

POTTON HOMES

STATEMENT OF PURPOSE



ISLAND LODGE

Matters to be included in the Statement of Purpose

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Statement of Purpose

Quality and purpose of care

1) Potton Homes, Island Lodge is an independent Children's Home, offering medium to long term residential care to 5 children, aged 8 years to 17 years on admission that have a diagnosed learning disability. 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 be identified as needing residential support as the most appropriate option at that time.

2) Island Lodge adopts an individualised and bespoke approach to the care of the young people. Each young person is assessed prior to placement, to ensure that the correct level of support and services can be identified and planned for. We offer sensory assessments and have access to Donna Boygle, an advanced OT who specialises in sensory integration therapy. (Donna holds her post graduate degree in sensory integration therapy)

We aim to increase the children's opportunities for positive outcomes for their future and assist them in changing learned patterns of behaviour, attitudes and providing practical solutions to overcome obstacles created by the disability.

The aims and 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 our Consultant OT and through close supervision.
- 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 the life skills and independent living skills, with 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 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 Keyworker 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.

We can also offer parenting assessments and family support packages. This allows us to work with the whole family and help reintegrate young people back into their homes and family successfully. This is achieved through commissioning our Family assessment and support service PKS. PKS offers a variety of parenting and family support and assessments and are also able to provide mentoring and support services to young people at Island Lodge. They are independent of the home and can work with families to engage them in rebuilding the strained the relationships within the family home. They can also support the family understanding the boundaries and difficulties faced by a child with a learning disability. PKS also offer young people an independent person to either support them in mentoring, having a voice or undertaking targeted direct work with individual young people as part of their care plan.

Island Lodge provides young people with specialist advice, information and workshops on sexual exploitation, safe and healthy relationships, domestic violence and self-harm. Jenny Benet is the specialist we use to deliver this and Jenny can deliver this as 1-1 or as a group. Jenny also undertakes the staff training on self-harm and sexual exploitation. Young people will be assessed at the referral stage to explore whether they require this type of intervention. This can also be added to the care plan as the placement develops and if the need arises.

We focus on building safe and secure relationships with young people that builds trust and allows the young people to engage positively and work through their problems with the help from staff.

3) Island Lodge is a modern five bedroom, three storey detached house. It is situated on Canvey Island offering the young people a well decorated and modern environment. The design and décor of Island Lodge aims to create a homely environment which allows young people to flourish and gain ownership of their own lives with the support and dedication from the staff team. The young people are actively encouraged to be involved in the decoration of the home and have the opportunity to personalise their bedrooms.

The accommodation provides each child with their own bedroom, which they will be encouraged to personalise, there are bath/shower facilities available for young people.

On the ground floor, there is a living room with sky TV and Xbox and a separate sensory room where children can relax and maintain their calm by having some sensory needs met. There is a games room in the garden with games, art and crafts and books. There is an open plan kitchen/dining room.

Potton Homes' employees have a bedroom for 'sleep-in' duties and there is office accommodation downstairs.

The home has been refurbished to ensure that the appropriate privacy, hygiene facilities, laundry facilities and kitchen area are appropriate for use in a children's home. The home has been adapted to ensure it meets fire and health and safety regulations.

The home is registered for 5 young people of both genders and aged between 8-17years on admission.

4) The location of the home on a residential street on Canvey Island, very close to the seafront. It is convenient for schools, shops, leisure facilities, doctors, community services and bus routes. London is a 45 min train journey away.

There are plenty of things to do locally and in the surrounding area. There is a fitness of premises report and a location risk assessment in place.

5) 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. There will be readily accessible information and advice on all cultures and religions if required.

6) If a children's homes day-to-day practice is consistent, open and fair, it is likely that the majority of problems that arise will be resolved quickly to everyone's satisfaction without recourse to formal procedures. If however this isn't the case the complaint can be taken directly to the Registered manager, if it is regarding the Registered manager the party can contact the Responsible Individual, the party also has the right to contact Ofsted, for the full policy please contact the Registered Manager or the policy can be found on the website, potton-homes.co.uk.

7) 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 at emmad@potton-homes.co.uk.

Views, wishes and feelings

8) 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 3 months and this is used as part of the monitoring process undertaken by the manager. 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) The service celebrates diversity amongst its children, staff and visitors and recognises the contribution which individuals with a wide range of backgrounds and experiences can make to the life of the home.

The Organisation recognises that some individuals and groups experience discrimination and disadvantage in their access to education, training and employment and is committed to policies and practices which promote equality and redress disadvantage within the current legislative framework.

In particular, the Organisation believes that no individual or group should receive less favourable treatment as a consequence of their disability, gender, age, colour, ethnic origin, culture, religious beliefs, marital status, responsibility for dependants, employment status, sexual orientation, criminal record or social and economic status.

The Organisation will monitor the effectiveness of this policy by analysing relevant information, evaluating it and carrying out the appropriate actions.

The Organisation's commitment to equality of opportunity and the elimination of discrimination extends to applicants, children, family, staff, volunteers and visitors.

Children have rights in relation to every aspect of the care they receive in Potton Homes. 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”.

Education

10, 11, 12) 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 EHC should be provided to help the home ensure that the young person is getting their educational needs met. The PEP and EHC will be reviewed annually.

Educational progress and achievement should be monitored and evaluated through monthly reports and they should evaluate progress and recommend action for the following month. Weekly 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.

Staff attend school events and open evenings and take an interest in all aspects of school life. Schools are always invited to participate in reviews and planning meetings for each child in order to ensure there is a focus on educational needs. Currently we enjoy excellent liaison with local schools, which means we are able to advocate and negotiate for a child to enter local schooling with staff support as necessary. Staff regularly seeks information on a child's educational progress and work in partnership with the school and Social Worker to meet particular needs wherever possible.

At Potton Homes, education is perceived as the opportunity for children to prepare for future life, change previous patterns and leave the care system with qualifications and improved skills. We have established close links with local Colleges for those children who have reached a stage in their lives where they have gained the necessary resources to successfully complete appropriate courses.

All young people will be encouraged to engage in improving their independence skills, this will promote and encourage independence skills at a level appropriate to their needs.

Enjoyment and achievement

13) 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 Island 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 1 'extra-curricular' activity which involves him or her outside the home. We use this not only to develop self-esteem but also to broaden links and the possibilities of positive friendships with other children and young people in the Community.

There is a wide range of choice including horse riding, swimming, cycling, football clubs, tennis clubs, cricket clubs and ice-skating as well as more community-based activities such as guides, cadets and St John's Ambulance. The home also has good links with local clubs specifically designed for young people with a learning disability and additional needs. There are also opportunities for group excursions to places of interest and theme parks. An annual holiday takes place, which can be abroad and long weekends away at the homes caravan in Hastings. 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) 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 aspects of healthy living can be addressed is appropriate, this can include, sexual health, sexual exploitation, smoking, drugs and alcohol abuse. Understanding their disability and a variety of social stories to aid understanding are available. All the information relating to this is in an easy to use and accessible format for the young people at Island Lodge.

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.

Island Lodge provides sensory assessments through Donna Boygle, a qualified sensory integration therapist. Donna receives regular supervision and is a member of the health professional council. Donna also attends team meetings on a monthly basis offering advice on behaviour management, reviewing sensory diets and supporting the home in ensuring we have all the equipment the young people need. Sensory processing disorders are a key link to some behaviour displayed by young people in our care, we have seen improvements in young people's behaviour since following sensory diets.

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 psychotherapy 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

15) Positive contact is promoted and supported by the home. Contact arrangements will be agreed with family and Social Worker when required and will be incorporated into the care plan. Island Lodge will transport young people to and from contact and can also supervise contact sessions when required. Island Lodge can provide workers to undertake work within the family, provide support, offer family assessments and carry out parenting assessments and mentoring.

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) The young people will be monitored by the staff 24hrs day by 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.

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

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

Island Lodge has a front door security system fitted. It is used as there is evidence of significant risk to the young people if they were to leave the home without permission or staff supervision. This prevents the front door from being opened without a key or using the release button in the office. It will automatically release in emergency situations. It has been fitted in consultation with the local fire authority and in line with the relevant minimum standards. There is a separate risk assessment regarding the front door security system in place. Young people will be assessed at the time of placement and throughout, to determine whether or not they are able to have free access out of the house or not. This will also be clearly stated in their individual risk assessments and agreed by Social Worker and parents if appropriate.

17) 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 are 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 and the quality standards 2015 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.

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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.

17a) 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.

17b) 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.

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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

18) The Registered provider and responsible individual is Susan Potton.

Registered company address is:

Potton Homes Ltd
1 Creswell Park
Blackheath Village
London
SE3 9RD

info@potton-homes.co.uk

URN SC 393940

Telephone number: 01268 682174

The Registered Manager is Emma Donnelly.

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

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

Sue Potton has twenty five years' experience of Residential establishments for people with learning difficulties and prior to opening Potton Homes, worked as a children and families Child Protection Team Manager for various London boroughs.

The Director of Care is 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.

The Registered Manager is Emma Donnelly. Emma has 15 years experience of working with autism and learning disabilities, 9 years' of this has been working in Children's homes with young people with learning disabilities and emotional and behavioural difficulties.

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Emma has an NVQ level 3 and British Sign language qualification level 2. She also holds a Diploma Level 5 in Management of residential children's homes.

Donna Boyle is a qualified advanced occupational therapist who provides sensory integration therapy. She is commissioned to support and develop the sensory diets and strategies used with the young people. Donna has experience of working with young people in schools and residential settings with young people with sensory processing disorders and learning disabilities. Donna provides regular consultation to the staff team at Island Lodge, she also provides training to the team in sensory processing disorders and managing sensory diets. More information can be found on the website <http://www.therapylifecentre.co.uk/>

Jenny Benet works for The South London Rape Crisis Centre. Jenny provides a specialist advice and information service for young people on sexual exploitation, safe relationships, and domestic violence and self-harm. Jenny also provides staff training in self-harm and sexual exploitation.

Jenny's training and qualifications:

HPC Registration No: SW66995

QUALIFIED: 1998

Further Qualifications:

Cambridge College - Rape Crisis accredited qualification 2012
 Havering College – Art Therapy Counselling Course 2004
 Havering College – Practice Teacher Course 2003
 Anglia University – Post Qualify Award in Social Work PQ1 2002
 Southbank University – Post Graduate Diploma in Social Work 1998
 East London University – BA (Hons) Psychosocial Degree 1996
 College of Barking & Dagenham – Access Course 1992

Further Training:

Rape Crisis Trained
 South Essex Rape & Incest Crisis Centre Trained
 ABE Trained
 Safeguarding/Child protection Trained
 Domestic Violence/Abuse Trained
 Women's Aid Trained
 Leeds Domestic Violence Trained
 Freedom programme trained
 Group Facilitator Trained
 Solutions Focused Trained
 Counselling Skills Trained
 Sexual Violence/ Child Sexual Abuse/Child Sexual Exploitation Trained
 Honour Based Violence Trained
 Victorian Risk Assessment Trained
 CAF Trained
 MARAC Trained
 DASH Trained

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Substance Misuse Trained

There are currently 5 senior Residential Workers and 9 Residential workers. All staff are required to undertake the CYP Diploma Level 3 as a minimum standard.

20) Staffing structure:

DIRECTOR/RI
Sue Potton

DIRECTOR OF CARE
Christine Seecharan

REGISTERED MANAGER
Emma Donnelly

DEPUTY MANAGER
Craig Bradley

DEPUTISING SENIOR
Desmond Obasuyi

SENIOR RESIDENTIAL WORKERS
Michelle Garbutt Jen Stafford Jo Knight James Isbell

RESIDENTIAL WORKERS
Lisa Lambert Sam Roue Karen Gibbons
Michelle Smith Daniel Harris Rebecca Caulfied

BANK WORKERS
Shelly Karimanzu Roger Ray

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

New staff will undergo a formal initial 1 month induction, during this time the new staff will have office time to familiarise themselves with paperwork, policies and complete training, 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.

Potton Homes has important responsibilities to ensure that staff are available in sufficient numbers to adequately deal with the needs of children, whilst at the same time ensuring that such resources are used efficiently. Island Lodge has capacity for five children and at 100% occupancy the staffing resources are a minimum of three staff to five children, this is dependent on the child's needs.

- Staffing levels may reduce, when occupancy falls.
- Staffing levels are reviewed and assessed continually to meet the needs of the children.
- The Registered Manager when not required to be on duty at Island Lodge, may make unannounced visits (including at night) to ensure that the home is run properly in their absence.
- Any member of staff on duty may contact the 'On-Call' Manager in the case of an emergency. The 'On-Call' rota, with names and telephone number(s) is laid out in the staff duty rota.
- The home operates with a waking night staff to ensure 24hr support and protection; there is also always one sleep over staff member each evening. The home may operate without a waking night staff, if the risk assessment allows this.

21) 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) It is the policy of the Home that placements to Island 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 Potton 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 72 hours 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 20 days of admission, a Looked After Child Review 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

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 Island 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 Island 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 72 hours.

At the first LAC review after 20 days, a decision will be made as to the suitability of the placement.

This Statement of Purpose will be reviewed at least annually