

Specialist providers of child centred residential care

Statement of Purpose and Function

Enabling young people
to achieve their potential



Somerset, Huntspill
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www.headway.uk.com

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The contents of this Statement of Purpose are arranged as outlined in the Children's Home (England) Regulations 2015 Schedule 1, Regulation 16. Matters to be Included in the Statement of Purpose.

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Quality and Purpose of Care

1. Range of needs of the young people that Headway provides care and accommodation for.

Lake Farm has been established to provide care for Young People who are looked after, whether on an accommodation basis or by virtue of a Care Order. The home can also provide emergency care (subject to a satisfactory Risk Assessment).

Lake Farm may provide care and accommodation for up to three young people with social, emotional and behavioural difficulties (SEBD).

2. Headway's ethos, the outcomes it seeks to achieve and its approach to achieving them.

To avoid the negative aspects of institutional living and to create a living situation where Young People receive the best possible physical and emotional care, Headway will strive to facilitate a loving and comfortable home environment.

The home endeavours:

- To create an atmosphere and environment which reflects many of the positive areas of a typical family home, providing a loving and nurturing environment
- To create an atmosphere of approval and acceptance of the individual as a unique person with a personality, background and a future of their own
- To create an environment where the Young Person will receive the best possible physical and emotional care which will be conducive to positive personal development
- To foster the building of personal relationships and through these develop a mutual respect, trust and growing awareness of self-worth
- To create an environment where regardless of their differences people can learn to value and respect others

The aim of the home is to enable each Young Person to live:

- With their family
- In foster care
- In another appropriate form of residential care
- In independent living

These aims are achieved by:

- Providing a living environment in which each Young Person will feel loved, secure, safe and protected from harm
- Encouraging and promoting the physical, emotional, intellectual and social development of each Young Person
- Providing opportunities which will enable each Young Person to develop self esteem

- Preparing each Young Person for leaving care and assisting with their integration into independent living

3. A description of the home

Lake Farm is equipped to care for 3 Young People between the ages of 9 to 17 and can facilitate a mixed gender accommodation.

The home is a large 6 bedroomed detached property situated in a rural location in Somerset. The accommodation, which is fully centrally heated, consists of:

A large lounge equipped with a TV, DVD player and Sky viewing.

- A dining room
- A fully fitted kitchen
- An education room with a PC for use by the young people. This room can also be used to facilitate family visits
- Chill out room with TV & PS3
- Staff office
- Two shared bathroom/WC for the use of the young people & staff and 2 downstairs WC's
- Three young people bedrooms with ensuite bathrooms
- Three staff bedrooms
- A 4-berth garage
- Horse stables

The Young Person has sole use of a bedroom with privacy, subject to safeguards for the Young Person's safety and protection. All bedrooms are furnished with a single bed, bedding, study desk and lighting. Each room is provided with a television, storage space for clothing and safe storage for personal belongings. Any valuables belonging to the Young Person can be stored securely. Each room will have a lock and the Young Person will be responsible for the key to this and the upkeep of their room, with support from the home where required.

The allocation of bedrooms will firstly consider any specific personal need together with considerations for the safe management of the Care Plan for the Young Person. The accommodation for Young People consists of six good sized bedrooms which the Young People will have the opportunity to personalise.

Young People have access to a telephone in privacy, subject to safeguards for their well-being and protection. Any decision to restrict privacy will be through consultation with the placing authority and the Young Person, this will be clearly reflected in the care plan. Young People will also have access to the Internet with the safe guards of appropriate supervision, wireless access via the home's office and the use of 'Draytek' filtering software which restricts access to suitable sites only. Permission will also be sought through the placing authority and parents if applicable.

If at any time the occupancy of the home becomes mixed gender, the Young People will be advised about their need to be considerate when using the bathrooms as well as taking care to be appropriately dressed when going to use them.

Each Young Person has a say in the way their bedroom and the communal areas of the home

are decorated, this supports their individuality and enriches a sense of inclusion within the home environment. Parallel to this the accommodation continually adapts to Young People's needs, wishes and preferences subject to necessary Risk Assessments. The home attempts to meet the individual needs of the young people this has included door alarms which can be utilised if risk assessed necessary and with express permission from placing local authorities.

4. A description of the location of the home

The home is located on the outskirts of a rural community that includes farmland, woodland and a small village (East Huntspill & Bason Bridge) which is within walking distance, has a small general store, small church, amongst small houses. The village has a frequent bus service.

The closest town (Bridgwater) is within 5 miles, this offers facilities such as supermarkets, a train and bus station these offer regular transport links to many seaside destinations such as Weston Super Mare and Minehead, local Youth Clubs and Army cadets, a leisure centre and a fishing lake. It also offers many of your high street shops such as Game, Wilkinson's and Boots, a shopping centre and retail park and a full range of fast food establishments, restaurants and cafes.

The home is situated 5 miles outside of Bridgwater which offers a range of outdoor activities which are easily accessible. These include:

- Walking on public footpaths that are clearly marked tracks or feature walks.
- Swimming and sports at the leisure centre
- Parks and recreational grounds are available for ball games such as football and rugby.
- Nature reserves

A bit further afield you can find some seaside towns such as Weston Super Mare and Minehead for exciting days out at the beach.

5. Arrangements for supporting religion/ culture/ linguistics

Headway strives to ensure that each Young Person feels supported in pursuing their individual cultural and religious needs.

Each Young Person is provided with the opportunity, as far as is reasonable and practicable, to attend religious services and receive religious instruction appropriate to his/her religious beliefs. Special attention is given where religious observance may involve the provision of special facilities. Upon arrival, Young People receive Headway's Young Person's Guide, this lists all local places of worship within the area.

Within the home, we endeavour to ensure that all aspects of a Young Person's religious and cultural needs are supported. This includes; specific dietary requirements, acknowledgement of religious celebrations and holidays, and the purchase and replenishment of paraphernalia required to practice individual faiths.

Headway can provide its written resources in other languages and formats. It can also be arranged for an interpreter to aid a Young Person with oral communication.

6. Complaints

Each Young Person at the home has the right to make representation by the way of complaints regarding their care and accommodation whilst being looked after by Headway. A complaint may be related to the environment, staff, other professionals, family or other Young People. This procedure is designed to be used for all complaints whether minor and major complaints. The same procedure applies to external parties making a complaint about the home.

There is a system in place to ensure that the right person deals with any complaint at any level.

1. The Home Manager deals with all complaints made about the home, including complaints/allegations against staff working at the home, unless the Home Manager is involved in the situation either directly or as a witness.
2. If the complaint involves the Home Manager or is directed at the Home Manager, the complaint will be managed and dealt with by the Managing Director/Executive Chairman who is the Responsible Individual.
3. If the complaint is against the responsible Individual. OFSTED will be notified.
4. If the complaint is against the Executive Chairman, HR Manager, the Managing Director will investigate the complaint, unless the complaint is of a child protection nature.
5. If there is a complaint against the Quality Manager then the complaints would be dealt with by the Managing Director. If there is a complaint against the Managing Director this would then be dealt with by the Executive Chairman.

At all levels, the Young Person, or any other person making the complaint has the right to have the complaint investigated by an independent person if not entirely satisfied with the initial investigation and outcome.

The home Complaints Policy is available upon request. All Young People have guidance on the Complaints Procedure in the Young Person's Guide.

For complaints, direct to OFSTED, the address is:

OFSTED
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 1231

7. How to access Child Protection and Behaviour Management Policies

The Headway team has access to local authority safeguarding children legislation and procedures via the internet and contact details are available within the home.

The Headway Child Protection Policy Document links with the safeguarding children policies and procedures and recognises that the local safeguarding children legislation takes precedence.

Headway provides and adheres to a robust Behaviour Management Policy to continually support the safeguarding of children.

Any person, body, or organisation involved in the care or protection of a child can request these policies from:

Headway Designated Safeguarding Person
Tim Corbin
Managing Director
01291 625625

Views, Wishes and Feelings

8. Headway's policy and approach to consulting Young People about the quality of their care

The way the home functions enhances every child's independence and opportunity to make everyday choices. Significant views, discussions and expressed opinions are recorded promptly in the relevant places and the Young People receive regular feedback following consultation, to ensure matters are not taken for granted.

Headway operates in a manner, which enhances every Young Person's opportunity to independence and their right of choice. Young People's opinions and views on the care and support they receive at the home are monitored through private one to one sessions with someone who they choose to talk to. These sessions are recorded and kept on their individual case files. Young People are also consulted by the person undertaking Regulation 44 visits and as part of the Regulation 45 bi-annual reports and any concerns, compliments or ideas they may have about services provided are recorded and considered. Young People are actively encouraged to participate in their planning meetings and reviews. Encouragement is provided to aid Young People to complete Review Consultation documentation. Young People are actively encouraged to participate in house chats on a regular basis, these are minuted.

Headway has adopted the Hear by Rights standards to ensure the Young People have a say in their care. An elected representative from each of the Headway homes is identified on a six-monthly basis to bring forth any ideas, matters or concerns the Young People may have. These meetings are held twice-annually to discuss the day to day running of Headway to ensure the Young People have a say in the organisation and its policies and procedures.

9. Headways policy and approach in relation to anti-discriminatory practice in respect of children and their families and children's rights

Headway ensures that there is equal access to all services and opportunities to all parties involved in the care of the Young Person regardless of race, gender, disability, culture, age and sexuality. Anyone who fails to ensure that this occurs, are in breach of Headway's Disciplinary Rules and will be dealt with through the Disciplinary Procedures.

The best interests of the Young Person will be the primary consideration.

The responsibilities, rights and duties of parents or extended family or community, legal guardians or other persons legally responsible for the Young Person will be recognized.

Headway has based the full policy on Children's Rights from extracts taken from the 'UN Convention of the Rights of the Child'.

The Convention on the Rights of the Child lists internationally acknowledged rights of children. The convention on the Rights of the Child sees a child as a holder of rights. This means that a child is an individual who has human rights.

Children of different age and gender have various interests and needs, but despite the differences, they have equal rights. All of them have the right to equal treatment.

In addition to rights, children also have responsibilities, like adult members of society. A child's rights end where the rights of another child or an adult begin. This means that rights have limits and a child must consider the rights of other children and adults when exercising their rights. Rights and responsibilities go hand in hand and at Headway we will endeavour to teach and support Young People in our care to be respectful of this.

Education

10. Provision to support children with Special Educational Needs

11. The home is not registered as a school

12. Headway's arrangements for children to attend local schools and the provision made by the home to promote children's educational achievement

One of the fundamental principles underpinning Headway's Educational Policy is a belief in the value of education and its empowering nature regardless of class, creed or culture. We work closely with Local Authority education departments, and case holders to promote and support the education of Young People throughout their stay at Headway.

Headway homes all have valuable links with a variety of education providers within their respective Local Authorities. The homes always ensure upon referring a Young Person to a provision that it will meet individual needs such as:

- A meaningful and relevant curriculum taking account of:
 - The Special Educational Needs of each pupil;
 - The National Curriculum;
 - The Curriculum of the School they may progress to; and
- Effective links with mainstream education; and
- Social skills training and the modification of behaviour; and
- A caring supportive environment; and
- An appreciation of how the emotional and behavioural difficulties of Young People may affect the way in which they use educational resources.

In addition to supporting formal education provision, the home can offer the following:

ASDAN

The home has a designated ASDAN Co-ordinator who will implement and oversee the delivery of ASDAN programmes in the home which will be tailored to an individual Young Person.

SWEET

The home also has a SWEET coordinator. The SWEET program is a BTEC qualification that can be achieved by Young People if they have been absent from education for a period of time.

Both ASDAN and SWEET provide the Young Person with a recognised qualification acknowledging their commitment and achievement. These are used to maintain the routines and bridge any gap in education provision as well as providing supplementary learning.

All Young People resident at Lake Farm will have an individual education plan included in their care plan. The home will be fully involved with the educational programmes provided for Young People and will act in the role of classroom assistants during the school day where this is appropriate to the needs of the Young Person.

Enjoyment and Achievement

13. Headway's arrangements for enabling children and Young People 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.

Headway values the importance of leisure activities and Young People are encouraged and given opportunities to take part in their personal interests.

All activities are included in the Young People's Weekly Planners which are completed in consultation with each individual.

Activities reflect the choices of the children, and are supervised as any parent would, at all times where appropriate. Any specialist activities would be undertaken with an instructor who holds the relevant qualifications.

Young People are encouraged to help plan activities and visits. Trips to use the local amenities, to the coast or theme parks are encouraged and budgeted to occur at regular intervals. Home vehicles are used for transportation.

Children have access to DVD's, music, books, arts and crafts, and games which are age appropriate. Young People have access to a computer with internet access and a games console.

Health

14. Therapy provided by Headway

Lake Farm are supported by DGF Psychology Ltd. DGF Psychology can provide an initial clinical assessment of Young People. This will be used to inform the Behaviour Management Plan and guide the work practice through training the team to give a holistic approach to the care provided.

DGF Psychology will, if appropriate, undertake direct work with Young People and if requested can undertake more specific clinical assessments.

Staff from DGF Psychology have an enhanced DBS check and a professional qualification appropriate to their role. See below for further information.

All clinical assessments will be shared with the placing authority. DGF Psychology visit the home once per month and a six-monthly training schedule is available and flexible to meet the needs of the home.

With therapy underpinning training and Behaviour Management Plans, the home is able to implement a consistent and therapeutic approach to working with Young People. The evidence of this is the progress that each Young Person has made in the home, leading to positive outcomes for their future.

The primary health needs of each Young Person are supported by the registering of each child with the local General Practitioner (GP), Dentist and Ophthalmologist within the community. Additional referrals to add on services can be made via these links on an individual basis if required.

Positive Relationships

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

A Young Person can expect contact with their parents, family and friends which is encouraged and supported, taking into consideration potential restrictions detailed on any care order. There will be a need to plan and have agreements for this, which will be part of a child's Care Plan and contact arrangements. A Young Person can expect to have other contact opportunities supported such as telephone access, letter writing, email and skype. All contact will be offered an appropriate level of privacy but may require monitoring and will be dependent on any contact restrictions, taking into account the need to safeguard and protect the Young Person from possible harm to themselves or others.

Visits by family and friends are important and the home will promote a warm and welcoming experience for everyone

Protection of Children

16. Headways approach to the monitoring and surveillance of children

Any forms of devices used to monitor and survey a Young Person, is deemed restrictive, therefore a planned and assessed approach for the use of such measures would be adopted alongside the gathering of consent from the Placing Authority, only if required.

The home does not have any means of monitoring and surveying children. However, if this were to be required to ensure a Young Person could be safeguarded appropriately, items such as door alarms or window restrictors could be fitted on appropriate doors within the home. A full risk assessment taking into consideration the impact of this on any other Young People living in the home would be completed and relevant consent would also be obtained for this, as well as discussion with all living in the home.

The home does not have lockable doors in communal areas, the facility to make the doors lockable is available if deemed appropriate, upon completion of a risk assessment and consent.

The home runs 'Draytek' filtering systems on the internet, this system blocks inappropriate and age restricted websites from use.

17. Headway's approach to behavioural support including information about use of restraint

Headway believes that Young People should be assisted to develop socially acceptable behaviour through encouragement of positive behaviour and constructive responses to inappropriate behaviour. Behaviour Management Plans will identify any known triggers or indications that a Young Person will react negatively. It will specify appropriate responses to the behaviour exhibited, e.g. effective de-escalation techniques, the level of intervention required and what post incident support is needed.

The use of Physical Intervention is only ever to be used to protect the child concerned from injury to themselves or injury to others, or serious damage to property. We need to ensure that any intervention provided is tailored to meet the needs of each individual. The home is committed to providing open dialogue with the Young People on all areas of conduct and behaviour, as any good parent would, in this way the home hopes to promote an understanding of responsibility through participation

All teams receive a two-day course with PAMOVA General Services. The course includes theory – Conflict Management, de-escalation, active listening and communication, legal considerations and report writing along with breakaways and physical intervention techniques. This course is arranged twice per annum. PAMOVA are accredited by Bild, Highfield, GSA and Select Accredited. This would then be refreshed annually.

PAMOVA assess the competency of individuals and any concerns or inability to effectively learn the measures will result in failure of the course and non-issue of a competent certificate. If this were to occur, Headway would need to consider the suitability of the individual concerned.

Leadership and Management

18. Contact details for the Registered Provider, Responsible Individual and the Registered Manager

The Registered Provider is:

Headway Adolescent Resources Limited
PO Box 94
Lydney
Gloucestershire
GL15 9AQ
Tel: 01291625625
Email: admin@headway.uk.com

The Responsible Person is:

Tim Corbin, Managing Director (address as above)

The Registered Manager is:

Tony Glanville (address as above)

Each team member has Supervision monthly with their Line Manager unless there is a specific need for more frequent supervision. During the probationary period team members, will receive fortnightly Supervision.

Each employee's progress is reviewed fortnightly during their probation period via supervision formally carried out by the Home Manager and observed informally at every shift by experienced colleagues.

Thereafter, team members will engage in regular (on average monthly) one to one supervision meetings, clinical support via the therapeutic consultants commissioned to work in the home, debriefs and reflective practise session during team meetings. Each will be recorded in the homes records and consideration will be given to who has access to these.

DGF Psychology ensure appropriate arrangements are in place for the clinical support and supervision of therapy staff supplied to work within the home.

19. Gender mix of staff team

The home has a mixed gender of team members to ensure appropriate role models can be provided to Young People at all times. Careful consideration is given to the gender mix within the home when organising rotas and deployment of members of the team.

Care Planning

20. Criteria used for the admission of children to the home

Following a referral for admission, the Manager will liaise with the relevant Social Worker and collate all required information to enable a decision regarding the suitability of the placement to meet the Young Person's needs and the likely effect upon the existing Young People resident at the home.

Following an assessment of compatibility, the admission would be planned to include introductory visits in both the current placement and the Headway home.

Decisions regarding proposed placements will not be made without the appropriate Risk Assessments being completed and background information being available. If the referral was for an emergency bed the Home Manager would ensure that sufficient information is available to assess the risks of admitting the new placement to the home.

Young People are not accepted if it is felt that Headway are unable to meet the needs of that Young Person or those of the Placing Authority.

Emergency admissions are only accepted after the completion of a Compatibility Risk Assessment by the Home Manager.

A Planning Meeting will take place within 72 hours of admission to establish the length of placement and to aid the drawing up of a Care Plan.