



## Statement of Purpose And Function



Lochaber Lodge – URN SC066185

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## ***Foreword***

This Statement of Purpose is intended to provide the information required by Regulation 16 of The Children's Homes Regulations 2015.

We have endeavoured to make this document as clear and understandable as possible and would be pleased to provide any further information or additional explanation that may be required regarding any aspect of the services we provide.

We are able to provide alternative methods of communication and/or translation in cases where English is not the preferred language, regardless of age or disability.

## ***The Quality and Purpose of Care ...***

### ***1. A statement of the range of needs of the young people for whom it is intended that the young people's home is to provide care and accommodation.***

Lochaber Lodge is a nurturing and homely environment for young people that may have emotional, behavioural and mild learning difficulties. The young people come to reside in the home for a number of reasons most of which are due to their early childhood experience which may have had an effect on their ability to form attachments, as well as recognising and understanding their own emotions.

Lochaber Lodge strives to provide an environment that is welcoming and homely and as near as possible to a traditional family setting. Lochaber Lodge is a safe, structured environment where the staff team are able to support the young people in exploring their feelings and behaviour as a result of their past experiences. This is in addition to educating the young people around the age-related risks they face as they move through adolescence. Each young person has different life experiences and will require a different level of support in specific aspects of their lives. The team at Lochaber Lodge have a good understanding of the importance of educative work around areas such as Child Sexual and Criminal Exploitation, the risks associated with the internet and understanding and appropriately managing the social emotional aspects of their lives. The home works effectively with placing authorities to ensure that the care plan for each young person is fulfilled despite the challenges that can sometimes occur. Our aim is to ensure that the young people living at Lochaber Lodge are safe, happy and healthy and are able to develop healthy self-esteem which will promote positive relationships with others. The team at Lochaber Lodge are aspirational for the young people and aim to provide a secure base from which the young people are able to use key relationships to progress and live independently using the skills they have been taught from the adults in the home.

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

The home aims to provide consistency and structure for the young people, which creates a warm and caring safe environment for the young people at Lochaber Lodge. The staff team strive to work effectively with the wider professional network around each of the young people. Through this 'joined up' approach the young people experience consistency of care from adults who work together in their best interests. The team work hard to establish positive relationships with the young people and take their time to get to know each of the young people, by exploring their understanding of the world, their experiences and how these experiences affect them in daily life. Through this knowledge and understanding of each young person, the team are able to identify and meet individual needs and support the young people to communicate their wishes and feelings in appropriate and safe ways.

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

**a) how accommodation has been adapted to the needs of young people;**

**b) the age range, number and sex of young people for whom it is intended that accommodation is to be provided; and**

**c) the type of accommodation, including sleeping accommodation.**

- a) The house is a large, mid-terraced home which has been adapted to meet all health and safety and fire safety requirements. Wherever possible it is the intention to keep the appearance of the interior and exterior of the home as similar to a normal family home as possible, with a minimum of signage and notices and an emphasis on an evolving environment of colour choices, fixtures and furnishings based on the combined input of the Manager, staff and young people.
- b) Is registered for up to five young people of either gender although will operate as an all boy's home. Our normal admission age is between 7 and 14 years old although young people outside of this range may be considered subject to matching considerations and risk assessment with other young people in placement. A child may be placed in Lochaber Lodge on an interim basis. Before agreeing to the placement, the Registered Manger, or in their absence the Area Manager would complete a compatibility assessment and risk assessment forms. The admission process is, to the home, the exact same as a permanent placement with an admission's meeting held outlining the aims of the placement. The duration of the placement needs to be clearly outlined with a date confirmed as to when the placement will end and the child will leave the home.

The home has a communal lounge/dining room, kitchen and a recreational room. There are two showers, one bath and two toilets for the young people to use. Each child has their own bedroom, and this is, within reason decorated to their own personal taste so that the space is individual to them and one that they feel comfortable in. The bedrooms are situated over two floors within the home. Each bedroom is furnished to a high standard with a single bed, chest of drawers, bedside cabinet and wardrobe. There is a television in each child's room. Each child is provided with a safety storage box that they can lock away and secure any personal items they wish to keep safe or alternatively they can give these items to a staff member for safe keeping in the office. Young people will, where appropriate, be offered the opportunity to have their own keys to their bedroom.

- c) There are two staff bedrooms, one located on each floor. At night when the home is settled the staff members sleeping-in retire to their respective room and undertake an over-night duty. The staff undertaking the sleep-in duty are available for the young people throughout the night.

The home is well decorated and furnished to a high level. In the lounge the young people are provided with a satellite television, good quality soft furnishings and a homely environment. The dining room has a table and sufficient space for everyone to have a meal together. The kitchen is well equipped with modern cooking appliances.

In the recreational area, there is an electronic games console, so the young people are able to enjoy interactive games with their peers or the adults supporting them. There is a room full of arts and craft material so that the young people can enjoy creative pursuits. In addition to this, there are numerous games and activities that the young people enjoy alongside the adults supporting them in the home. The area also has a television that is used to watch films and programmes in a quieter space. The area also has a computer for the young people's use and each young person has their own log in information. The levels of supervision around this is dependent on the individual's ability to manage computer / internet use safely. The recreational room will be used for tutorial / educational purposes and will house a bookcase to promote reading and reference. There will be comfortable seating for young people to also use the room for meetings and social worker visits in privacy away from the main lounge.

Where possible the walls will have pictures of the young people who live within the home and also their creative work should they wish.

#### ***4. A description of the location of the home.***

Lochaber Lodge is situated close to the centre of Westgate-On-Sea on the North Kent Coast. The home is a terraced property in a quiet residential street. Nearby there are local shops, train station, a park and beaches.

A location review is undertaken for the home and is regularly reviewed and updated according to latest information and changes. This report is available on request.

#### ***5. The arrangements for supporting the cultural, linguistic and religious needs of young people.***

Young people living within the home will come from a variety of differing cultural backgrounds and have differing spiritual and religious needs.

The home will endeavour to meet these varying needs by providing positive role modelling and experiences. This can be as simple as considered menus, activities and visiting home areas. The staff group will continue to explore all avenues to ensure these needs are fully met and developed. It is important that the young people maintain a sense of where they are from in continuing to

promote and develop a positive identity.

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

It has to be acknowledged that within the home there will, at times, be occasions when a child or other person may wish to make a complaint.

We will always attempt to resolve complaints made by children at an informal stage. The staff on duty will try and address the complaint and resolve this to a satisfactory level. If achieved this will be documented and recorded within the Child's Daily Record Book. However, it may be that the complaint is more serious, cannot be resolved at this stage or the child wishes to make this more formal. The home does have a formal Complaints Log. This log identifies the complaint, the action taken to resolve, the feedback to the child and their views around this.

If after this stage, they remain unhappy and dissatisfied with the outcome, the Placing Authority and Social Worker are informed and made aware of the complaint and the action at this time to try and address and resolve this. Copies of the Placing Authority Complaints Procedures are held within the home for the children placed and they have access to them.

In relation to specific complaints about areas of our service, issues outside of the home or other operational matters the policy sets out a formalised procedure which will be followed. All complaints will be logged and recorded within the home. The house is situated in a residential street. It may be that at times, the local neighbours may be unhappy and wish to complain about the operational running of the home or have some concerns as to the behaviour of some of the children. The home is aware that it is important for the children and the service to have a positive community presence and will try to address and resolve complaints immediately. However, this may not be possible and as a wider organisation, Ethelbert Children's Services has a designated Community Liaison Officer. Her role is to try and resolve significant issues in the local area regarding the home and/or children placed. The immediate neighbours are given contact details, should any issues arise, of both the Registered Manager and Community Liaison Officer and action will be taken to try and resolve the complaint in a timely fashion so that there is no negativity or stigma associated to the children living within the home.

The home's complaints policy can be requested via the Manager of the home or through our head office on 01843 823762 / [headoffice@ethelbert.net](mailto:headoffice@ethelbert.net)



## ***7. Details of how a person, body or organisation involved in the care or protection of a child can access the home's child protection policies or the behaviour management policy.***

The home is within the larger Ethelbert Children's Services Residential Services and has detailed policies for 'Safeguarding Children', 'Preventing Bullying' and for 'Children who go 'missing''. Ethelbert Children's Services has an appointed Safeguarding Co-Ordinator who oversees the children's safety within the home. Gordon Shaw is the company's designated Safeguarding Co-Ordinator and has a wealth of experience having worked in residential childcare since 1994. Gordon holds an MA in Advanced Child Protection to accompany a Diploma Level 3 in childcare, a graduate certificate in therapeutic childcare, a NVQ Registered Managers Award, and an NVQ Level 5 in Operational Management. He joined Ethelbert Children's Services in 2006 as an Area Manager supporting the Registered Managers in developing and maintaining the services provided at their respective homes. Alongside this he also has an oversight of the Education provision within Ethelbert Children's Services and this dual management role allows for a close working relationship between the school and residential services.

The home's Safeguarding Policy is in line with the Kent Safeguarding Children's Multi-Agency Partnership (KSCMP) procedures and an up-to-date copy of this is located in the home. The Manager of the home will discuss any safeguarding concerns with the Child Protection Co-Ordinator and will seek his advice and guidance as requested. All staff working in the home are provided with safeguarding training with an annual refresher undertaken, the training also includes training in Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), Gang Affiliation, Radicalisation and Drug and Substance Misuse. This training not only highlights action to be taken when a safeguarding concern is identified but outlines signs and symptoms to look out for and be aware of.

Should a child demonstrate problematic behavioural symptoms then professionals such as therapists, CYPMHS (Children and Young People's Mental Health Services) and consultation with the area managers can help with finding relevant training and intervention to help the young person. Should we require external training to better understand our young people then this can be sourced and delivered at the training centre in Westgate. An overview of the training provided is included within the Workforce Development Plan. Staff also discuss the young people living in the home and will share all information to ensure that all adults provide a 24 hour curriculum of care. These discussions take place in the form of child focussed meetings which are held monthly but discussions are also held every day at handover. This gives the home a proactive approach to risk assessing the lives of our young people and also to update paperwork such as Behaviour Management Strategies, 24 hour Management Plans as and when required.

The home adopts a very clear anti-bullying policy. There is a high level of supervision of the children and bullying is discussed openly in Children's Meetings. If there is an incident of bullying or perceived bullying this is documented within the homes Bullying Log. From this, action is taken to support and address the incident with the victim being involved in this process and their views taken into account as to how it has been managed and the outcome considered.

The home has a detailed 'Missing Person Procedure'. On admission the risks and vulnerability for each child are shared with Kent Police. This is undertaken to ensure that there is a high level of joined up working together to safeguard children.

The home completes a detailed Risk Assessment for children on the 'Missing Person's Procedures' to reduce and minimise potential risks. In addition an individual risk assessment is undertaken to assess the levels of risk the child may be at in relation to child sexual exploitation (CSE). The home adopts a pro-active response to incidents of missing children, searching local areas and if unable to locate the child, notifying the local police, transport police, Placing Authority and where appropriate family members in order to ensure a fast and speedy return to the home.

When the child is found they will be welcomed back into the home and the relevant people informed of their safe return. A return from missing interview with the child is requested by the home to the placing authority. If they are unable to complete this within the 72 hour period, Ethelbert Children's Services have specifically trained Senior Management and Social Workers from the Fostering Service who can undertake as they are independent to the home. This is then recorded and sent to the Placing Authority Social Worker so that the home and social worker can discuss action that could be taken to prevent reoccurrence. On admission the home completes a vulnerability assessment which is then shared with the Kent Police who then assign a Personal Identification Description (PID) number. The home has also signed up to local police missing person's protocols and a copy of the DfE statutory guidance on children who run away or go missing from the home or care is present within the home.

The home's relevant policies can be requested via the Manager of the home or through our head office on 01843 823762 / [headoffice@ethelbert.net](mailto:headoffice@ethelbert.net)

# *The Views, Wishes and Feelings....*

## ***8. A description of the homes policy and approach to consulting children about the quality of their care.***

The views and opinions of the children in the home are integral to the happiness of the child, their progression and development within the home.

Children are encouraged to participate in regular meetings where they have an opportunity to formally talk about the running of the home, activities, menus and any changes they would like to see.

There is regular key working undertaken with the children. This is a good medium, not only to support, guide and educate them but to also seek their views, opinions, thoughts and feelings.

Children are invited and encouraged to take part in the 'Child Looked After' reviews and their wishes and feelings are considered and discussed appropriately in this meeting.

A monthly monitoring visit is undertaken (Regulation 44). The Independent Visitor to the home has no line management responsibility within the organisation. During the visit they will talk to the children, discussing and capturing how they feel and their experience of living in the home. Any identified areas of concern can then be shared with the home and acted upon. A report is produced detailing the monitoring visit and any findings / observations. A copy of this report is supplied to the Home Manager, Responsible Individual and also forwarded to Ofsted, the Placing Authority and the host Authority upon request.

A Child Consultation Form is in existence within the home which is given to the child shortly after their arrival in the home and at regular intervals thereafter. This provides another forum and opportunity for them to express their views wishes and feelings about living in the home. If they are unable to personally complete the form their views will be sought verbally and the form completed on their behalf.

Annual surveys distributed by Ofsted to the home are another consultation method. Children are supported and encouraged to participate in these online surveys to provide Ofsted with feedback on the care afforded them.

As part of the staff appraisal process the children are asked for their opinion on the residential workers in the home, this is incorporated into the appraisal document.

## ***9. A description of the homes policy and approach in relation to:***

**a) anti-discriminatory practice in respect of children and their families; and**

**b) children's rights**

a) Within the home we accept and promote difference and diversity. All staff receive regular training on anti-discriminatory practice and there is an underpinning model of promoting anti-discriminatory practice at all levels. The home will operate in a child centred way, always taking into account every aspect of the child, their family, history and culture.

b) Children's rights are observed and all children have a full understanding of the complaints procedure and who they can turn to if they feel their rights are not being met. Children have access to contact details for their Social Worker, Independent Reviewing Officer, Independent Visitor, Ofsted and the Children's Rights Officer recorded in their Welcome Book in support of this process. These contact details are also kept by the home.

All children regardless of their race, religion, culture, disability or sexual orientation will have their individual needs met and staff will endeavour to ensure that needs are met at all levels, either internally or external provision will be sought if the need arises.

## ***Education....***

### ***10. Details of provision to support children with special educational needs.***

Children placed within the home have often suffered a disjointed educational experience and often do not have a positive attitude and outlook on schooling and learning. Many of the children may have previously had periods of suspension and exclusion from school prior to living here.

Within the home the children are supported and encouraged to achieve best possible outcomes from their starting points. For children placed, this will differ and vary from achieving GCSE's, vocational qualifications to attending further education establishments and college.

The home develops and maintains a good level of communication with educational provisions. There are regular meetings and the staff within the home are aware of the child's educational progress attainment and will encourage and support to ensure that there is a value and emphasis placed on education and educational attainment.

If the child has an Education Health Care Plan (EHCP), the home staff will attend Personal Educational Plan Meetings and associated EHCP meetings. All children are invited to these meetings, or if they chose not to attend, the staff will discuss the content and agreed outcomes with the child.

### ***11. If the home is registered as a school, details of the curriculum provided by the home and the management and structure of the arrangements for education.***

Not applicable.

### ***12. If the home is not registered as a school, the arrangements for children to attend local schools and the provision made by the home to promote children's educational achievement.***

Once placed, children, if possible and where educationally able will attend local mainstream schools and colleges. The home will make application to the school and ensure that the child is supported and provided with a full school uniform and necessary equipment for them to engage fully in the school and curriculum.

In the event that the child is unable to attend mainstream school due to behavioural and educational difficulties, Ethelbert Children's Services has two independent DfE Registered schools.

However, in the event that a suitable educational environment is not readily available or it be deemed necessary for an extended settling in period to be provided, home education can be facilitated.

Both of our schools employ qualified Teachers, Higher Level Teaching Assistants, and Learning Support Assistants led by Head Teacher, Susan Howson. Susan joined the company in 2014 and was a teacher and a SENCo at The Old Priory School before her promotion to Head of SEN and Deputy Head for both The Old Priory School and The Davenport School and subsequently the promotion to Head Teacher. Susan is a qualified Citizenship Teacher, has a special interest in the Personal Development of pupils and her experience in SEN ensures that the curriculum is designed around Provision, Intervention and High-Quality Teaching. She holds the NASENCo qualification and has completed continued professional development study in Special Educational Needs, Safeguarding, Whole School Literacy, and Curriculum Design. Susan holds a BA (Hons) degree from the University of Leicester and gained her PGSE and NASENCo qualifications at Christ Church University, Canterbury.

Pupils have access to a broad and balanced education based on the National Curriculum and a therapeutic approach is used under the auspices of an EDB/SEN designation.

### **The Old Priory School (TOPS)**

The Old Priory School is registered to educate young people aged 11 – 17 years at Key Stages 3 & 4 levels. All pupils have access to the National Curriculum within a safe, structured, learning environment. Courses lead to GCSE, ASDAN, functional skills and a range of vocational qualifications. Pupils are placed into tutorial groups appropriate to their individual needs with experienced and qualified teaching staff. Each group has a dedicated Learning Support Assistant who has considerable experience in working with children.

### **Davenport School**

The Davenport School is an Independent SEMH bespoke primary learning environment. The school is registered for up to 22 pupils of mixed gender and ability aged between 5 -12 year (Key Stage 1-2). The school provides its own curriculum with emphasis placed on developing literacy and numeracy for the children. We follow the key objectives of the Literacy and Numeracy National Curriculum on a daily basis and pupils are challenged and supported to enable them to reach their full potential. All lessons are made fun and interactive with a key focus of being student led. In the afternoons we teach a termly topic lessons incorporating educational trips out to make the curriculum and lessons interesting and engaging. We encourage more physical and practical topics such as PE and PSHE giving the children the opportunities to experience a wide range of topics throughout the week.

There is a high level of teacher / LSA to child ratio and the aim for the children is to make education an enjoyable, rewarding and positive experience setting the foundation for future education. Where possible we would support the reintegration of children back into a mainstream environment and have developed links with nearby primary schools to support this goal.

## Park Lane Assessment Centre

Park Lane is part of 'The Old Priory School' and is situated in Margate. It is a centre delivering a Vocational Curriculum enabling children to acquire trade skills including: Bricklaying, Carpentry, Plaster Boarding and Plastering, Guttering, Plastic Pipework, Concreting Skills, Painting and Decorating, Ceramic Wall Tiling, Car Maintenance, Health and Safety and Literacy and Numeracy. The courses taught are aimed at specific qualifications which prepare students for 16+ college placements and to help students gain employment within the construction industry. The current qualifications that students work towards include: CITB Level 1, City and Guilds Level 1, NPTC - Entry Level 2 & 3 and ASDAN Bronze, Silver and Gold award. It is anticipated that OCR Entry Level - Life and Living Skills will be delivered at a future date.

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

The creation of a nurturing and caring environment will enable the children to grow, develop and achieve. A childhood should be a positive, happy experience for children growing up and the home has a sense of fun, energy and enthusiasm. The children are supported in attending education and encouraged to think about and achieve realistic goals and aspirations.

Where possible, consultation with the children's family will be undertaken throughout the placement and it is acknowledged that they have a wealth of information and knowledge about the child. Where children follow a specific religion and/or culture, the staff will actively research this and in consultation with them incorporate this into their care and everyday living.

The staff team will support and encourage the children in developing and maintaining a wide range of hobbies, sports and interests. The children are consulted on a daily basis on activities that they wish to participate in and/or try and where possible this is encouraged and supported by the home. If a child has a particular interest or hobby then necessary equipment and lessons will be provided. The children will be encouraged to participate in outside clubs and activities and the staff team will assist in developing links with the clubs to ensure that the child is supported and that this is a positive experience that helps in the building of self-esteem.

## ***Health and Wellbeing ...***

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

- a) Details of the qualifications and professional supervision of the staff involved in providing any healthcare or therapy; and;**
- b) Information about how the effectiveness of any healthcare or therapy provided is measured, the evidence demonstrating its effectiveness and details of how the information or the evidence can be accessed.**

a) Please refer to Section 2 of the homes Workforce Development Plan for details of the Management Team and all staff commissioned to provide Education, Therapy or Healthcare.

b) The home works hard to ensure that the overall health needs of the children maintain paramount importance. It is recognised that our children may struggle from time to time accessing any health appointments and health needs and therefore the staff in the home work hard to ensure that our children have a solid understanding of basic health needs and in fact how this can impact on them.

As already identified, all children will have access to a key worker who along with the Home Manager will have a responsibility to ensure that the young person is registered with all the relevant health services (doctors, dentists, opticians) to ensure that there is the beginning of the cycle of appointments being met.

When placed each child will have a full health profile compiled for them and this will allow constant tracking and monitoring of all areas relating to both physical and emotional health. Historical information is sought from social workers and where possible family members. As well as identifying basic health needs, health profiles are also able to highlight if there are specific areas of concern that may need a particular advice or action. Health Action Plan targets are devised and developed.

Given the nature of our children we may need to look at providing additional therapeutic support to be able to help them to think and come to terms with difficulties that they have or have had in the past. As part of our service, we are able to link into the wider therapeutic service that is provided by Ethelbert Children's Services. The therapy service has therapists from a variety of different disciplines. All therapists have been interviewed and through the process of checking references we have confirmed both qualifications and external professional supervision details.

There is an internal process where, in consultation with the Social Worker, the Manager of the home makes a referral to the Therapy Services Manager to request therapeutic support for a child. Once a decision has been made to identify additional support for a child, or indeed staff team. A referral form will be completed and submitted to the Therapy Services Manager for



consideration and implementation. As part of the consideration a matching process will be completed to consider which therapeutic discipline would be most suitable and identify the reasons why. The Social Worker, child and where applicable parents are involved in this process.

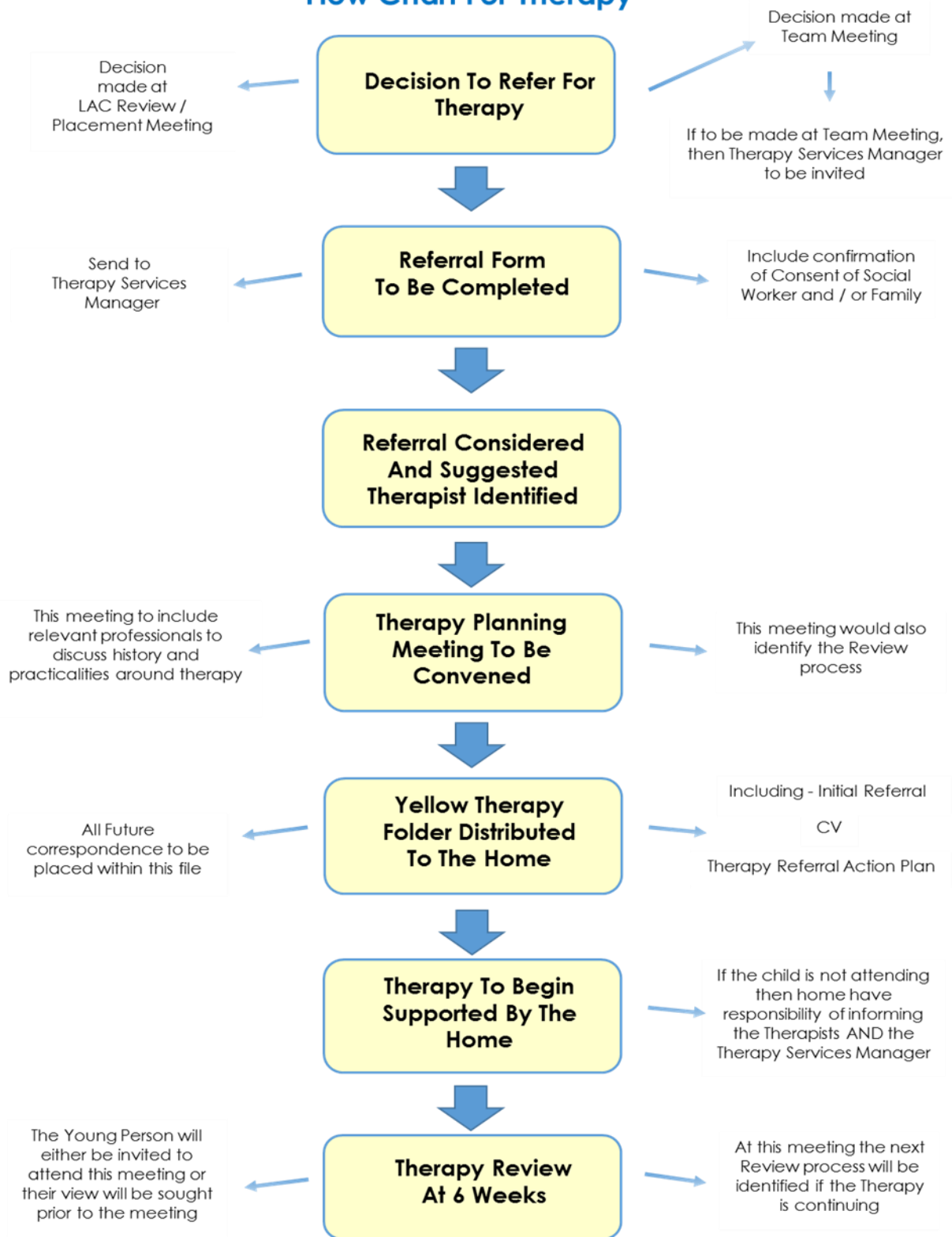
Following the referral there will then be a Therapy Planning meeting between the Therapy Services Manager, allocated therapist, Social Worker and Registered Manager of the home. In this meeting there will be a clear outline of how therapy will happen on a practical level (venue, day and time) and a review process will also be identified. Most situations will call for a review to happen after the first 6 weeks. This will hopefully allow sufficient time for a suitable relationship between child and therapist to begin and reflected upon before a plan is made for the future.

Beyond the review process there is a request/expectation that the therapist will provide a report at regular intervals to measure the success of the intervention. In addition to this, there will also be termly Therapy Review meetings to ensure that there is constant professional oversight and evaluation of the work that is being completed. All reports will be held on the therapy file of the child in question.

Effective therapy for 'Children Looked After' is reliant on good planning and an appropriate level of positive communication to ensure that it is successful. If at any point in the process there is any concern regarding the intervention or the process then any party, including the child, are able to call for a meeting to review the support offered.

Our Therapy Process Flow Chart follows:-

## Flow Chart For Therapy



## ***Positive Relationships ...***

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

Every child has a right to have and maintain contact with their family, friends and other significant adults in their life, providing that this does not affect their safety, well-being and it is in their best interests.

The home will support contact visits and help develop the relationships that exist for the child.

Contact visits can be supervised and in support of this, a Contact Working Agreement will be drawn up between the home, family member/friend/significant adult and the Social Worker so that there is clarity of expectation, structure, frequency and direction. Transport and support is available to all children on a needs led basis and/or where deemed appropriate or necessary.

As a home we recognise the importance and significance of contact. To help support this, if the child is placed a long way from their home, there is an accommodation service available to support developing contact and ensuring that this is a positive experience for the child and their family alike.

The children are encouraged to maintain indirect contact by telephone or through letters and emails, this is discussed and incorporated into their individual Placement and 24 Hour Management Plans.

The level of contact is set out in the Initial Placement Planning Meeting and reviewed through the child's 'Child Looked After' review process.

## ***The Protection of Children ...***

### ***16. A description of the homes approach to the monitoring and surveillance of children.***

In line with Children Homes Regulations, a risk assessment is undertaken for each child, moving into the home. These risk assessments are to effectively safeguard the children and are not only generated on their initial placement but regularly updated throughout their stay. In addition to this, as a protective measure a bedroom door alarm system can be installed if deemed necessary. A signed consent form from the person with Parental Authority *would be obtained prior to installation.*

The home also has an external burglar alarm system. This is purely a safeguarding measure for the home and is activated when all staff and children leave the home.

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

#### **a) The home's approach to restraint in relation to children; and**

#### **b) How persons working in the home are trained in restraint and how their competence is assessed.**

a) The children are placed within our home primarily for behavioural and mild to moderate learning difficulties and problems that have resulted in them being unable to live in their family home and/or in a foster placement.

Within the home, it is understood that it is the quality of relationships developed between the children and staff that supports the children in their behaviour and interactions.

When there is a behavioural issue and/or incident there is a discussion with the child regarding what happened and how this could have been addressed differently. Strategies to support thoughts, feelings and situations are discussed with the child to try and help them learn and internalise different boundaries and expectations.

On occasions it may be necessary to further reinforce this by setting a sanction. The setting of a sanction is to give a clear parental message to the child of disapproval. Sanctions, where possible and practicable will be related to the incident in an attempt to provide an association and learning experience for the child. Sanctions set are recorded within the homes Sanction Log and children are invited to express their thoughts and views.

Within the home, there is a detailed Behaviour Support Plan devised for all children. This strategy outlines presenting behavioural difficulties and or challenges for the child and staff intervention to manage this effectively.

Behaviour Support Plans are reviewed and updated regularly and all are overseen by CPI Safety Interventions Instructors to ensure that the practice and intervention is in line with accredited training.

There may be situations and occasions where children need to be physically contained and held by staff. This is a last resort intervention by staff and one which is only implemented when there is a high level of risk to others, damage or to the young person themselves.

Staff are to try and calm and de-escalate the situation in line with individual Behaviour Support Plans for the child. Any physical intervention is to, where possible, be supported by two members of staff. In addition to this there is always a member of staff on duty in the home who is fully trained in first aid assisting in the safeguarding of a young person following an incident of physical intervention. In the event that physical intervention is/was necessary and at an appropriate time, the child is to be offered medical support.

There is to be a discussion with the child as to the incident and how this could have been supported/handled differently and more positively. All 'holds' and subsequent debriefs with young people and staff are recorded within the homes Restraint Log.

b) All staff are currently trained in CPI's Safety Interventions. The CPI's Safety Intervention course has been developed using the foundations of the 'Crisis Development Model', previously used in MAPA. The course itself is to understand how to de-escalate behaviours using tools such as body language and verbal/non-verbal strategies. This will assist in developing and maintaining relationships which in turn should minimise challenging behaviour.

Michael Atkins is our own fully accredited CPI Safety Interventions Instructor, who undertakes staff training across the entire company, including our foster carers. Michael has been delivering the CPI Safety Intervention programme since February 2018 and during this period has progressed from the position of CPI accredited trainer to a CPI Senior Instructor. In addition to this Michael also has extensive experience of residential childcare having been an Ofsted Registered Home Manager since September 2016.

### **The CPI Safety Interventions Philosophy**

Incorporated into our training are methods for staff to safely disengage from situations that present risks to themselves, the child or others. The staff learn to safely and effectively use a range of disengagements and holding techniques that are appropriate to circumstances whereby an individual expresses themselves through challenging, aggressive, or violent behaviour and we provide an education to staff enabling the identification of defensible choices regarding the use of disengaging from and/or holding a child or young person.

Upon completion of the programme, other benefits include the abilities to:

- Establish emotional contact and bonding between staff and the child through the use of verbal and physical interaction using the debriefing system.
- Allow the expression of anger, frustration, anxiety and emotional turmoil in a safe and controlled environment.
- Enable staff to explore issues of threat and confrontation with the child.
- Enable children to recognise their feelings and to learn to express themselves in meaningful and constructive ways.
- Help children and staff to identify and adopt alternative coping strategies.

- Help children and staff alike develop more meaningful and trusting relationships.

CPI safety intervention training operates within the standards of the British Institute of Learning Disabilities (BILD) Code of Practice for the Use and Reduction of Restrictive Physical Interventions (2010) and is accredited by the BILD Physical Interventions Accreditation Scheme.

All staff undertake annual training that is certificated by the CPI safety Intervention instructor stating competence in applying physical holds and de-escalation.

## ***Leadership and Management ...***

### ***18. The name and work address of:***

- a) the registered provider;**
- b) the responsible individual (if one is nominated); and.**
- c) the registered Manager (if one is appointed).**

a) The Registered Provider is Ethelbert Specialist Homes Limited trading as Ethelbert Children's Services. The Company's registered address is 17, Leigh Road, Ramsgate, Kent CT12 5EU. It is registered at Companies House as a Private Limited Company, registration number 03291503.

b) The Responsible Individual is Leslie Davenport of 17, Leigh Road, Ramsgate, Kent CT12 5EU.

c) The Registered Home Manager is Michael Atkins of 17 Leigh Road, Ramsgate, Kent CT12 5EU

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

a) Please refer to Section 1, in the home's Workforce Development Plan under Management and Staffing structures for details of the experience and qualifications of the current staff team. Also included in the Workforce Development Plan under Section 2 are details of the management team and all staff commissioned to provide Education, Therapy or Healthcare.

**Please note:** Staff Profiles and those commissioned to provide Education, Therapy & Healthcare services are also available upon request as Appendices to the Statement of Purpose.

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

Michael Atkins assumed the role of Interim Home Manager of Lee House on 25th January 2016 and following a successful application and subsequent Fit Person Interview with Ofsted on 22nd September 2016 he was officially awarded Registered Manager status on 23rd March 2017. Michael remained at Lee House for several years bringing the home up to an outstanding level in May 2018, a status he maintained for the subsequent 5 years before having the unique opportunity late in 2023 to move to a larger company owned home, taking his entire staff team

and young people with him – this enabled a complete change in dynamics and living experiences for all. Registered Manager status was again applied for and successful with the award forthcoming in April 2024

Having decided on a career in caring for children and young people at a relatively later stage of his working life he joined Ethelbert Children's Services in 2012 and quickly realised the importance of the role and how very quickly the rewards that there were to be gained from path he had taken, not only in terms of the difference he could make to the lives of the children, but also from a personal and professional perspective.

After completion of his CWDC , he applied himself to the Level 3 Diploma process and on completion of this felt ready for progression, which came in the form of a promotion to a senior position within the company. Continuance of this roll lasted for a period of nearly two years before an opportunity presented itself for further progression within another company as a Deputy Manager. After much deliberation Michael moved away from Ethelbert but after a period of time realised that it was not the best career move so he returned full time to Ethelbert Children's Services to work towards his goal of home management – this goal was achieved in 2016 and has continued. His time working as a Senior enabled him to work closely alongside his managers and therefore enhanced his knowledge of the operational and managerial requirements of a residential setting. During this time Michael states that he has 'had the pleasure of working with fantastic young people who have had differing needs and expectations and who at times have presented very challenging behaviours' however he is quick to admit that it is situations such as these that have provided him with insight, invaluable experiences, learning curves and an greater understanding all of which now play an active part in his day to day methodology, management techniques and thinking patterns. On award of this post Michael was enrolled on the Level 5 Diploma in Leadership and Management but through practical experience he has also developed skills and an aptitude for building a united team. This coupled with the training and development within the company running alongside the knowledge of legislation and Quality Standards he feels that he can and will provide, in tandem with his staff a consistent high level of quality care. It is also his intention to create a safe nurturing structured environment where he wants the children and young people to develop a sense of being and self- worth and with these sound values. As important to Michael is to offer appropriate guidance, encouragement and support, maintaining fair and firm consistent boundaries, and with all this in place the young people can work towards a bright and positive future with achievable goals.

In January 2019 Michael successfully passed his Level 5 Diploma in Leadership and Management. To further his professional development Michael had undertaken an accredited training programme to become a MAPA (Management of Actual and Potential Aggression) trainer and assists the company's accredited Master Trainer in the delivery of this training to residential staff. In early 2020, he became the lead role in delivering this training and has supported staff throughout the course incorporating visits to other company owned homes to share knowledge in their team meetings.

Over the course on many years, Michael has also applied himself to the development of the organisation, sharing his knowledge and training to generate the behaviour policy for the company.

At full occupancy the home will have a sufficient staff team to meet the children's needs. There may be circumstances when it is necessary to have a higher staffing support, and wherever



possible this should be achieved by using staff from the home or staff from other homes that are known to the children. It is not company policy to use agency staff.

If in extreme circumstances there is a shortfall in staffing levels and it is considered necessary to reduce staffing levels to one member of staff or in the event of sole occupancy the Manager, in consultation with Senior Management, will make a formal assessment of the implications for the child(ren) and all likely risks and record these to ensure adequate safeguarding. In support of this an on-call system is available on a 24/7 basis to request staff support via the Registered Manager or on call Senior Manager who will be able to identify support from other ECS homes in close proximity. A Workforce Development Plan is within the home to ensure sufficiency of staff numbers and ongoing recruitment.

The Registered Manager is supervised by an Area Manager. This takes the form of monthly documented supervision where the operational running staffing and needs of the children are discussed and considered. In the absence of the Manager or Senior Residential Worker at the home, the Area Manager can deputise for the day to day responsibilities within the home. The Registered Manager is then responsible for arranging supervision within the home directly supervising the Senior Residential Worker. Supervision occurs on a monthly basis as a minimum and is documented and filed appropriately within the home. The Registered Manager or Senior Residential Worker within the home offer and provide the Residential Workers a minimum of monthly supervision. This offers and provides qualitative feedback on performance in working with and supporting the young people.

Lochaber Lodge staff team have group supervision facilitated by a qualified therapist. This is undertaken on a regular basis and offers the team a further support in working with the children in the home.

All staff members receive an annual appraisal. This is undertaken in conjunction with the staff member and all aspects of the role are appraised and reviewed. Targets are set for the development of the staff member and this is discussed in supervision and also forms part of the appraisal process upon successful completion of their probationary period.

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

The home has a mixed staff team gender with a balance between male and female workers within the home.

## ***Care Planning ...***

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

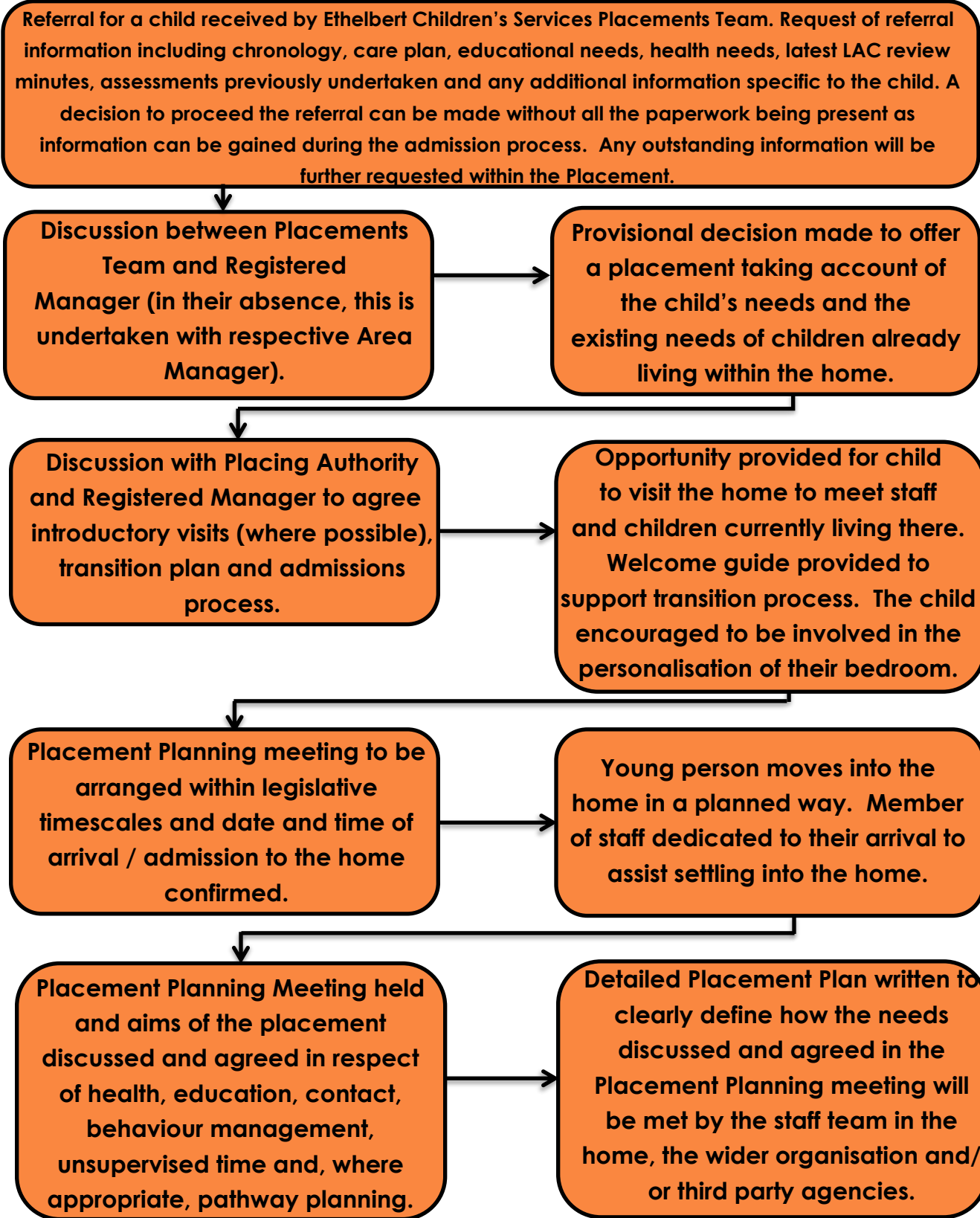
Initially, all referrals come through the Placements Team. There is significant information requested in relation to the child being referred and essential information gained before a discussion with the Registered Manager takes place as to the suitability of the referral. In the absence of the Registered Manager, this assessment of suitability may take place with the respective Area Manager.

If the referral is felt to be a suitable match, the Registered Manager will liaise directly with the Placing Authority and Social Worker to discuss in more depth the care needs and aims of placement. If the Registered Manager (or in their absence, the Area Manager) believes that the home can meet the child's needs in conjunction with the other children already living there, there is a plan of admission outlined. This plan of admission will be individualised, however, where possible, it is good practice for the new child to have the opportunity to visit the home, prior to placement and meet the staff and other children. A child friendly Welcome Book is used as a good introduction to the house and supports the child in the initial move, outlining the home in a bright, colourful format with pictures. This is discussed with the other members of staff and the children already living within the home.

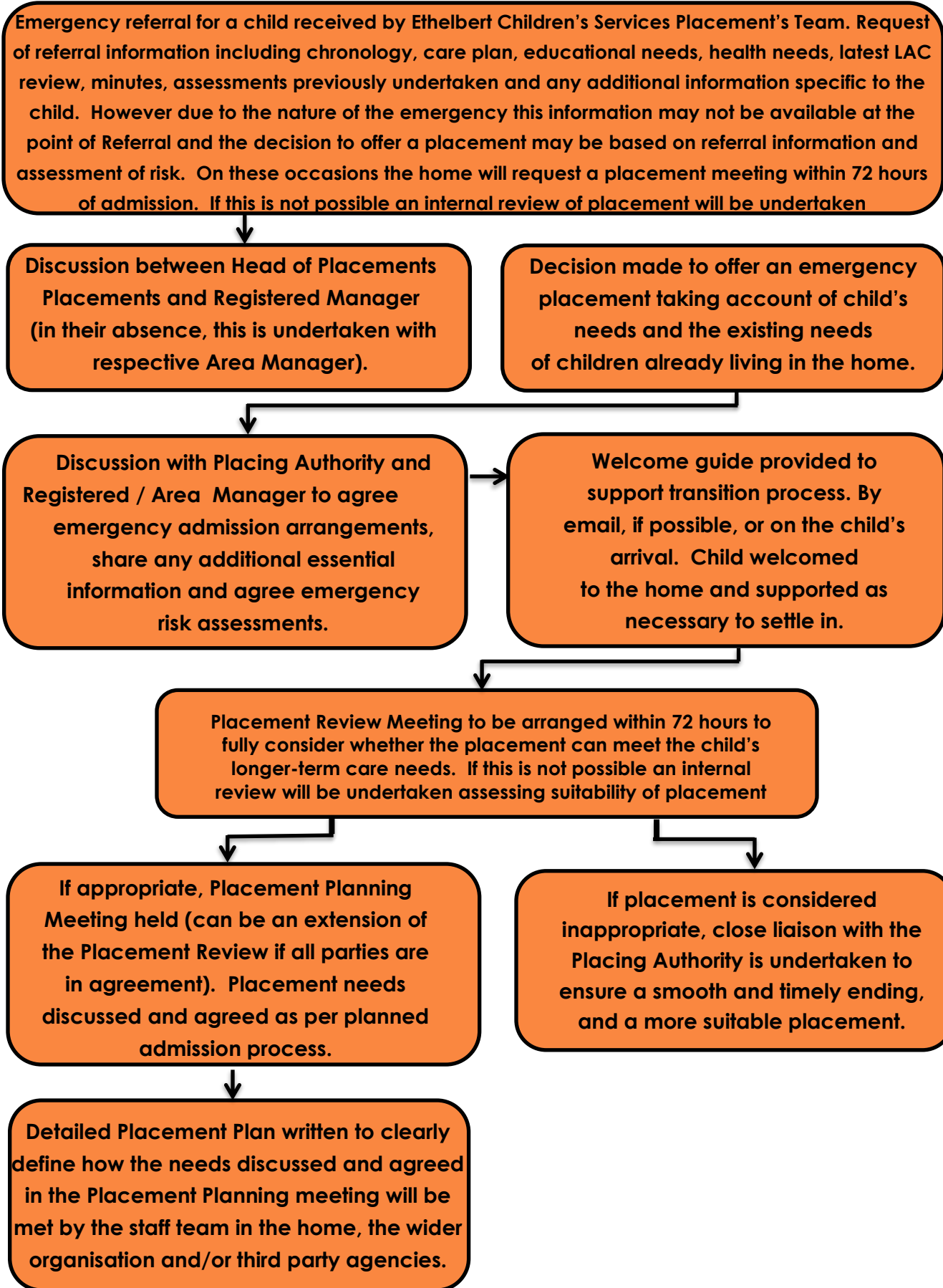
Where possible, placements and admissions are planned; however, the home does accept emergency referrals and same-day admissions when sufficient information is available to make a considered matching decision. Emergency placements are reviewed with the Placing Authority within 72 hours of admission, at which time a decision is taken as to whether the child is appropriately placed and the home can continue to meet their needs on a longer-term basis.

Procedures for both planned and emergency referrals can be found on the following two pages.

# Planned Placement & Admission Procedures



# Emergency Placement & Admission Procedures



# Appendices

## **Current Home Staff Profiles Therapists and Healthcare Professionals**

*(All the above along with Staff Training can also be found  
in the Workforce Development Plan within the home).*

In an effort to maintain accuracy and up to date information  
These documents will remain 'loose leaf' . Updates and amendments  
are sent to Ofsted within 28 days