



Statement of Purpose

For

FOXGLOVES

91, Bromham Road,
Bedford

MK40 4BS

Tel: 01234 718108

**Children's Home providing
short breaks for young people
with a learning difficulty and
autism**

AUTHOR: Alex Milligan

DATE OF WRITING: Updated Feb 2022

APPROVED BY: Martin Purbrick Responsible Individual

DATE OF REVIEW: May 2023 or sooner as required.

CONTENTS

1. Quality and purpose of care

- 1.1 A statement of the range of needs of the children for whom it is intended that the children's home is to provide care and accommodation
- 1.2 Details of the home's ethos, the outcomes that the home seeks to achieve and its approach to achieving them
- 1.3 A description of the accommodation offered by the home, including:
 - (a) how accommodation has been adapted to the needs of children;
 - (b) the age range, number and sex of children for whom it is intended that accommodation is to be provided
 - (c) the type of accommodation, including sleeping accommodation
- 1.4 A description of the location of the home
- 1.5 The arrangements for supporting the cultural, linguistic and religious needs of children
- 1.6 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
- 1.7 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

2. Views, wishes and feelings

- 2.1 A description of the home's policy and approach to consulting children about the Quality of their care.
- 2.2 A description of the home's policy and approach in relation to:
 - (a) anti-discriminatory practice in respect of children and their families and
 - (b) children's rights

3. Education

- 3.1 Details of provision to support children with special educational needs
- 3.2 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
- 3.3 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

4. Enjoyment and achievement

- 4.1 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

5. Health

- 5.1 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
 - (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

6. Positive relationships

- 6.1 Arrangements for promoting contact between children and their families and friends

7. Protection of Children

- 7.1 A description of the home's approach to the monitoring and surveillance of children
- 7.2 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

8. Leadership and Management

- 8.1 The name and work address of—
 - (a) the registered provider
 - (b) the responsible individual (if one is nominated)
 - (c) the registered manager (if one is appointed)
- 8.2 Details of the experience and qualifications of staff, including any staff commissioned to provide education or health care
- 8.3 Details of the management and staffing structure of the home, including arrangements for the professional supervision of staff, including staff that provide education or health care
- 8.4 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

9. Care Planning

- 9.1 Any criteria used for the admission of children to the home, including any policies and procedures for emergency admission

1. Quality and purpose of care

- 1.1 **A statement of the range of needs of the children for whom it is intended that the children's home is to provide care and accommodation.**

1.2

Foxgloves is a registered short breaks service, offering support to young people of both sexes with a diagnosis of autism (ASC), learning disabilities with associated behaviours that may challenge, all within an age range of Seven to Eighteen years.

We provide support and the tools to aid communication which develops effective engagement with young people, in turn this supports forming positive relationships with a child and those that care and support them.

The team aim to ensure that each child is treated with dignity, respect and companion but most of all by understanding and meeting the specific needs to each young person.

We recognise that with disabilities comes many unforeseen challenges where guidance and structure can support individual progression which is key to any child's success.

All children referred require a formal diagnosis which is established at point of referral to ensure the service can meet the needs of each young person as well as within a group setting.

Each referral will require the support package agreed via Bedford Borough Council's Allocation to Recourse Panel (ARP) where the Children with Disabilities' (CWD) social work team will identify suitability, this is in partnership with the home Foxgloves management team prior to any ARP referral in order to establish the initial enquiries where Foxgloves will consider the suitability and or availability.

Those identified through the panel will require a further Foxgloves assessment where gathering and establishing if the young person meets the criteria or the ability to meet individual needs.

A support package by professionals must consider compatibility and any specialised support the home needs to consider, example where the needs of the child are detrimental to the homes ability to provide support to other young people or in such cases harmful behaviours that require significant staffing to meet the needs of each individual and safety of others.

Where compatibility is compromised every effort will be considered to enable service delivery to all therefore, we may request a professionals meeting for those young people who access the service and review, with the view to having a clear action plan to meet specific individual needs. We will always ensure that alternatives are considered prior to any decisions and discuss appropriate strategies to address such situations.

We may consider additional resources, relocation within the environment or access provided within the annexe to meet such changes. Although we aim to accommodate a wide range of diverse needs it is recognised that the needs of children need to be carefully considered to ensure both existing and new admissions are able to develop and achieve.

In addition we may support a young person with a physical impairment/disability or minor health need although, this will be dependent on the level of support and staffing required, peer compatibility, staff training and individuals safety.

Many of the young people may have never experienced a short breaks service before, often not having been away from families/ carers or loved ones therefore, we are sensitive to a successful transition into the service which is at the pace of the child, where planned and supportive and sensitive to the levels of anxiety that may be presented.

Once accessing the service and during a child's time with us the ongoing needs of each child are reassessed regularly within the required CIN meetings. Where a young person's needs change as they physically and emotionally develop we will aim to meet those changes.

Parents/carers and professionals will regularly be updated on progress and engage with Social worker, key workers and professionals involved in support of the young person.

Where a young person's needs significantly change a review will be called with all professionals and a plan will be reviewed in support of such changes. Where we are unable to continue to meet such changes we will discuss this with parents/carers and the social worker, we will review what additional resources that have been provided and if the service continues to meet the needs of the child / young person.

In exceptional circumstances this may result in a request to explore or to review other short breaks or long term care services that are more appropriate.

Our aim is to continue to support young people once they reach eighteen through their transition into adult services, we will offer continued overnight support post 18 with a clear plan of transition prior to their 19th birthday. This will aid a smooth transition and joint working in the best interest of each young person.

During transition periods there will be a clear distinction in age range where the young adult will be matched with a similar age range and compatibility.

The transition is to be transparent and within a timely process for assessing, deciding and agreeing a bespoke continuing care package. This will be subject to all parties' agreement.

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

We are committed to providing a safe and welcoming environment where young people of both sexes have an opportunity to spend time with their peers, pursue or develop interests, access the community and engage with local amenities where supporting and enabling each individual in achieving their potential.

All young people who receive a short break service are valued as individuals with their specific needs considered and supported. We are committed to empowering young people and assisting them where able to make positive choices regarding all aspects of their care.

The staff team work to develop and maintain close working relationships with families, schools and other professionals as our aim is to provide a consistent approach to the continued development of the young person's abilities. We respect and celebrate diversity where we embrace cultural differences and aim to reflect the diversity of our community both through the staff we employ, the information and topics we share and in the service we provide.

We encourage young people to develop their understanding of life and educational skills where enabling each young person to have the opportunity to reach their full potential.

We encourage staff to access and apply their skills and experience while supporting young people. We aim to achieve a progressive culture within the home; with continued professional development planned individually and as a team to enable the achievement of positive outcomes for all.

Reflective practices are actively promoted for all staff supporting the young people who access the service. We seek to provide for individual needs and work effectively with our young people, as we know from experience due to the unpredictable nature of or work at times things will not always go to plan, this is where we seek to learn from those times. We request and encourage the continued feedback from the young people, families and professionals who use or are linked to the service. This supports us to develop and promote an open and transparent culture.

Aims

- To provide planned short breaks for up to a maximum of 6 young people of either gender who are diagnosed as having learning disabilities including autism and/or behaviours that may be challenging, between the ages of Seven and eighteen years, at any one time.
- To assist and aid young people to develop optimum independence and positive self esteem in a safe, supportive, stimulating and nurturing environment, including access to social and leisure opportunities.
- To provide opportunities for young people to socialise with their peers, offering opportunity to young people to develop compatible friendships.

- To promote an understanding of young people's rights and advocacy services, assisting young people to make independent choices and communicate their needs.
- To maintain a holistic approach where we work within the multi-agency model to ensure the needs of young people are met, we aim to deliver a consistent approach to all aspects of their care plan including behaviour management.
- To work in partnership with families and all other agencies to meet the needs of young people.
- To create a warm, safe and welcoming environment that is set up for the specific sensory needs of the young people staying with us, ensuring that young people have access to their own space where they can keep their personal possessions safe.
- To provide an environment that is free from discrimination and which respects the young person's rights and individuality.
- To ensure that all the staff team offer a positive and caring attitude, and that they are appropriately qualified and trained in all areas as necessary to the needs of service delivery and in particular the needs of young people.

We have a Team Development plan which is evaluated by the manager to set clear objectives for the home in line with the Looked after Children and Care Leavers Strategy plan for Bedford Borough's Children's Services.

**1.3 A description of the accommodation offered by the home, including:
(a) how accommodation has been adapted to the needs of children;**

Foxgloves is a large Victorian house which has been extended to provide additional facilities. It is set in a large mature garden and is located on Bromham Road, which is on the north east side of Bedford.

There are 2 distinct accommodation areas of the property, each designed to meet the specific needs of the young people staying with us. Each has their own entrance, living and sleeping areas, in addition both areas can become one whole space.

Main house / Ground floor

The original part of the house has an entrance hall with a partially enclosed stair case to the first floor with a wooden stair gate that can be used to limit stair access where it would be assessed as a risk to safety for any particular young person.

There is a large lounge with a television, video and DVD. It has a number of sofas and easy chairs as well as a large bay window with a window seat.

The dining room has direct access to a large patio and seating area and this opens up onto the garden. The dining room is also used for arts and crafts and table top activities.

There is a small computer room with a single PC for those young people who find sharing their space anxiety causing.

There is a sensory room reached from the main hallway which is available for young people to relax and enjoy.

There is a large ground floor bedroom with a double bed and an en-suite showroom.

The home has an extended, more modern, section on the ground floor with a kitchen area, bedrooms, a shower room and communal areas joined to the original house.

The kitchen area is specifically designed to support young people to prepare food and make drinks with support. The kitchen has the option for supervised only access dependant on individual need through the use of electronic card swipe system.

There are a further 2 single bedrooms in this area with storage for clothing and personal effects. All bedrooms have a sink but the water for these can be isolated if appropriate. All bedroom windows have a view of the back garden and are therefore private.

On this floor there is a computer suite housing 2 computers, chairs and a printer as well as storage for games, additionally there is a TV for game consoles etc. Within this area we also store individual communication systems for young people and access this prior to their stay. Adjacent to the bedrooms and games room there is a large walk in wet room with a shower, sink and toilet.

The office / medication room is centrally sited on the ground floor so that staff and young people have access to them.

At the far end of the ground floor corridor there is a Group room that has direct access to the rear garden; it has 2 sofas with other seating and is equipped with a TV, games, consoles, smart screen swipe TV with internet access, books and toys.

First floor

The first floor is accessed by a wide staircase where there are two large bedrooms both with en-suite shower rooms and large bay windows. There is also a separate bathroom on this floor. The staff offices and sleep-in room are situated on the first floor. These areas are kept locked at any time when the young people are staying with us.

The Annexe

This area of the home is set up specifically for those young people who have sensory perception difficulties that can result in high anxiety and behaviours that can be challenging. It is also beneficial for some young people may require higher dedicated staffing ratios.

The Annexe is decorated in neutral colours with minimal sensory distractions and creates a calmer predictable environment to meet the needs of those young people with specific sensory difficulties.

This environment is also set up to enable staff to respond promptly and safely to support the young people with specific strategies designed to calm and re-focus which minimises the impact, frequency and duration of any challenging behaviour.

The Annexe has an open plan lounge and dining area. This area is low key with minimal distractions or equipment although we have a sofa and dining table and chairs. There is a small kitchen area for preparation of drinks and snacks available as part of the open plan space. However access to this area can be prohibited if it is not safe for a young person to enter it which is assessed and clear within care planning.

The wet room in the Annexe contains a bath, shower, toilet and hand basin.

The Annexe also has a single bedroom and a soft play room

The Garden

There is a large, fully enclosed garden with mature trees and some borders which can be accessed from a number of different areas of the home. There is a range of play

equipment: swings, climbing frame, trampoline, sand pits etc. and also a 'multi gym with an array of equipment to promote healthy activities, within the grounds we also have a wood cabin which is a space for young people to relax or go to as well as bicycles, scooters and tricycles that can be played on around the bike track.

(b) The age range, number and sex of children for whom it is intended that accommodation is to be provided

Foxgloves can accommodate young people from the age of 7 to 18 years. We have 6 bedrooms available. All children have their own bedroom when staying at Foxgloves and where possible may choose which of the bedrooms they would prefer. We have children of both genders and we try, as much as possible, to facilitate peer, age and friendship groups when planning allocations.

Young people can access the service up to their 18th birthday. Occasionally a young person may stay for a short period after their eighteenth birthday in line with a best interest decision and as part of a planned transition in a named adult service which would fund the extended stay. If this should occur Ofsted will be notified and consulted.

1.4 Description of the location of the home.

Foxgloves is located on the north side of Bedford within easy reach of local community facilities, the town centre and bus and train stations. In Bedford there is a park, cinema and river with a picturesque embankment.

The home is within walking distance of local shops and a large supermarket and has access to a minibus to support activities in the wider community.

A Review of Premises / Location assessment has been completed for the Home. This review makes sure that the premises are appropriately and suitably located, so that the children are effectively safeguarded and are able to access all the services to meet the needs of the child as identified in the child's placement plan now known as Children and Family plan. The assessment has been informed by consulting and taking into account the views of appropriate local bodies or services e.g. LSCB, Health, and Police etc. This assessment is reviewed annually or as required.

1.5 Arrangements for supporting the cultural, linguistic and religious needs of children.

We recognise and respect that religion plays an important part in many people's lives. The role of the staff will be to ensure that all children are able to follow the religion of their choice and/or their parent/carer's choice.

If required, staff may help children to make contact with local religious establishments. Positive steps are taken by staff to provide facilities for children to follow any special requirements of their religions, e.g. special dietary needs, individual prayer areas.

All necessary efforts are made by staff to ensure that all important aspects of a child's religion and culture are met.

We believe that it is important for children to have the opportunity to learn about and experience different religions and beliefs and, where possible will be given the chance to visit places of religion/worship and experience different celebrations and ceremonies.

1.6 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.

Our philosophy and working practice is based on equal opportunity and anti-discriminatory practice. All children have the right to be treated fairly and with respect and have the right to complain if they feel this is not happening. They also have the right to complain about any aspect of the service and staff will give advice and help support to do this, if required.

We treat any grumble or complaint seriously. All staff are aware of how to receive and process complaints. There is a written complaints procedure which follows Bedford Borough's guidelines. Once a complaint formal or informal has been received it will be recorded and processed and responded to within a maximum timescale of 10 working days. Copies of the complaints procedure can be downloaded from the Bedford Borough website.

If someone did not feel it is appropriate to approach staff or the Manager at Foxgloves directly, in the first instance, then people would be advised to contact the Responsible Individual, the Residential support service manager, social worker or refer this to Director Level within Children's services.

Important contacts

Martin Purbrick
Director of Children's services
& Responsible individual

Room 341,
Borough Hall,
Caudwell Street;
Bedford,
MK42 9AP
01234 276659

Christian Weatherley
Principal Social Worker / Manager for Social Work Practice

Children's Services
Bedford Borough Council
Borough Hall, 5th Floor,
Caudwell Street
Bedford
MK42 9AP
Tel: 01234 276746 (44746)

OFSTED

Piccadilly Gate
Store Street
Manchester
M1 2WD
03001231231

Childline 08001111
The Office of the Children's Commissioner
Sanctuary Buildings
20 Great Smith Street,
London
SW1P 3BT
020 7783 8330

1.7 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.

Child protection and behaviour management policies are available on line from Bedford Borough Safeguarding Children's Board BBSCB.

Safeguarding Children Board

We want to make sure children and young people feel safe and cared for in Bedford Borough.

Working Together 2018 set out requirements for new collaborative working arrangements for safeguarding and promoting the welfare of children, young people and families which will lead to improved outcomes and experiences. The new arrangements in Bedford Borough will still be named the Bedford Borough Safeguarding Children Board (BBSCB).

The Bedford Borough Safeguarding Children Board's new [Multi Agency Safeguarding Arrangements](#) (MASAs) were published on 30 May 2019 and was implemented from September 2019.

The MASA sets out the arrangements for safeguarding partners to work together with other agencies to identify and respond to the needs of children in Bedford Borough and the three safeguarding partners Bedford Borough Council, Bedfordshire Police and the Bedfordshire Clinical Commissioning Group have equal and joint responsibility for local safeguarding arrangements -LSCB at <http://bedfordscb.proceduresonline> and within the home. Child protection policies and behaviour management policies specific to the home are also available.

Children, who have their own individual behaviour policy, if required, will have a copy in their residential care plan. This behaviour policy will have been devised with the involvement of the child, their parents/carers, and their school and health colleagues (if appropriate).

2. Views, wishes and feelings

2.1 A description of the home's policy and approach to consulting children about the quality of their care.

At Foxgloves, we involve young people as much as possible in developing their care plans which tell us how we should care for them and meet their needs. Families are also crucial in proving us with the information we need on order to support the young person effectively. All care plans are a live document and are updated and reviewed regularly.

Foxgloves staff will attend statutory Looked After Child review meetings and Child In Need meetings for the young people who receive a service from Foxgloves. Prior to this meeting a keywork session may be completed with the young person regarding their feelings about their care and this will be shared with the review. The key worker will provide a written report about the young person's needs and the level of support required in order for them to reach their individual potential.

Young people who are new to Foxgloves have a planned introduction to the home at a pace that suits them. Young people are invited to come and look round Foxgloves with their family/carers to establish whether the service meets their needs. Then there is a progression from short visits, for example staying for tea, with a move towards longer stays.

An individual children's guide has been produced for each young person when making a transition into the service. During their stay children and young people are able to choose their bedding and can bring along any of their personal possessions in order to create a homely environment.

We encourage young people to make choices on an everyday basis while they are at Foxgloves, recognising that for some young people they may need a lot of support or structure to do this.

Young people are encouraged and actively supported to use the communication system appropriate to them including use of objects, symbols or photos to enable them to comment on the care they receive and to help them understand and make choices.

We have a worker who has the responsibility to co-ordinate monthly Children's Meetings, where groups of young people can feedback about their time at Foxgloves, make suggestions and shape the development of the service.

We recognise that not all of the young people staying at Foxgloves are able to meaningfully take part in more formal meetings, and so we seek their views in creative and more individual ways. We also have a visiting advocate from Banardos who visits the home monthly and will support young people with raising issues that are important to them.

We aim, at all times, to ensure the needs of young people are met and ask for feedback from young people, families and other professionals. As well as receiving informal feedback or feedback through the young people's review meetings and Children's meetings we have questionnaires that we ask families to complete twice a year, asking their views on the service we provide.

Key worker sessions take place at least 4 times a year with all children and young people who access the service. We also have display boards around the home where information is displayed on complaints and other issues that arises.

2.2 A description of the home's policy and approach in relation to:

(a) Anti-discriminatory practice in respect of children and their families

In line with Bedford Borough Council 'Non-discriminatory practice and Equal Opportunity policy' Foxgloves celebrates diversity and offers choices to ensure each young person has the opportunity to reach their potential. All practice within the home will take into consideration age, disability, gender, race, religion/ beliefs and sexual orientation.

(b) Children's rights

We have a booklet, which we give to children who stay at Foxgloves. This booklet explains about how we look after children and the sorts of things we do on a day-to-day basis. We also give information about how to contact an advocate from Barnardos, Child Line and the Children's Commissioner for England.

There are various communication tools in place to enable understanding and communication for the young people. A Barnardos advocate and the Reg. 44 visitor visit the young people every month. These visitors observe the staff with children and young people and also take opportunities to speak to the children if that is what they want.

The key worker will act as the main link between Foxgloves and home/school and will ensure they advocate for the young person's best interest at all times. They will endeavour to ensure that all of the young person's needs will be addressed while in placement.

3. Education

3.1 Details of provision to support children with special educational needs.

Foxgloves have a close working relationship with the schools that young people attend. Key workers will visit young people in schools to observe them. We will also talk with parents/carers and school staff to agree how Foxgloves can ensure a consistent approach to learning and behaviour support. Young people's placement plans will identify the support they need with learning, homework, preparing for the school day and how these needs will be met while they are staying at Foxgloves.

Key workers will make sure that they are familiar with the Individual / Personal Education Plan or Education, Health Care plan for the young person. The home set an education target that we can work towards with the young person and this will mirror an aspect of their IEP or EHC Plan to ensure consistency across both environments

Foxgloves will support every young person staying at the home to complete any homework set from school. The young person will be provided with a quiet space with a desk to ensure they are able to complete this work in an appropriate environment.

3.2 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

3.3 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.

Young people's care plans will identify the support they need with learning, homework, preparing for the school day and how these needs will be met while they are staying at Foxgloves.

There is an allocated transport co-ordinator that ensures that transport is booked for young people staying with us to get to and from school. The transport organised by Bedford Borough transport department.

4. Enjoyment and achievement

4.1 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.

During the assessment process information about the interests and skills of young people will be sought and allocation of stays will be made on that basis considering ability, interests and peer grouping wherever possible.

We have an activity co-ordinator who works alongside keyworkers to arrange and plan a programme of activities for individuals and groups of young people staying at the home at the same time.

We encourage young people to be part of the local community whilst at Foxgloves. This includes using local leisure facilities, shops and community resources such as parks. We also support young people to learn about the local community and wider world and hold 'theme' evenings where young people learn about other countries and cultures.

Many of the young people take part in charity events with the support of staff – Children in Need, Comic relief etc.

We have access to a minibus to enable young people to go out on trips to the cinema, swimming, local parks and other activities whenever possible.

Young people are supported to access social opportunities at the home and by attending youth clubs etc. where they can develop skills in socialising, making choices and spending time with other young people and adults.

All young people will have a life skills target developed with them and families to work towards while at the home. These will be different and designed to meet the needs, abilities and interests of each individual.

We have introduced a new role of a transitions co-ordinator to work alongside the young person's keyworker, family and other professionals to support their planning for transition to adult life.

We do this by ensuring we know what their transition plan says about the help and support they will need, and by contributing to any update of their assessments of needs. With the young person and their parent/carer's permission we are also able to share information about their care needs or placement care plan with any adult services provider that might be identified.

We support young people when they wish to spend money on shopping trips or outings. This can help them understand the value of money and learn skills in choosing and paying for items. Young people's care plans will identify the support they need in this area. We encourage young people to bring a small amount of pocket money for their personal use during their stays.

Young people are encouraged to develop independent living skills which will prepare them for their adult life. This could include taking more responsibility for their physical care as well as learning skills such as cooking, using transport, and studying for school or college qualifications or skills.

Within the home we have a wide variety of arts and crafts equipment, games, books, DVD's and musical instruments. We also have a number of different games consoles: Play stations, a Wii and Xbox, and a large touch screen computer with Internet connection (with Internet protection software).

There are televisions, DVD players and CD players throughout the house.

5. Health

5.1 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

Not applicable to Foxgloves

(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.

We work in partnership with parents/carers and other professionals to ensure we are aware of young people's health needs and know how to meet those needs.

Every young person will have a Care plan which includes the young person's health and personal care needs and the support they require. This includes how staff will support with general health issues but also specific health needs, such as epilepsy or diabetes. The young person, parents/carers and other professionals (as necessary) will be involved in completing and agreeing the plan. This plan is taken to Keyworker supervision and discussed there; it is formally reviewed on a six monthly basis or sooner if there are any changes to the young person's needs.

All paperwork held on the young person's files are audited on a 4 monthly basis by the manager or deputy managers of the home.

Where young people have specialist health requirements the home will hold an additional health plan or protocol which tells staff how to meet that particular need, e.g. for epilepsy and administration of emergency medication.

These plans are checked by shift leaders at handover to ensure the correct paperwork is evident prior to medication being given.

We maintain links with both school and community nurses and the NHS Community Learning Disability Team and are able to seek their specialist advice if needed.

All staff are trained in specialist health tasks, such as the recording and, administration of medication; the management of and the procedures for young people who have medical conditions such as epilepsy

A number of our young people are prescribed medication. We have a policy on the storage and administration of medication to ensure that we comply with the law and best practice. All medication is kept in a locked cabinet and there is a written record kept of all medication received and administered by the home. In order for us to administer medication safely parents/carers must send any medication in its original container provided by the pharmacist and clearly labelled with the pharmacy label stating the young

person's name, the dosage to be administered and how often. Only trained staff are allowed to administer medications.

The Home manager or deputy managers audit the medication records on a regular basis and results are documented in the monthly monitoring report that is completed by the manager.

Foxgloves can meet a range of dietary needs. Care plans identify young people's dietary needs, including allergies, intolerances and likes/dislikes, and our staff team are experienced at planning menus and providing a range of nutritious meals, including alternatives if young people do not like the planned meal. Foxgloves have developed visual menus, which will enable young people to be more involved in planning menus and making choices.

There are various recording systems in place to monitor the diets and food intake of specific young people and these records are reviewed the relevant health professional.

We also place importance on young people's emotional wellbeing and mood as this can be an indicator of high anxiety or distress and timely awareness of this and positive reaction can reduce the potential of challenging behaviour.

Staff complete daily records for all of the young people who stay at the home and these are shared with the following shift team and in addition the relevant keyworker can use these to review for patterns of behaviour, triggers etc. and Care plans can then be adapted or Risk Assessments reviewed.

All incidents or accidents are recorded by staff and a central log is held by the management team. This is audited monthly by the manager and sent to all workers with various actions to be completed along with timescales.

At times young people need to be supported to remain safe by the use of a Restrictive Physical Intervention (RPI). These are only actioned if the young person has a positive behaviour plan in place. Wherever an RPI has taken place staff complete a detailed report which is reviewed by the managers and a debrief is completed with the relevant staff.

There are a number of central logs held and reviewed by the management team to ensure that the therapies and supports the young people receive are in their best interests and are effective at supporting them. These are inspected monthly by the home's Ofsted Regulation 44 visitor.

6. Positive relationships

6.1 Arrangements for promoting contact between children and their families and friends.

The young people that stay at the home for short breaks live with their families and therefore have daily contact with their family and friends. However we support young people to phone home if they wish to do so during their stay with us

If a young person's stay with us clashes with a family event parents are welcome to request an alternative night and we will accommodate this wherever possible.

We support our young people in attending regular social clubs and recreational facilities if, their night of at Foxgloves coincides with this.

7. Protection of Children

7.1 A description of the home's approach to the monitoring and surveillance of children.

Children have a right to protection. The procedural guidance for staff clearly demonstrates the systems required to safeguard children and minimise the risk of abuse. The home has developed communication tools to encourage the young people to communicate their wishes, feelings and concerns.

Safeguarding concerns and procedures to follow are discussed in supervision, team meetings and management meetings. Any safeguarding issues are given the highest priority and advice is sought from relevant professionals.

Staff receive child protection training and follow Bedford Borough Local Safeguarding Children's Board policies which outline what action staff should take if they have reason to believe a young person may be at risk of harm.

All staff, including agency staff, undergo rigorous checks prior to employment at Foxgloves, including DBS checks. Medical checks, references and a full career history are obtained. During interview we seek out whether staff have the right values, including their attitude and understanding, regarding working with young people with disabilities.

When welcoming anyone new to the home, an assessment of the young person's needs is carried out. Within this process we will consider if the young person is compatible with others who access the service.

At Foxgloves we use electric monitoring systems, these are in place to ensure the young people's safety, and the electronic monitoring systems are:

- The main door entrances have an electronic 'buzzer' which sounds when the door is open to alert staff in the unlikely event the door was to be opened without their knowledge. This is used when young people are in the building.
- The main external doors work on an electronic swipe card system with the addition of a key code pad. The door can only be opened if both are activated at the same time. Some of the internal doors also work on the same system. If a card should be lost it can be remotely deactivated on request.
- The young people's bedrooms are fitted with infrared door sensors. If the infrared beam is broken this will set off a mobile pager which will alert staff to which door has been opened so staff can go to attend the young person. This system is activated after the young person has settled in to their bedroom for the night and the home's support levels reduce.
- If a young person has epilepsy a bed monitor may be placed under the bed mattress to alert staff to any seizure activity. If a young person has any additional needs where this type of monitor is not effective, a noise monitor maybe placed in their room at night time. If a young person requires this it will be written into their Care plan
- In the main area of the home there is an 'alert system' in place where there are sensors in each room and staff members carry a mobile 'pull device' which if activated, alerts the mobile pagers with the room where the urgent assistance is required.

There are no electronic devices within the home which record or log a young person actions.

Throughout the home there are smoke and heat detectors wired to a fire alarm system. To ensure young people's safety we also have door entry systems to all external doors.

7.2 Details of the home's approach to behavioural support.

Some young people are allocated specific staffing ratios to ensure their safety and that of others staying at the home. When planning staff rotas these ratios are always considered.

We believe when supporting young people with learning disabilities the description of 'bullying' may not be appropriate. Bullying is an attempt to intimidate the recipient through threats, verbal abuse or actual physical harm and tends to be calculated and often pre-planned.

The young people supported at Foxgloves may harm each other due to high anxiety levels, symptoms of their condition, disability or learned behaviour and tends to be spontaneous and reactionary. If young people are at risk of harm from another young person then we will assess the situation and seek alternative options for the young person causing the risk.

In the unfortunate event a young person goes missing from the home, Bedford Borough Council has a policy in place, to guide and support staff during this situation, to ensure the young person is reunited with the home without any delay. The policy works jointly with Bedfordshire Police.

A supporting document 'Safeguarding Children and Young People who Run Away and go Missing from Home and Care' gives a step by step approach to staff if a young person was to go missing. This joint policy includes the Safe guarding boards from Bedford Borough, Central Bedfordshire and Luton. There is also guidance for assessing vulnerability and risk. The manager will always be informed immediately of such events and, in the absence of the manager the deputy manager or the on call person will be informed to take an overview of the situation ensuring policy and procedures are being adhered to.

Alongside the above policy, Bedford Borough also has a Child Sexual Exploitation Prevention and Intervention Strategy. Working with partner agencies to raise awareness among its staff of the risks to children and young people of sexual exploitation; ensuring that staff are able to recognise the signs and symptom indicating that children and young people are at risk and what action to take. This includes:

- Ensuring that staff are well informed about child sexual exploitation (CSE).
- Ensuring that Foxgloves staff receive appropriate training including attending the BBSCB multi-agency training where appropriate to their role
- Ensuring that staff are aware of the CSE Panel and of the need to refer all children and young people thought to be at risk to CSE Panel as well as making the necessary child protection referrals and other multi-agency mechanisms to share intelligence, identify "hot spots", plan and implement multi-agency interventions to protect children and young people and prevent and disrupt sexual exploitation.
- Ensuring that any intelligence about possible activity indicating sexual exploitation is referred to the Police

We ensure the building and equipment at Foxgloves is appropriate for young people's needs and is safe and well-maintained. Checks of the facilities and environment are carried out in line with Bedford Borough Procedures; this includes weekly health and safety checks and tests of our fire alarm.

At Foxgloves we carry out regular fire evacuations with the young people to ensure they are aware of the fire procedure and how to stay safe. For those who require support with this we have Personal Emergency Evacuation Plans (PEEP's) in place. Foxgloves have an annual inspection from the local fire service where they review the internal system in place which includes our Fire risk assessment and training.

All accidents/incidents or 'near-misses' are recorded and signed off by a manager who will identify any action that needs to be taken to reduce risk and prevent a reoccurrence. They will also make sure any statutory notifications required for looked after children are made.

(a) the home's approach to restraint in relation to children

Young people with learning disabilities can at, times exhibit behaviours that place themselves, their peers and staff at risk. Foxgloves staff work closely with other professionals and families to look at possible causes or triggers and look at the level of risk that behaviour presents. We then work with the young person, parents/carers, school and other professionals as appropriate to agree strategies to support the young person with their behaviour. We will always try and de-escalate any situation by distracting the young person and implementing other similar supports.

In order to assist young people staying at Foxgloves during times of distress, anxiety or challenging behaviour it may be necessary to close off some areas of the house for short periods of time so that staff can support the young person and ensure the safety of others. The decision to do this will be made by the shift leader or delegated member of staff directly supporting the young person in question.

In the event of this happening all young people staying at Foxgloves will continue to be supported according to their care plans and free flow around the home is re-established as soon as safe to do so.

In some circumstances, and only ever as a last resort, staff may have to physically intervene in order to keep the young person and others safe. In Bedford the approved method of physical intervention is called Team-Teach. This is a nationally recognised and accredited programme of training which also focuses on de-escalation of situations but also offers some physical techniques that staff can use to support young people.

Where any restrictive, physical intervention has been used with a young person, the young person's parent/carer and social worker where appropriate will be informed and a full record made of the circumstances, including what happened prior to the incident, why the interventions was used, and whether it was effective. Managers will, where necessary investigate the incident, speak and obtain reports from all concerned and, collaboratively look at ways in which incidents can be minimised.

When a young person has been identified as presenting challenging behaviour and requires possible restrictive physical intervention, a Positive Handling Plan will be devised to support the young person's individual needs in order to safeguard the young person, staff and their peers.

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

Staff at Foxgloves receive and complete a 2 day foundation course in Team Teach, all new employees are placed onto the next available training date in support of their development and training needs. Following this all staff access a mandatory 2 yearly refresher course.

There is a detailed reporting document for all Restrictive Physical Interventions which is reviewed by the Registered and Deputy managers in addition a debrief with those involved is held and this supports the review and monitoring of incidences. Trends and patterns are identified and appropriate recording supports outcomes within care and behaviour management plans.

8. Leadership and Management

8.1 (a) the registered provider;

The home is provided by
Bedford Borough Council,
Borough Hall,
Cauldwell Street,
Bedford,
MK42 9AP
Telephone: 01234 267422

Bedfordshire Borough Council elected members are the Registered Provider

(b) The responsible individual

The Responsible Individual is Martin Purbrick, Chief Officer for Children's services.

Martin has over 20 years' experience in a variety of social care settings. He qualified as a social worker in 1998 and went on to work within Local Authority child protection, looked after children and children with disabilities teams. He has also been a registered children's home manager and worked in the independent fostering sector. Since then, he has had a variety of experiences in his career, working in several local authority areas as Head of Service or Service Manager for Child in Need and Child Protection. He joined Bedford in May 2015 as the Head of Social Work and became the permanent Head of Looked After Children in February 2016 where recently now appointed to Director of Children's services.

(c) the registered manager :-

Alex Milligan – Manager

Alex has over 27 years' experience working within a variety of children and adult settings having experience with Profound Physical Disabilities and for the past 19 years working and supporting children with Autism and the associated behaviours that often come hand in hand, all within a local Authority setting.

Alex was initially the Foxgloves Deputy Manager since 2004 but had previous management experience within other provisions. From 2015 Alex was initially the interim manager and subsequent registered manager. Alex currently holds a level 4 NVQ in social care working with children & young people and has a Level 4 NVQ in Leadership and management, a

now obtained the Level 5 Diploma in Leadership and Management for Residential Childcare.

Alex has attended a wide range of training courses relevant to working with children and young people and during his time with the authority he has managed an outreach home support service providing support teams to families within their own home environment as well as for a number of years previously coordinating a Foxgloves social club for young people.

Details of the experience and qualifications of staff, including any staff commissioned to provide education or health care.

Deputy management team:

Deputy Manager - Clare Dixon

Clare holds a level 3 in CCYP, level 4 NVQ in care / working with young people and has a Level 4 NVQ in Leadership and management, additionally Clare has also obtained her level 5 in leadership and Management in Residential Care.

Clare has been at Foxgloves since 1998 and has also supported within SEND schools. Clare has been in her current position as Deputy Manager since 2004. Clare remains a strong advocate in promoting the voice of the child and plays an integral part in celebrating and supporting uniqueness and individuality. Clare remains passionate in assisting the service in building resilience and confidence within the children and young people in order for them to achieve best possible outcomes.

Deputy Manager – Robert Turner

Rob currently holds a level 3 NVQ in Care and has 10 years' experience where having worked within youth groups, play schemes and has also worked within a school setting supporting children with disabilities, Rob previously had worked within a residential setting in a neighbouring local authority supporting young people with Autism and learning disabilities, Rob has since embarked on his new role as Foxgloves deputy manager where he is looking forward to helping young people achieve their full potential and will continue to develop where he will embark on the Level 5 Residential diploma.

Lorraine Rix - Office Administrator:

Lorraine provides invaluable administrative contact where liaising with families and professional, in addition providing support to management, staff and in families. Lorraine works across both Sunflower House and Foxgloves therefore having a wealth of knowledge in relation to enquiries. She holds a city and guilds level 3 Diploma in Business and Administration as well as having previously project managing and business skills.

Lorraine has many years' experience within the administration role and has been with Foxgloves since 2009.

Residential Team:

Afshan Merban – Part time

Afshan joined our team in 2020 where having had a number of years' experience of working within a residential care home setting supporting young people with learning disabilities and Autism. Afshan has since commenced her Residential Childcare Diploma, provided key working support and coordinates our Childrens meetings.

Amy Adair – Part time

Amy has worked at Foxgloves since 2014 having previously had many years' experience as a Teaching Assistant within a local SEND school and knows many of our young people who access the home. Amy has embarked on the Level 3 Diploma in Residential care. Amy currently holds a full time position and now working mainly waking nights.

Ashley Chiutsi – Part time

Hazvineyi (Ashley) Chiutsi – Joined the team in July 2022. Ashley holds a NVQ 3 level in care and has a wealth of over 25 years' experience of working in Residential Care settings and working within the community. Ashley has had many years of experience of working with profound and physical disabilities with a range of age groups and varying abilities. During this time she has attended a wide range of training whilst working with people with learning disabilities and is looking forward to gaining a wide range of training within her new role at Foxgloves.

Deborah Hughes – Full time

Debbie holds an NVQ Level 3 working with Children and young people, she has been with the team since 2000 and has many years' experience working within a residential setting. In addition Debbie has many years experience working with adults with Profound and Physical Disabilities. Debbie continues to gain a wide range of training within her role.

Donna Beddoe – Part time

Donna has many years' experience working within a SEN school where she knew and supported many of the young people accessing Foxgloves. Donna has completed the Residential diploma and demonstrates a variety of knowledge and skills whilst supporting young people with Autism and challenging behaviour. Donna has been key in supporting young people and families with communication aids and supporting individuals with sensory seeking behaviours.

Donna (Dons) Maisey - Full time

Dons joined the team in October 2021, she has 17 years of experience working within two local Special Need Schools and has mainly worked with children with profound and physical disabilities, however, does have a wide knowledge in supporting young people with autism and challenging behaviour. Dons is very sensory based and enjoys getting involved and organising all aspects of sensory activities. Dons is about to commence her Residential Childcare Diploma.

Jade Burkitt – Part time

Jade joined the team in October 2021 and has a number of years' experience within a residential setting this is in addition to volunteering as a family support worker where providing families with practical support and guidance. Within her working life Jade has had many years supporting children with Autism which her skill and knowledge is clearly demonstrated through the support she provides. In recent years Jade has worked within the elderly team providing much needed support to adults with dementia. Jade has gained her level 2 in Adult health and social care and is about to undertake her Residential diploma very shortly.

Jessica Fensome – Full time

Jess joined our team at the start of 2022, Jess holds a NVQ level 3 in Childcare and Education and has previous Early Years' experience and knowledge. Additionally, Jess has experience of working with young people in a residential home, and has joined foxgloves to gain more knowledge and skills in working with and supporting young people and their families. Jess has quickly proved to be a welcomed addition to our team.

Joanne Drum – Full time

Jo joined the team in 2020, Jo has several years' experience of working within a special educational needs setting within a local school where she supported with many of the young people who access Foxgloves. Jo has attended a wide range of training for working with children and young people. Jo has a Foundation Degree in Educational Practice and has currently taken up the Residential diploma in social care. Jo is our Children's Champion, and shares with settings and departments across Bedford Borough Council, how we promote and capture the voice of the child within Foxgloves.

Joanne Luetchford – Part time / waking night

Jo holds her NVQ Level 3 in working with Children and young people; she has been with the team since 2011 and additionally has experience in working with Children with Health & Physical Disabilities. Jo has attended a wide range of training working with children and young people. Jo works on a waking nit to support the young people where they need support, Jo also coordinates the transport requirements and provides this to Bedford Borough transport department, in addition Jo supports management team and all staff with fire training.

Leigh-Anna Perkins – Full time

Leigh-Anna holds a Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Service. She has also gained a first-class master's degree in Psychology where she continues to conduct her own research within the field. Leigh-Anna has previous experience of working with young people with learning difficulties and autism in a residential setting.

Marie Donnell – Part time

Marie holds an NVQ Level 3 in working with Children and young people. She has been with the team since 2010 and has previous educational experience working with young people. Additionally Marie supports our young people within an educational provision and has attended a wide range of training working with children and young people. Marie supports y/p with communicate and Print information that enables children to have a voice or be supported via social stories to aid their understanding of particular aspects they struggle with.

Richard Smith – Part time

Richard has been working with young people for over 8 years within Residential and Educational settings. Richard olds an NVQ level 3 in Residential Care for Young People and has completed a wide range of training courses in relation to working with children and young people.

Shirley Fortune - Full time

Shirley holds an NVQ Level 3 in working with Children and young people. Shirley has been with the team since 1996 and has many years experience working with young people, Shirley has a wide range of training in working with young people.

Zia Chaudhary –

Zia joined the team in 2018 has over 20 years' experience working with young people. He holds a level 3 NVQ in care.

Zoe Gilmour – Part time/ waking night

Zoe hold a NVQ 3 in promoting independence and is currently embarking on an additional diploma. Zoe has many years' experience of working with vulnerable adults and children

with learning disabilities. She has been with the team since 2012 and has many years experience working with adults with disabilities and has attended a wide range of training in meeting the needs of children and young people. In addition Zoe supports the management team with coordinating fire training for staff and works in partnership with the manager with Fire risk assessing.

Business support staff

Linda Wheatley – Part time Domestic

Linda joined the team in 2009 as house keeper, Linda would describe herself as part of the fixtures and fittings at Foxgloves, I would describe her as a fundamental part of Childrens lives that attend Foxgloves as she comes into regular contact with all and is very much part of the children's routines. Linda had previous experience and working knowledge within a care home setting and continues to undertake regular training within her role.

Matthew Hills – Cook

Mat began his employment in 2014 through an agency juggling several jobs but his passion was for Foxgloves so soon joined us permanently. Within his role he provides meals for all young people and takes pride in meeting all specific dietary needs. Mat meets with each child individually and explores the foods that young people like and dislikes. This involves the use of visual aids in support of communication such as a photos folder where y/p can make choices. All this information is then collated and placed onto the y/p's food cards for all staff to access. Mat has also been involved in key work sessions and Theme nights where a specific topic may or cultural night may be chosen that centres on food and culture or healthy eating. Mat supports young people within the kitchen to learn to cook specific meal which is invaluable for the y/p's development.

Relief Residential Worker

Christina Murray – Relief

Christina holds an NVQ Level 3 in working with Children and young people, she has been with the team since 2007 and has many years' experience working with young people. She has also supported young people within an educational provision and with direct payments. She has attended a wide range of training working with children and young people.

Corrine Harris

Corrine holds an NVQ Level 3 in working with Children and young people. She has been with the team since 2007 and has many years' experience working with young people. Additionally Corrine supported young people within an educational provision and has attended a wide range of training in working with children and young people.

Leah Alexander – Relief

Leah joined the team in 2018 and has a range of experience within varying sectors where for a period of time worked within nurseries supporting young children, Leah also has experience in supporting vulnerable adults with a range of needs including autism, and adults with mental health, having additionally supported within the elderly sector.

Leah holds a CACHE level 3 Award, Certificate and Diploma in Child Care and Education, as well as a degree in Child and Adolescent Studies.

Marina Stepanova – Relief

Marina joined the team in October 2014 and has completed her Residential Diploma, Marina has a number of years' experience in supporting people in a residential setting. Marina holds a BA Psychology, MA Psychotherapy and Counselling Psychology Degree and

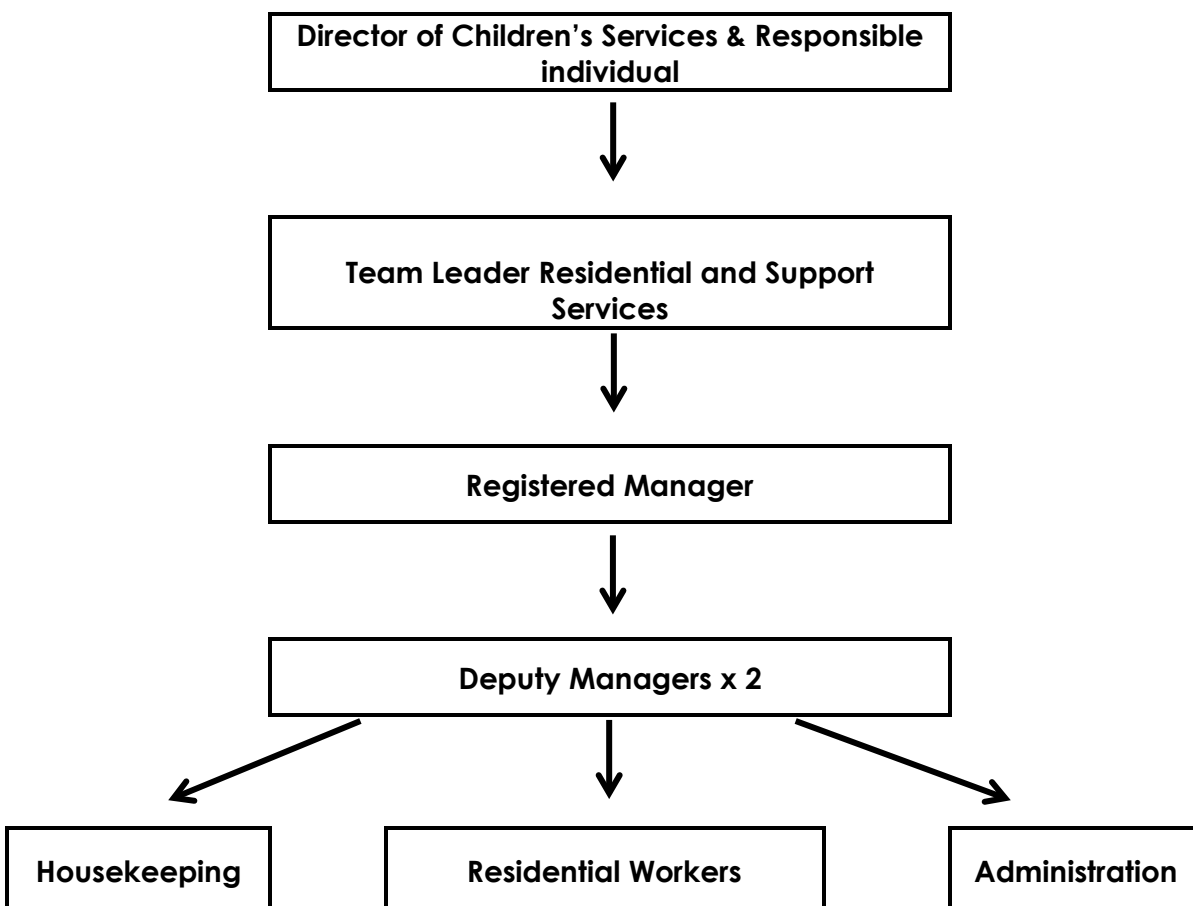
Nickey Sandhu

Nickey holds an NVQ Level 3 in working with Children and young people, she has been with the team since 2001 and has many years' experience working with young people additionally supporting young people with Physical Disabilities and has attended a wide range of training in working with children and young people.

Staff photos are displayed in the entrance to Foxgloves and the young people's notice board show which staff are on duty. Every member of staff and any volunteers or agency staff undergo an enhanced DBS check and Bedford Borough Council recruitment procedures to ensure that all staff are suitable to work with young people

8.3 Details of the management and staffing structure of the home, including arrangements for the professional supervision of staff, including staff that provide education or health care.

Line of accountability



Staff are recruited according to Bedford Borough Council Recruitment and Selection Process. This includes a rigorous selection process and vetting. All staff, including agency staff, undergoes rigorous checks prior to employment including Disclosure & Barring Service checks (formerly CRB). Medical checks, references and a full career history are obtained.

During interview we seek to find whether staff have the right attitudes and aptitudes to working with young people with additional needs. Following recruitment staff complete a period of induction included within their 6 month probationary period.

Foxgloves recognise that staffs are a most valued resource. We aim to build on and develop their existing skills and see this as a vital ingredient in the provision of a quality service.

Each Residential staff member is either qualified to NVQ level 3 in Health & Social Care/ Diploma or equivalent or working towards the Diploma in Residential care qualification.

Staff have varied experience of working in the care sector and have specialist knowledge about differing disabilities. Staff undertake regular training to keep them informed about new ideas and professional practice and developments; which covers the areas of managing epilepsy, first aid, Team-Teach, child protection, medication administration and moving and handling. Specialist courses such as autism awareness are also delivered and staff are encouraged to develop their skills and knowledge.

Supervision

All full time staff receive formal monthly supervision with one of the management team (fortnightly for new staff on their probationary period)

Part time / relief staff receive Bi monthly supervision.

During term time holidays and the month of August school summer holidays, supervisions may be postponed in order to meet the staffing needs of the service. If this is the case then supervisions will be held in the first 2 weeks of September however all staff have the opportunity to discuss any concern at any given opportunity.

Occasionally group supervisions may take place for Waking Night Staff if all in agreement.

Also ad-hoc observational supervisions are conducted to reflect on good practice. Any poor practice observed will be dealt with through supervision or by following BBC procedures regarding poor performance

All staff have an annual PDR review of their development, which enables them to identify training needed for the year ahead. A written copy of their annual review is kept on the staff members support and supervision file.

On call arrangements

There is an on call system for out of hour's emergencies. Staff can call the on call manager during the evening and at weekends. Details are provided to the team of the Manager who is on call is logged within the rota and hand over sheet. (This is shared between Sunflower House and Foxgloves Management team)

Staffing Levels

On each shift a Residential Worker is identified in advance as the shift leader within the rota who is responsible for the overall management of that shift and identifying young people's

support and operational tasks ahead at point of handover. A plan is discussed in meeting the needs of y/p and the home where taking responsibility of issues as they arise.

We have a minimum of two staff on duty during day hours. Young people who require additional staff support needs will have this agreed in advance of the placement commencement or through on-going meetings and reviews where input is gained via all professionals, parents and key workers.

Dependant on the assessed and agreed support needs of each young person we will increase the staffing support available.

During the night we have 1 or 2 waking night staff on duty with a sleep-in staff member dependent on the staffing levels required. In exceptional circumstances we may place x2 sleep in staff as an additional support of any potential difficulties.

Agency staff are only used when necessary and no more than 50 % of the staff on duty at any one time will be from an agency. All agency staff receive an induction to the home, and we aim to use the same agency staff regularly to enable them to get to know the young people and to promote consistency for the young people.

8.4 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.

Our staff team is predominately female. We have one male support staff and x2 male managers who also support currently. The children and young people staying with us receive short breaks therefore spend time with their families who may have role models of both sexes. They also spend time at school and in the community where they witness different role models. We discuss issues regarding role models with the children and young people according to their level of ability.

9. Care Planning

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

Admission to Foxgloves is via referral to the Multi Agency Support Hub who then refer on to the Children With Disabilities Team and a social worker will be allocated.

On the basis of assessed need the young person's social worker will then complete a recommendation to Panel to consider approving funding for the placement. Once this has been agreed by Panel the referral will be made to us.

When a referral is received for a young person one of the management team will visit the family home to complete our Assessment. This Initial Assessment will consider the individual needs of the young person being referred, peer compatibility, sensory and environmental needs and our availability to provide the service required.

Following this a keyworker will be allocated and they will take the lead in planning the care for the young person to be provided. They will liaise with the family, school and social worker along with meeting the young person and spending time with them.

The key worker will arrange visits to the young person and family, at their family home, and in school, where appropriate; within their current care setting.

The key worker will act as the main link between Foxgloves and home/school and will ensure they advocate on the young person's best interest at all times. They will endeavour to ensure that all of the young person's needs including health will be addressed.

Within this process the key worker will gather information on the young person religious and cultural background and will put in place any measure to support the young person during their time at Foxgloves.

The key worker will keep risk assessments and any other care information up to date alongside the residential care plan.

We do not offer stays within the short break service that exceed 28 days, unless it is deemed in a young person's best interest and advice and an agreement for an extended stay has been sought from Ofsted. Short break stays can be from 1 to 10 nights per month. The number of nights allocated per month is approved through Panel. They take in to consideration the assessments completed and resources available.

The allocated social worker is responsible for arranging Child in Need (CIN) meetings at least every 6 months, the CIN meeting will include the review of the care package offered by Foxgloves. The key worker will try to attend the meeting and will complete a report on the young person stays with us and to update on their general progress while in our care.

Transport to the home from school is agreed through the Panel process, the young person's social worker leads these requests. Transport is not provided to or from home during school holidays or weekends by Foxgloves. Families who have additional travel needs can discuss them with the young person's social worker.

If not already supplied documentation from the social worker will be requested before the young person can commence there stays at the home.

Working in partnership is an essential aspect of our role as a short breaks provider, to enable us to provide a consistent and person centred support package it is necessary for all professional documents to be provided by the young person's social worker prior to admission. The review of needs, Panel documents, updated plans and assessments must be provided throughout the duration of admission to the service. We are unable to offer short breaks to young people where these documents are not in place.

Reviews will take place in accordance to the Child in Need and Looked after Children guidance. If the young person is considered a Looked after child their review will be chaired by an Independent Review Officer, and involve the young person, their parents/carers, school, key worker and any other relevant professional.

We do not routinely accept emergency admissions. However where a child needs to access the home at short notice the manager would need to ensure that the children/young people meet the admission criteria for the home, that the home has undertaken an assessment process and that the relevant paperwork is supplied to the home prior to the child/young person being admitted. There would also need to be a consideration of the needs of the children already accessing the service to ensure minimal disruption to their care.

Emergency placements can take place subject to assessed needs; an emergency admission will not occur if there are known assessed high risks to others and these risks

cannot be minimised and a impact risk assessment will be undertaken prior to admission. To place a young person in an emergency the placement must be agreed with the Registered Manager and Responsible Individual or their representative prior to admission.

Transition

Preparing a young person to leave Foxgloves is a very important part of our work. It is important to prepare our young people well in advance of their planned leaving date. We normally begin to plan for a resident to leave after they have reached the age of 14 coinciding with their first CIN review after this Birthday; it continues to be discussed at every CIN meeting henceforth running in parallel to this transition will be further discussed at SEN / EHCP reviews so that planning for Further Education can be thought about also.

Once a decision about where a young person is to be placed post 18 years old Foxgloves we will endeavour to help the young person with this important move. This may include: giving information visually, using schedules and social stories supporting families in visiting appropriate Specialist Placements etc.

It is important to gauge the opinions and wishes of the young person with this proposed move so that these wishes can be fully taken into consideration when planning the transition.

The home will always acknowledge and mark the occasion of a young person moving on from the home. We always consult with the young person on how they wish to mark this occasion; it could be in the form of a party, going to a special activity with peers of their choice. It is important that individuality is respected.

Young people may want to return and visit Foxgloves; this can happen with prior arrangement.

As stated within **1.1** a statement of the range of needs of the children for whom it is intended that the children's home is to provide care and accommodation.

Our aim is to continue to support young people once they reach eighteen through their transition into adult services where we will offer continued overnight support with an extension to post 18 and where there is a clear transition plan in place. The aim is to aid a smooth transition and joint working in the best interest of the young person.

There will be a clear distinction in age range during the short break period provided where the young adult will be matched with similar age range. The transition is to be transparent and within a timely process for assessing, deciding and agreeing bespoke continuing care packages for the young person, where those needs cannot be met by existing universal and specialist services. This will be subject to all parties' agreement.

Registered Individual

Martin Purbrick – Director of Children Services

.....