's difficulties, rather than helping them with them. Consequences for inappropriate behaviours are designed to ensure safety, and learning – never to shame the often already highly shamed young person.

Each child lives as part of the group in the home and share in the day-to-day activities that are common to the lives of children generally. This includes eating together, sharing activity/leisure times, meeting together, and developing interests and hobbies.

The experience of living not only in a group but also as a group is used consciously by adults to support each child to understand and manage their relationships in

constructive ways. Through a combination of formal and informal discussions and through the active adult management/support of the interactions between children, each child is helped to learn how to live not only with them self but just importantly with others as well.

In these ways, children come to understand the importance and value of safe and reliable relationships. They learn to manage them and themselves in constructive ways and therefore move steadily towards integration into our Social World.

As individual identity and sense of self is essential in developing these relationships with others and the wider world, each child at Potton Homes is allocated a named adult as their key worker who focuses on the child's individual needs.

A well-structured environment with clear boundaries and a framework of regular routine afford young people the opportunity to change and re-learn how to trust and take ownership of their feelings, learned patterns and experiences as well as their attitudes.

Rewards systems may be in place that promote positive behaviour and each goal or target is individually created in response to the needs of each child.

We believe that boundaries and structure are essential components of responsible parenting. We believe this is best achieved by:

- Promoting positive relationships.
- Engendering respect for self and others.
- Providing clear guidelines in regard to appropriate behaviour.
- Providing clear statements in regard to rules of the Home
- Providing clear statements in regard to sanctions
- Treating children as individuals.

We will involve children and staff in agreeing the rules and expectations of the house and agree appropriate sanctions. Group Meetings and Team Meetings will be an essential method of operating this.

Great care is taken to ensure that children are helped to maintain a positive and calm environment. There is an emphasis on the child reflecting on the consequences of their actions. Potton Homes policies and procedures manual sets out clear guidelines which are based on the guidance given by the Department of Health, Children's homes Regulations 2015, the quality standards 2015 and Volume 5 regarding the care and control of children in Homes.

Within the Home we aim to encourage positive behaviour in children, through building relationships with them based on trust, created by consistent practice, mutual respect and understanding. We understand that on occasions children will test the boundaries set by staff and that there will be times when control moves outside the relationship and appropriate sanctions may be required to correct behaviour.

All staff are made aware of permissible controls and all sanctions are fully recorded. These records are checked and monitored by the home manager and reviewed at the Team Meetings as appropriate.

Children are told about proposed consequences and why they are necessary.

Staff use the following permitted disciplinary measures:

- Verbal reprimand
- Reparation
- Curtailment of leisure activities.
- Additional household chores.
- Deduction from pocket money to repair damages (no more than two thirds).
- The supervision of pocket money spending; for a fixed period of time.

Other consequences can be used if appropriate and should be relative to the behaviour that is being given for.

Staff are trained and made aware of the following prohibited measures (Children's Homes Regulation 2015):

- Corporal punishment (intentional application of force such as slapping, punching, pushing, throwing missiles and rough handling).
- Deprivation of sleep, food or drink.
- Restriction or refusal of visits, communications.
- The use or the withholding of medication, medical or dental treatment.
- Imposing a financial penalty, other than a requirement for the payment of a reasonable sum (which may be made by instalments) by way of reparation
- Intimate physical examination
- Withholding any aids or equipment needed by a disabled child
- Any measure involving punishing a group of children for the behaviour of an individual
- Any measure involving a child imposing any measure against another child

All sanctions are fully discussed and recorded with the child concerned.

Physical restraint will only be used at Potton Homes as a last resort when it is necessary to prevent significant injury to any person or serious damage to property, unless a specific type of restraint is provided for use as part of the child's day to day routine. However, due to the problems and previous experiences of many of the children in our care, it will sometimes be necessary to prevent a child from harming herself or other people or property. The following principles will guide actions taken by care staff in these circumstances.

Reasoning and discussion will always be the first and preferred means of resolving any difficult situation presented by a child. Physical means of control will only be used if discussion and distraction techniques prove ineffective and there is a real danger that a child will cause serious and significant injury to herself, other children, adults or any other person or cause serious damage to property.

Where previous behaviour indicates that there may be a future need for physical restraint, the manner of restraint to be employed will be discussed and agreed with the individual child, her Social Worker and if appropriate, parents. It will be based on an assessment of the child's needs. The objective will be to establish agreement on the means of restraint as far as possible and the circumstances where this is likely to be needed. The agreement will be subject to regular review.

Restraint will not be used as a sanction or confused with agreed sanctions for unacceptable behaviour. It is not a means of punishment or an indication of disapproval. It is intended as an emergency and temporary response to harmful behaviour and will be discontinued immediately the risk has diminished.

Physical restraint will involve the use of minimum force required for the circumstances and child. It will be administered cautiously, thoughtfully and in a manner that will minimise the risk of injury to the child. Two adults should be involved unless circumstances prevent this.

Where necessary, means of close supervision will also be agreed in the individual child's plan.

Whenever it has been necessary to restrain the incident will be recorded in writing, the placing Authority informed and a copy of the written record of the incident sent in confirmation.

Other agreed adults will be informed of the incident where this is in the best interests of the child. The incident will also be brought to the attention of the home manager as soon as possible.

Following an incident of restraint, an early opportunity will be taken to discuss the incident with the child in order to give reassurance and to promote understanding and to explore alternative behaviours for the future. This should be done with somebody independent of the restraint itself.

Adults will receive training in acceptable forms of restraint and will be supported through regular supervision. The restraint techniques used are PRICE, the staff have a physical assessment at the end of the training to ensure they are competent in using the techniques taught.

Each staff member will be assessed and re-trained annually in the use of restraint.

Restraints will be monitored through the monthly monitoring systems in place and any patterns of restraint will be discussed and strategies planned to manage this.

Children will have full access to Potton Homes and their placing Authority's Complaints Procedure should they consider any incident of restraint to have been unjust or abusive.

Leadership and management

This is the Statement of Purpose and Function required by Regulation 16 Children's Homes Regulations 2015. A schedule of how this document fulfils the requirements of those regulations is set out in the Appendix.

18. Name and work address -

River Lodge is provided by Potton Homes and the responsible individual is Susan Potton.

Registered company address:

Potton Homes
1 Creswell Park
Blackheath Village
London
SE3 9RD

info@potton-homes.co.uk

Telephone number: 01375 856887

The Manager is: David Whitty

Email : DavidW@potton-homes.co.uk

The home address is not published in this document for safeguarding purposes.

19. Details of experience and qualifications of staff -

The proprietor and registered provider/responsible individual is Sue Potton. Sue holds a BSc (Hons) in nursing and Social work, DipSW.

Sue Potton has twenty four years' experience of Residential establishments for people with learning difficulties and prior to opening Potton Homes, worked as

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a children and families Child Protection Team Manager for various London boroughs.

Director of Care – Christine Seecharan.

Christine has over 20 years' experience of working in and managing children's residential homes. Christine has vast experience of working with children with emotional and behavioural difficulties and children with disabilities.

Prior to Christine being the Director of Care, Christine was the independent visitor for the Homes.

Christine holds the level 5 diploma in leadership and management in residential care and a diploma in systemic supervision.

Registered Home Manager –

David Whitty has held registered management positions since 2010

David has managed homes which support children and adults with learning disabilities.

David holds the following qualifications –

Level 3 in management and leadership

NVQ 3 – health and social care .

Diploma in systemic supervision.

Level 5 diploma in leadership for health and social care and children and young people's services (England) (QCF) (Children and young people's residential management).

Currently completing level 3 diploma in positive behaviour support

20. Details of management and staffing structure -

ORGANISATIONAL CHART

DIRECTOR

Sue Potton

DIRECTOR OF CARE

Christine Seecharan

REGISTERED MANAGER

David Whitty

DEPUTY MANAGER

Leanne Howard

SENIOR RESIDENTIAL WORKERS

Darren Wenlock, George Newhouse

RESIDENTIAL WORKERS

Nora Otema, Nikki Baillie, Othelia Hughes, Christine Ayonronmi.

BANK WORKERS

Michelle Martinson

The Manager will be supervised by the director of care . The Manager, Deputy Manager and Deputising senior will supervise the staff team between them, formal supervision will take place on a regular basis.

New staff will undergo a formal initial 5 day induction, then spend some time shadowing shift prior to being on shift with the young people. Safer recruitment is always adhered to when recruiting new staff.

The Home Manager is responsible for the management of the home. They oversee the implementation and networking of all care plans for the children and promote good communication and liaison with families and outside agencies, as well as the community. They ensure positive and well-informed community development through communication, liaison and consultation.

The Home Manager is responsible for the management of care. They supervise and co-ordinate the practice of The Deputy manager.

All staff are required to have regular 1:1 formal supervision. The supervision structure is as follows: The home manager is supervised by the senior manager. The manager supervises the deputy manager. The manager or

deputy manager supervises the senior support workers and the senior support workers supervise the residential workers.

Senior Residential Workers and Residential Support Workers are assigned as link workers to ensure that the child's basic needs are identified, recorded and met. They are responsible for ensuring that the agreed care and placement management plan clearly identifies the needs of the child and how staff working with the child should meet them, implement, review and keep up to date. They are responsible for overseeing the service provided and ensuring the range of activities/experiences offered are suitable for each child. Staff have high expectations and aspirations for each child.

All staff receive induction and core training in their role and duties. All staff are enabled to train for relevant child care and management awards and are required to complete "the level three diploma" or have an equivalent qualification. Staff are also required to complete the induction work book and the medication workbook as a minimum.

Staff are enabled to attend other courses relevant to their personal development as identified through their annual appraisal, or Supervision.

All staff are subject to a safer recruitment process prior to commencing employment.

This includes verification from the Disclosure and Barring Scheme, interview, a minimum of 2 references are required. However, we request references from all workplaces where an individual has worked in childcare. We also require confirmation that they are not disqualified from working with children.

Staff must complete a comprehensive induction and a twelve month probation period. They are supervised on a regular basis and appraised annually.

We have a robust annual training programme to prepare staff to work with children and young people aged 8 - 17 years.

Each member of staff is required to complete a level 3 Diploma in Health & Social Care Children and Young People Workforce. This is then encouraged and supported to gain further social care qualifications.

21. Both sex role models

The staff team are of mixed gender, age, race and sexuality and provide a varied and positive opportunity for young people to engage with positive role models

Care planning

22. Admissions.

It is the policy of the Home that placements to River Lodge occur in a planned manner. This allows for clarity of placement purposes and the outcomes to be achieved. Clear goals can be identified for each child and ultimately, will be centred on the individual needs of the child. There is a procedure for emergency placements, but they must not impact negatively on the other young people already accommodated.

When a referral is made to the home then the Children's commissioning services and Social worker must first decide that the children's home has the skills and capacity to meet the individual needs of the child. A detailed referral form to be completed by the allocated social worker. Social worker should

then ideally visit the Home and meet with staff and a mutual agreement is made that Pottton Homes can meet the child's individual's needs.

When an admission is agreed, the following must then be on file for that young person:

- Initial Placement Risk Assessment undertaken.
- Essential information.
- Placement Plan.
- Any up to date Care Plans.
- Appropriate background reports.
- Any updated “screening of mental health needs for children” (if available).
- Placement Referral Form.
- Personal education Plan if available
- Consent for medical treatment and medication
- JEC plan if required

It is highly recommended that a Pre-Admissions Meeting is held to:

- Share relevant information.
- Identify the process of meeting the care needs referred to in the placement plan.
- Discuss risk issues.
- Discuss management issues.
- Identify the desired outcomes for the child whilst cared for at the home.
- Agree admission process. This should whenever possible include visiting the young person and them visiting the home.

Within the first 5 - days of admission a Placement Planning meeting should take place, this will look at any specific health needs, safeguarding issues, leisure needs, religious needs, contact arrangements and living skills, and if the placement is suitable both for the young person and the home.

If information is not provided or meetings do not happen at agreed timescales then this may place the placement at risk.

Within 5 – 7 days of admission, a Placement Planning Meeting should be convened by the allocated social worker in order to:

- Agree the placement and Care Plan.
- Detail the specific purpose and outcome of the placement.
- Detail the specific roles of all professionals involved in the child's life:

Potton Homes does not primarily function as an emergency resource.

However, on occasions such admissions will occur.

Emergency placements will only be considered on the following basis:

- Current placement has broken down
- Young person is not an arsonist or fire starter
- Not on bail for serious assault or any other serious offence
- No identified or obvious safeguarding concerns or risks to other young people or staff
- Risk matched against young people residing at River Lodge

Where emergency placement is sought, the following procedure will apply:

- Placements officer/ referring social worker enquires about placement for child.
- Initial Request for Placement referral Form and Pre-Admission Risk Assessment is forwarded to the placements officer/ referring social worker for completion.
- Completed forms are returned to River Lodge.
- Written agreement is provided of risk management plan and discussions are recorded.
- Upon receipt of the above information, the manager will carry out a Review of the Pre-Admission Risk Assessment.

An immediate decision as to whether the referral is suitable will be made. In doing so the manager will consider the following:

- Does the home have all the information necessary to make a decision?
- Can River Lodge provide services to meet the needs of the young person?
- Will the young person have a positive or detrimental effect on the provision of care for existing residents in the home?
- Is the support being offered to the young person by the placing authority sufficient? If not, what additional support will be required.

The placements officer will be contacted to arrange a time for the admission of the young person. On arrival a planning meeting will take place with the young person, this should be at the time but definitely within 5 – 7 days

This Statement of Purpose will be reviewed at least annually